# Arrange Menu

Use Arrange menu commands in Layout to work with objects and fields. You can group, lock, and position objects, remove extra space at the end of printed fields, and change the sequence of fields you move to with the Tab key.

Group

Ungroup

Lock

Unlock

Bring to Front

Bring Forward

Send to Back

Send Backward

Align Objects

Alignment...

Slide Objects...

Tab Order...

# Group

Consolidates a set of selected objects into one object. After you use the Group command, the objects can be moved, resized, and formatted as a single object.

To prevent a group from being moved or changed, you can lock it with the Lock command.

*Note:* To select multiple objects, hold the Shift key as you select each object.

### See Also

Arranging a Layout

Working with Layouts

# Ungroup

Separates objects that have been grouped with the Group command, leaving them selected in their original <u>stacking order</u>. After you use the Ungroup command, the objects can be moved, resized, and formatted individually.

If a grouped object consists of a collection groups, ungrouping the first object leaves the other groups intact.

**_See Also_**

<u>Arranging a Layout</u>

<u>Working with Layouts</u>

# Lock

Prevents objects from being moved, cut, cleared, resized, or formatted. You can select, copy, or group locked objects, but you must use the Unlock command before you can manipulate them in any other way.

When you group a locked object with unlocked objects, the entire group becomes locked. When you create a copy of a locked object, the copy is not locked.

Locked objects appear with gray handles instead of black handles.

***See Also***

Arranging a Layout

Working with Layouts

# Unlock

Unlocks selected objects that have been locked with the Lock command. You must unlock objects before you can move or edit them.

Unlocked objects appear with black handles instead of gray handles.

***See Also***

Arranging a Layout

Working with Layouts

# Bring to Front

Moves selected objects in front of all other objects in the stacking order.

**See Also**

Arranging a Layout

Working with Layouts

# Bring Forward
**Arrange Menu**

Moves selected objects one layer closer to the top of the <u>stacking order</u>.

***See Also***

<u>Arranging a Layout</u>

<u>Working with Layouts</u>

# Send to Back

**Arrange Menu**

Moves selected objects in back of all other objects in the <u>stacking order</u>.

***See Also***

<u>Arranging a Layout</u>

<u>Working with Layouts</u>

# Send Backward

Moves selected objects one layer closer to the bottom of the <u>stacking order</u>.

***See Also***

<u>Arranging a Layout </u>

<u>Working with Layouts</u>

# Align Objects

Applies the alignment specifications set in the Alignment dialog box to selected text, objects, and fields.

If you align along tops, bottoms, or sides, the objects move into alignment with the object farthest in the chosen direction.

***See Also***

Arranging a Layout

Working with Layouts

# Alignment...

Specifies how objects should be aligned when you use the Align Objects command. You can align the tops, bottoms, sides, or centers of objects or you can distribute space equally between objects.



**Alignment Dialog Box**

*See Also*

Arranging a Layout

Working with Layouts

## Alignment Dialog Box

| Option | Action |
|---|---|
| Top to Bottom | Click an option for no alignment (None), align objects horizontally (Align Top Edges, Align Centers, or Align Bottom Edges), or evenly distribute the space between objects (Distribute Space) |
| Left to Right | Click an option for no alignment (None), align objects vertically (Align Left Edges, Align Centers, or Align Right Edges), or evenly distribute the space between objects (Distribute Space) |
| Sample | View the results of your alignment selections |

# Slide Objects...

Specifies how to remove blank space from selected <u>fields</u> when you print.

If some records have blank fields or a short piece of text in a long field, <u>sliding objects</u> removes the extra space as necessary.



**Slide Objects Dialog Box**

### *See Also*

<u>Closing Up Space for Printing</u>

<u>Arranging a Layout</u>

<u>Working with Layouts</u>

## Slide Objects Dialog Box

| Option | Action |
| --- | --- |
| **When printing, remove blank space from within the selected objects by:** | |
| Sliding left | Click to move the object on the right to the left, so it is next to the field made smaller |
| Sliding up based on: | Click All Above to raise an object so it is next to all fields above. Click Directly Above to raise an object so it is next to the field directly above |
| Also reduce the size of the enclosing part | Click to reduce the size of the field's part if it slides vertically |
| Do not print the selected objects | Click to prevent the selected objects from printing |

# Tab Order...

Changes the sequence of movement with the Tab key. Unless you change the order with this command, you tab through <u>fields</u> from left to right and top to bottom.

You see the Tab Order dialog box along with arrows that point to each field on the layout, except summary fields. You can change the number on each arrow to change the field position in the <u>tab order</u>, or leave the arrow blank to leave the field out of the tab order.



**Tab Order Dialog Box**

***See Also***

<u>Changing the Tab Order</u>

## Tab Order Dialog Box

| Option | Action |
| --- | --- |
| Edit tab order | Click to change the tab order by typing the numbers in the arrows |
| <n> of <n> items set | View the number of fields you've included in the new tab order |
| Create new tab order | Click to remove the numbers and set the order by clicking the arrows in the order you want |
| Revert To Default | Click to return to the default order (left to right and top to bottom) |

# Commands

FileMaker Pro has nine pull-down menus on the menu bar.

<u>File</u>

<u>Edit</u>

<u>Select</u>

<u>Layout</u>

<u>Arrange</u>

<u>Format</u>

<u>Scripts</u>

<u>Window</u>

<u>Help</u>

# Customer Support

**Customer Relations**

For warranty replacement, upgrades, registration status, change of address, and all nontechnical questions, contact Customer Relations.

(408) 727-8227

Hours (Pacific time):

8:00 AM - 5:00 PM    Monday - Thursday

8:00 AM - 2:00 PM    Friday

Address:

Customer Relations

Claris Corp.; MS   C-11

5201 Patrick Henry Dr.

Box 58168

Santa Clara, CA   95052-8168

AppleLink: CLARIS.CR

America On-Line: Claris

**Technical Support Hotline**

As a registered customer, you are entitled to help on our Technical Support Hotline. If you have technical questions or encounter a problem operating your software, call our team of Technical Support Specialists at:

(408) 727-9004

Hours   (Pacific time):

6:00 AM - 6:00 PM   Monday - Thursday

6:00 AM - 2:00 PM    Friday

AppleLink:   CLARIS.TECH

CompuServe:

Modem Settings: 8 Data Bits; No Parity; 1 Stop bit

After logging on, type GO APPVEN. At the menu, choose 14, Claris.

America On-Line: Claris

# About FileMaker Pro Help

Writer: Jill Holdaway

Design: Jill Holdaway, Ken Broadhurst

Programming: Carlos Garcia, Kathy Yokota

Management: Ken Broadhurst

# Edit Menu

Use Edit menu commands to create new records, layouts, and find requests, to undo actions, and to cut, copy, paste, clear, and select FileMaker Pro data and objects.

The commands in the middle section of the Edit menu (the New, Duplicate, and Delete commands) change in each mode. For example, New Record in Browse becomes New Request in Find, and New Layout in Layout.

Undo

Cut

Copy

Paste

Clear

Select All

New Record

New Request

New Layout...

Duplicate Record

Duplicate Request

Duplicate Layout

Duplicate Selection

Delete Record

Delete Request

Delete Found Set

Delete Layout

Paste Special

Replace...

Relookup

Spelling

# Undo

**Edit Menu**

Reverses the last action. Immediately after you choose Undo, the command becomes Redo so that you can reverse the undo action. The Undo command appears dimmed if the action can't be undone.

# Cut

Removes selected data and layout objects and places them on the Clipboard, replacing the Clipboard's previous contents. You can paste the cut selection in a new location with the Paste command in the Edit menu.

***See Also***

Deleting Data

# Copy

Copies selected data and layout objects onto the Clipboard, replacing the Clipboard's previous contents. You can paste the copied selection in a new location with the Paste command in the Edit menu.

| You can copy: | when you: | and use the Copy command or these keys: |
|---|---|---|
| field data | select it | Ctrl+C<br>Ctrl+Ins |
| all data in a record in tab delimited format, except picture and sound data | are in Browse and the insertion point isn't in any field | Ctrl+C<br>Ctrl+Ins |
| all data in a <u>found set</u> in tab delimited format, except picture and sound data | are in Browse and the insertion point isn't in any field | Ctrl+Shift+C |

## *See Also*

<u>Selecting and Copying Data</u>

<u>Entering Data</u>

<u>Looking Up Data in Other Files</u>

# Paste

Places a copy of the Clipboard contents at the insertion point.

In Browse, the item you paste must match the field type. For example, you can paste a picture in a picture/sound field, but not in a text field.

In Layout, you can paste:

- **-** text and graphics

- **-** field objects into other layouts in a file

- **-** field objects into another FileMaker Pro file with a matching field name

- **-** field objects into a file in another application

The Windows Clipboard may contain pictures in both a bitmap and metafile format. To paste the picture in metafile format, choose Paste. To paste the picture in bitmap format, press Shift and choose Paste.

### *See Also*

Entering Data

Looking Up Data in Other Files

# Clear

Removes selected field data or layout objects without placing them on the Clipboard. Clear does not delete entire records, find requests, or layouts.

***See Also***

Deleting Data

# Select All

**Edit Menu**

Selects the contents of the current <u>field</u> in Browse or Find, or all objects in Layout.

***See Also***

<u>Selecting and Copying Data</u>

<u>Entering Data</u>

# New Record

Makes a new, blank <u>record</u> when you're in Browse. Each record has the set of <u>fields</u> that are included in the current <u>layout</u> and any automatically entered values you've set up with entry options.

### *See Also*

<u>Adding and Deleting Records</u>

<u>Duplicate Record</u>

<u>Entry Options</u>

# New Request

Displays a new, blank <u>find request</u> when you're in Find. Use a find request to enter search criteria for finding matching records.

***See Also***

<u>Making a Find Request</u>

<u>Using Find Mode</u>

# New Layout...

Starts a new layout when you're in Layout. Each layout can have a different arrangement of fields and layout parts.

You can create your own layout or choose one of the layouts listed in the New Layout dialog box.



**New Layout Dialog Box**

When you select Columnar Report, Extended Columnar, or Envelope from the New Layout dialog box, set how fields appear in the layout in the Set Field Order dialog box.



**Set Field Order Dialog Box**

When you select Labels from the New Layout dialog box, set dimensions and positions for Avery and custom labels in the Label Setup dialog box.



**Label Setup Dialog Box**

### *See Also*

Working with Layouts

Using Layout Mode

## New Layout Dialog Box

| Option | Action |
|---|---|
| Name | Type a name for the layout |
| **Click:** | **to define a layout that:** |
| Standard | Displays fields in the order listed in the Define Fields dialog box |
| Columnar report | Displays fields in columns and wraps long records to a new line |
| | Select fields for the columnar report in the Set Field Order dialog box |
| Extended columnar | Displays fields in columns when the fields fit across the page on one line |
| | Select fields for the extended columnar report in the Set Field Order dialog box |
| Single page form | Stacks all fields in the order listed in the Define Fields dialog box, without a header or footer |
| | The page size for a single page form is set in the Print Setup dialog box |
| Labels | Displays labels across the page |
| | Select label measurements for Avery and custom labels in the Label Setup dialog box and select fields for the label in the Set Field Order dialog box |
| Envelope | Displays fields positioned for a business envelope |
| | Select fields for the envelope in the Set Field Order dialog box |
| Blank | Displays a blank layout |
| | Customize the layout by using the tools in the status area to add the fields, layout text, graphics, and parts you want |

## Label Setup Dialog Box

| Option | Action |
|---|---|
| Use label measurements for | Click the button and select an Avery label type from the pop-up list |
| | The layout conforms to the size of the selected label |
| Use custom measurements: | Click the button and type custom label measurements in the box below |
| Labels across the page | Type the number of custom labels you want to fit across the page |
| Width | Type the custom label width (the distance from the left edge of one label to the left edge of the label on the right) |
| Current Print Setup | View the page measurements as set in the Print Setup dialog box |
| Height | Type the custom label height (the distance from the top edge of one label to the top edge of the label below) |

## Set Field Order Dialog Box

| Option | Action |
|---|---|

| | |
|---|---|
| Field List | Select a field to move into the Field Order list |
| | Once in the Field Order list, drag the double arrow next to the field names to change the field order in the layout |
| Clear All | Click to remove all fields from the Field Order list |
| Move | Click to move a selected field from the Field List to the Field Order list |
| | You can move more than one copy of a field into the Field Order list |
| Field Order | View the order of fields for your layout or select fields you want to remove from the list with the Clear button |

# Duplicate Record

**Edit Menu**

In Browse, makes an exact copy of the current <u>record</u>. You can use Duplicate Record to simplify data entry when there are only minor differences between records. If you've set up fields to automatically enter data, FileMaker Pro enters the values in those fields for you.

### *See Also*

<u>Adding and Deleting Records</u>

# Duplicate Request

In Find, makes an exact copy of the current <u>find request</u>. Use Duplicate Request to quickly create a new find request based on an existing one.

### *See Also*

<u>Making a Find Request</u>

<u>Modifying a Find Request</u>

# Duplicate Layout

In Layout, makes an exact copy of the current <u>layout</u>. Use Duplicate Layout to quickly create a new layout based on an existing one.

### *See Also*

<u>Creating, Duplicating, and Deleting Layouts</u>

<u>Using Layout Mode</u>

# Duplicate Selection

**Edit Menu**

In Layout, makes a copy of the selected object and offsets the copy down and to the left. You can also duplicate a selection by holding down the Alt key while dragging an object.

### *See Also*

Arranging a Layout

Working with Layouts

# Delete Record

In Browse, deletes the current <u>record</u> and all its data.

**See Also**

<u>Deleting Data</u>

<u>Omitting Records</u>

# Delete Request

In Find, deletes the current <u>find request</u>.

***See Also***

<u>Making a Find Request</u>

<u>Modifying a Find Request</u>

<u>Deleting Data</u>

# Delete Found Set

In Browse, deletes the current <u>found set</u>.

***Note:*** You can't undo a Delete Found Set command.

***See Also***

<u>Deleting Data</u>

<u>Omitting Records</u>

# Delete Layout

In Layout, deletes the current <u>layout</u>.

***See Also***

<u>Creating, Duplicating, and Deleting Layouts</u>

<u>Arranging a Layout</u>

# Paste Special

Use Paste Special submenu commands to paste specific types of information into <u>fields</u> when working in Browse and Find.

The Paste Special submenu contains these commands:

<u>From Index...</u>

<u>From Last Record</u>

<u>Current Date</u>

<u>Current Time</u>

<u>Current User Name</u>

<u>Date Symbol</u>

<u>Time Symbol</u>

<u>User Name Symbol</u>

<u>Page Number</u>

<u>Record Number</u>

***See Also***

<u>Entering Data</u>

<u>Field Types</u>

# From Index...

Shows all data in all the <u>records</u> for the selected <u>field</u>. To make sure you enter a value accurately, you can select it from the index list instead of typing it into a field.



**View Index Dialog Box**

## View Index Dialog Box

Select a word, number, date, or time in the View Index dialog box and click Paste to paste the item into the current field at the insertion point.

# From Last Record

With the insertion point in a <u>record</u> or <u>find request</u> field, pastes data from the corresponding field in the last record you tabbed into or edited.

# Current Date

In Browse, pastes the current date into the selected field. The date value appears in the system format of mm/dd/yy, but if the field has been formatted with the <u>Date Format</u> command, the selected format appears when you click outside of the fields.

In Layout, adds a text object that contains the current date in the system format.

***Note:*** Current Date pastes an unchanging date. To paste a date that's always current, paste the <u>Date Symbol</u> from the Paste Special submenu.

# Current Time

In Browse, pastes the current time into the selected field. The time value appears in the system format of hh:mm:ss, but if the field has been formatted with the <u>Time Format</u> command, the selected format appears when you click outside the fields.

In Layout, adds a text object that contains the current time in the system format.

*Note:* Current Time pastes an unchanging time. To paste a time that's always current, paste the <u>Time Symbol</u> from the Paste Special submenu.

# Current User Name

In Browse, pastes the current user name in the selected field.

In Layout, adds a text object containing the current user name.

FileMaker Pro gets the name from <u>General Preferences Options</u>.

# Date Symbol

Pastes a date symbol (//) into any <u>layout part</u>.

When you paste the date symbol into a layout, the current value for the symbol appears in other modes and when you print records. In Layout, you can change the date format (for example, from 1/4/93 to January 4, 1993 with the Date Format command in the Format menu.

***See Also***

<u>Date Format</u>

<u>Working with Layout Parts</u>

# Time Symbol

Pastes a time symbol (::) into any <u>layout part</u>.

When you paste the time symbol into a layout, the current time appears in other modes and when you print records.

In Layout, you can format the date with the Time Format command in the Format menu.

### *See Also*

<u>Time Format</u>

<u>Working with Layout Parts</u>

# User Name Symbol

Pastes a user name symbol (||) into any <u>layout part</u>.

When you paste the user name symbol into a layout, the current user name appears in other modes and when you print records.

# Page Number

Pastes a page number symbol (##) into any <u>layout part</u>.

When you paste the page number symbol into a layout, the current page number appears in other modes and when you print records.

# Record Number

Pastes a record number symbol (@@) into any <u>layout part</u>.

When you paste the record symbol into a layout, the current record number appears in other modes and when you print records.

# Replace...

Copies the contents of the current <u>field</u> into the same field for all the records you are browsing or inserts serial numbers into all records in the <u>found set</u>.



**Replace Dialog Box**

### *See Also*

<u>Entering Data</u>

<u>Selecting and Copying Data</u>

**Replace Dialog Box**

| Option | Action |
|---|---|
| **In the \<n\> records that you are browsing, permanently replace the contents of "field name"?** | |
| Replace with "currently selected data?" | Click to replace data in the same field in all records with the current data selection |
| Replace with serial numbers? | Click to replace data in the same field in all records with serial numbers |
| | Type the starting value in Initial Value and an increment value in Increment By |
| Update serial numbers in Entry Options? | If you have set up serial numbers in the <u>Entry Options dialog box</u> and then change serial number values with the Replace with Serial Numbers option, click this option to update the values |
| Replace | Click to replace the field data with your selected replacement |

# Relookup
**Edit Menu**

Updates lookup fields after you change values in the <u>lookup file</u>.

*See Also*

<u>Looking Up Data in Other Files</u>

<u>Entry Options Dialog Box</u>

# Spelling

Use Spelling submenu commands to check spelling, set spelling options, and work with dictionaries.

The Spelling submenu contains these commands:

Check Selection...

Check Record...

Check Layout...

Check Found Set...

Spell Word...

Spelling Options...

Install Dictionaries...

User Dictionary...

# Check Selection...

In Browse, checks the spelling of the current selection.



**Spelling Dialog Box**

*See Also*

Checking Spelling

Entering Data

# Check Record...

In Browse, checks the spelling of text and number data in the current <u>record</u>.



**Spelling Dialog Box**

## *See Also*

<u>Checking Spelling</u>

<u>Entering Data</u>

# Check Layout...

In Layout, checks the spelling of layout text (including field name labels).



**Spelling Dialog Box**

### See Also

[Checking Spelling](#)

[Adding Layout Text](#)

# Check Found Set...

In Browse, checks the spelling of text and number field data in the <u>found set</u>.



**Spelling Dialog Box**


***See Also***

<u>Checking Spelling</u>

<u>Entering Data</u>

# Spell Word...

If you type a questionable word and you've selected Spell as You Type in the Spelling Options dialog box, you can choose this command to correct the word in the Spelling dialog box.



**Spelling Dialog Box**

***See Also***

[Checking Spelling](#)

[Entering Data](#)

**Spelling Dialog Box**

| Option | Action |
|---|---|
| Word | Edit the questionable word if you don't want to use any of the suggestions |
| 1, 2, 3, 4, 5, 6, 7 | Press Alt and type the number of the suggestion you want to use |
| Replace | Click to replace the questionable word with the alternative in the Word box |
| Check | Click to check a word you've edited in the Word box |
| Skip | Click to ignore the questionable word |
| Learn | Click to add the questionable word to the user dictionary |
| Double arrow button | Click to open or close a box that shows the questionable with the surrounding text |

# Spelling Options...
**Edit Menu**
**Spelling Submenu**

Sets the Spell as You Type and Dialog Placement options.



**Spelling Options Dialog Box**

*See Also*

Checking Spelling

Entering Data

**Spelling Options Dialog Box**

| Option | Actions |
| --- | --- |
| Spell as you type: | Click Beep on Questionable Spellings or Flash Menu Bar on Questionable Spellings to be notified of questionable spellings as you type, or click Off to check your spelling later |
| Dialog Placement: | Click Automatic if you want FileMaker Pro to position the Spelling dialog box on your screen or User Defined to place the dialog box where you last left it |

# Install Dictionaries...
**Edit Menu**
**Spelling Submenu**

Selects the Main or User dictionary you want to use when you check words.



**Install Dictionaries Dialog Box**

*See Also*

Checking Spelling

**Install Dictionaries Dialog Box**

| Option | Action |
|---|---|
| Select Dictionary | Click Main to install a main dictionary or User to install a dictionary of user-defined words |
| File Name | Type or select the name of the dictionary file from the list |
| List Files of Type | Select an .NDX file for a main dictionary or an .SPL file for a user dictionary |
| Directories | Select the dictionary file directory from the list |
| Drives | Select the dictionary file drive from the pop-up list |
| None | Click to ignore the user dictionary when you check spelling |
| | The None option doesn't appear if you've clicked the Main option |
| New | Click to install a different user dictionary |
| | The New option doesn't appear if you've clicked the Main option |
| Currently Installed Dictionary | Click Main to view the name of the currently installed main dictionary or User to view the name of the currently installed user dictionary |

# User Dictionary...
**Edit Menu**
**Spelling Submenu**

Adds words to the user dictionary.



**User Dictionary Dialog Box**

*See Also*

Checking Spelling

## User Dictionary Dialog Box

| Option | Action |
| --- | --- |
| User Dictionary | View the name of the currently installed user dictionary |
| List | View the words in your user dictionary or select a word to remove |
| Entry: | Type a word you want to add to your user dictionary |
| Add | Click to add the word in the Entry box |
| Remove | Click to remove the word selected in the word list |
| Text File | Click the double arrow button to show Import and Export buttons |
| | Click Import to use the Open dialog box to use a text file for a user dictionary, or Export to use the Save As dialog box to save the user dictionary as a text file you can use with other applications |

# Defining Fields and Entering Data

Define your database fields to accept the type of data you want them to store. You can define fields for storing text, date, time, picture, sound, or numerical information, and information from other FileMaker Pro files.

## Creating a New Field

Once you decide on the categories of information you want in your database, you can create <u>fields</u> to hold different types of data.

Each field has a name and a field type, which you can change at any time.

***To create a new field:***

1. Start a new file by choosing New from the File menu or choosing Define Fields from the Select menu. You see the Define Fields dialog box.

2. Enter a name for the field in the Name box.

3. Click a field type: Text, Number, Date, Time, Picture/Sound, Calculation, or Summary.

4. Click Create.

   If you select Calculation or Summary, a dialog box appears so you can define a calculation or summary formula. The result of a calculation field formula appears in the field when you enter data; the result of a summary field appears when you move to another record and click out of all fields.

   For other field types, you can click the Options button to customize the field definition.

5. Click Done.

***To change a field definition:***

1. Choose Define Fields from the Select menu.

2. Select the field name in the list.

3. Click a different field type or type a new field name in the Name box.

4. Click Change. If you've changed the field type, FileMaker Pro displays a message that either explains how the new field type will change the data or warns that the contents of the field will be lost.

5. Click the Options button if you want to make more changes for this field. Make changes in the Options for Field dialog box and click OK.

6. Click Done to proceed with the changes or Cancel to prevent the changes.

***See Also***

<u>Field Types</u>

<u>Using Calculation Fields</u>

<u>Summary Formulas</u>

# Field Types

The field type determines the type and amount of data you can enter in a <u>field</u> and the kinds of operations FileMaker Pro can perform on that data.

FileMaker Pro keeps an index of values in text, number, date, time, and calculation fields. When you sort records or make <u>find requests</u>, FileMaker Pro uses these values for the operation. To help you accurately enter data, you can paste the indexed values into fields with the <u>From Index</u> command in the Paste Special submenu (Edit menu).

The following table lists the field types, the number of characters you can enter for each type, and how characters are indexed.

| Field Type | Limitation | How Indexed |
|---|---|---|
| Text | Up to 64,000 characters | Each word separately |
| | | Punctuation and special characters aren't indexed |
| Number | Up to 255 characters | Numbers only |
| | | If a number contains a mix of numbers and text, FileMaker Pro indexes the numbers only for find requests and sorts |
| Date | Eight characters in a format such as MM/DD/YY | Each date separately |
| | Define the date format with the International option in the Windows Control Panel or in the Date Format dialog box | |
| Time | Up to eight characters in the format HH:MM:SS | Each time separately |
| Picture/Sound | A picture you import with the Import Picture command or paste from the Clipboard | Not indexed |
| | A QuickTime for Windows movie you import with the Import QuickTime command or paste from the Clipboard | |
| | A sound you record or paste from the Clipboard | |
| Calculation | Depends on result | The results of the calculation expressed as text or a number, date, or time |
| | Create a formula for a calculation field in the <u>Options for Field dialog box</u> using functions, constants, or information from other fields in the same record | |
| Summary | Depends on result | Not indexed |
| | Create a summary | |

formula in the Options for Summary Fields dialog box

## See Also

# Using Calculation Fields

The data in a calculation <u>field</u> is the result of the formula you define for that field. The formula for a calculation field can use functions, constants, or information from other fields in the same record.

For example, you can create a formula for a calculation field called Total Price that multiplies Quantity by Unit Price and enters the result in the field.

### *To create a formula:*

1. Choose Define Fields from the Select menu. You see the Define Fields dialog box.

2. Type a name for the field in the Name box.

3. Click Calculation.

4. Click Create.

5. In the Options for Field dialog box, create the formula by double-clicking a field name, <u>operator</u>, function, symbol, or number to copy it into the calculation formula box. You can also type the formula in entry box.

6. Choose the type of result you want from the Calculation Result Is pop-up list.

7. Click OK.


### *See Also*

<u>Creating a New Field</u>

<u>Introduction to Operators</u>

<u>Introduction to Functions</u>

# Introduction to Operators

Operators are the symbols you use in calculations to indicate how you want FileMaker Pro to compute a formula. There are four types of operators:

Arithmetic Operators

Comparison Operators

Logical Operators

Text Operators

When you use the Define Fields command to define a calculation field, you select operators for the calculation in the Options for Field dialog box. To add an operator to the formula, click an operator in the symbols keypad or double-click an operator in the Operators list.

***See Also***

Creating a New Field

Using Calculation Fields

## Arithmetic Operators

An arithmetic operator determines what arithmetic operation is performed with the values on either side of the operator. Values used for arithmetic operations can be <u>field names</u>, numbers, or <u>expressions</u>.

| Operator | Action | Location | Example |
|---|---|---|---|
| + (Plus) | Adds the two values | Symbols keypad | Subtotal + Sales Tax |
| - (Minus) | Subtracts the second value from the first | Symbols keypad | Invoice Total - Discount |
| * (Multiplied By) | Multiplies the first value by the second | Symbols keypad | Subtotal * Sales Tax |
| / (Divided By) | Divides the first value by the second | Symbols keypad | Miles Driven / Gallons |
| ^ (Power Of) | Raises the first value to the power of the second value or takes a root of the value | Operators list | Radius ^ 2<br>Volume ^ (1/3) |
| ( ) Precedence | FileMaker Pro performs operations left to right, performing multiplication and division before addition and subtraction.<br><br>You can change the order by using parentheses: FileMaker Pro evaluates expressions between parentheses first | Operators list | (2 + 3) * 2 |

## Comparison Operators

A comparison <u>operator</u> determines what kind of comparison to perform with the two values on either side of the operator. Values that are compared are represented by field names, numbers, or <u>expressions</u>. The result of a comparison is either 1 or 0. The result is 1 if the expression is true, or 0 if it is false. For example, 38 = 39 (false; result is 0) or 38 = 38 (true; result is 1).

Based on the results of the comparison, FileMaker Pro can perform a calculation, such as calculating sales tax or reporting an overdue bill.

| Operator | Location | Example |
|---|---|---|
| = (Equals) | Symbols keypad | Today's Date = Due Date |
| | | Result 1 (True): Payment on this invoice is due today |
| | | Result 0 (False): This invoice is not overdue |
| <> (Does Not Equal) | Symbols keypad | Pay <>  (Hours Worked * Hourly Pay) |
| | | Result 1 (True): This employee made an error on their time card |
| | | Result 0 (False): This time card was correct |
| > (Greater Than) | Symbols keypad | Today's Date > Due Date |
| | | Result 1 (True): This account is overdue |
| | | Result 0 (False): This account is not overdue |
| < (Less Than) | Symbols keypad | Today's Date < Due Date |
| | | Result 1 (True): This account is current |
| | | Result 0 (False): This account is overdue |
| >= (Greater Than or Equal To) | Operators list | Number in Stock >= Number Ordered |
| | | Result 1 (True): There are enough items in stock to fill the orders |
| | | Result 0 (False): There are not enough items in stock to fill the orders |
| <= (Less Than or Equal To) | Operators list | Actual Income <= Budgeted Income |
| | | Result 1 (True): Actual income fell below or equaled the budgeted amount |
| | | Result 0 (False): Actual income did not equal the budgeted amount |

## Logical Operators

A logical <u>operator</u> specifies how FileMaker Pro combines <u>operands</u> to determine if an <u>expression</u> is true or false. The result of a logical operation is either 1 (true) or 0 (false).

You can select logical operators from the Operators list in the <u>Options for Field dialog box</u>.

| Operator | Action | Example |
|---|---|---|
| AND | Expressions on both sides of the AND operator must be true to return 1 (true). If either expression is false, FileMaker Pro returns 0 (false). | (Balance Due >= 500) AND (Days Overdue > 10)<br><br>Result 1 (True): The balance is greater than or equal to 500, and it is also more than 10 days overdue<br><br>Result 0 (False): Either the balance due is less than 500 or the account is fewer than 10 days overdue |
| OR | Expressions on either or both sides of OR must be true for a result of 1 (true); otherwise, the result is 0 (false) | (Balance Due > 1500) OR (Days Overdue > 30)<br><br>Result 1 (True): Either the balance due exceeds 1500 or the balance is more than 30 days overdue or both<br><br>Result 0 (False): The balance due does not exceed 1500 and the days overdue are fewer than 30 |
| NOT | The expression that follows NOT must be false to return 1 (true) or true to return 0 (false) | Due Date = NOT (Date > Today)<br><br>Result 1 (True): The due date is not later than today's date<br><br>Result 0 (False): The due date is later than today's date |

## Text Operators

Text operators are used in calculations that involve text results. For example, you can use text operators to combine two or more text items into one, or to represent special characters in the formula.

You can select text operators from the symbols keypad in the <u>Options for Field dialog box</u>.

| Operator | Action | Example |
|---|---|---|
| & (Concatenate) | Concatenates, or strings together, the contents of the specified fields, without separating the information with spaces. You must use a text <u>constant</u> to insert a space or other text characters | Phone = Area Code & Phone Number & Extension<br><br>Result: 800555-12127545<br><br>The area code is 800, the phone number is 555-1212, and the extension is 7545 |
| " " (Text Constant) | Treats the value within quotation marks as a constant | City & ", " & State &", " Country<br><br>Result: Guadalajara, Jalisco, Mexico<br><br>The concatenation symbol (&) joins the City, State, and Country fields. FileMaker Pro treats the comma and space character within quotation |

| | | |
|---|---|---|
| | | marks (",") as constants and places them between the fields |
| ¶ (Return Marker) | Inserts a return marker | Invoice Number & "¶" & Vendor |
| | | Result:<br>96578-08<br>Townside Landscape |
| | | The concatenation symbols (&'s) join the two fields. FileMaker Pro adds a return marker where indicated and presents the result in two lines |

## Introduction to Functions

A function is a built-in calculation that performs routine conversion, date, time, financial, logical, mathematical, text, and trigonometric operations.

For example, FileMaker Pro has a built-in calculation for the pi function. Instead of typing Radius * 3.14159, you type Radius * pi.

FileMaker Pro functions contain three basic components: the function name, a set of parentheses, and the function's parameters. This example shows a typical FileMaker function:

Function
name        Parameters in parentheses

**Position (FirstName, "Mc",1)**

Commas separate
each parameter

There are nine types of functions:

Conversion Functions

Date & Time Functions

Financial Functions

Logical Functions

Mathematical Functions

Repeating Field Functions

Summary Field Functions

Text Functions

Trigonometric Functions

*See Also*

Creating a New Field

Using Calculation Fields

## Conversion Functions

Use conversion functions to convert values from one field type to another (for example, a number field to a date field). The value can be:

- a text, date, time, or number field

- the result of an expression or calculation

- a numeric constant (in some cases)

Most conversion functions have names consisting of two or three words. To clarify the word elements, multiword functions are shown in the function list in capital and lowercase letters (DateToText rather than datetotext). FileMaker Pro ignores capitalization in functions. You can type a function name in uppercase letters, lowercase, or any combination of both.

| Function | Purpose | Result |
|---|---|---|
| DateToText (date) | Converts a date to text | Text, in the format MM/DD/YY |
| NumToText (number) | Converts a number to text | Text |
| TextToDate (text) | Converts text to a date | A date |
| | Text must be in the format of MM/DD/YY, MM.DD.YY, or MM-DD-YY | |
| TextToNum (text) | Converts text to a number | A number |
| TextToTime (text) | Converts text to a time | A time |
| | Text must be in the format HH:MM:SS (seconds are optional and you can add am or pm to the end of the time value) | |
| TimeToText (time) | Converts a time to text | Text, in the format HH:MM:SS |

## Date & Time Functions

Use date and time functions to perform calculations on date, time, and numeric values. These values can be:

- a date, time, or number field

- the result of an expression or calculation

- a numeric constant

| Function | Purpose | Result |
|---|---|---|
| Date (month, day, year) | Calculates a date value from the numbers supplied | A date |
| Day (date) | Determines the number of the day, from 1 through 31, from a date field or from an expression with a date result | A number |
| DayName (date) | Converts the date supplied to the name of the day of the week | Text |

| | | |
|---|---|---|
| DayofYear (date) | Calculates the actual day of the year, counting from January 1 of the year supplied | A number in the range 1 through 366 |
| Hour (time) | Calculates the hour in the time supplied | A number in the range 0 through 24 |
| Minute (time) | Calculates the minutes in the time supplied | A number in the range 0 through 60 |
| Month (date) | Determines the number of the month, from 1 through 12, from a date field or from an expression with a date result | A number |
| MonthName (date) | Determines the name of the month in the date supplied | Text |
| Seconds (time) | Calculates the number of seconds in the time supplied | A number in the range 0 through 60, with a 0 result if the time is expressed in HH:MM format |
| Time (hours, minutes, seconds) | Converts the numbers supplied into a valid time | A time (for example, 12:31:33) |
| Today | Supplies the current date, according to the computer's internal calendar<br><br>Does not accept values<br><br>Updates the value each time you open a file on a different day | A date |
| WeekofYear (date) | Calculates the number of weeks in the year since January 1 | A number in the range 1 through 54<br><br>Monday is defined as the first day of the week. The number 54 allows for partial weeks at the beginning and end of the year |
| Year (date) | Determines the year number from a date field or from an expression with a date result | A four-digit number (1993, even if the date is entered as 3/5/93) |

## Financial Functions

Use financial functions to operate on number values and return financial information. These values can be:

- a number field

- the numeric result of an <u>expression</u> or calculation

- a numeric <u>constant</u>

| Function | Purpose | Result |
|---|---|---|
| FV (payment, interest rate, number of periods) | Calculates the future value of an investment with constant payments over a | A number |

| Function | Purpose | Result |
|---|---|---|
| | specified number of periods, yielding a constant interest rate | |
| | Interest rate must be expressed as decimals | |
| NPV (interest rate, payments) | Calculates the net present value of a series of unequal payments, made at fixed intervals at a fixed interest rate | A number |
| | Payments is a repeating field | |
| PMT (principal, interest rate, number of periods) | Calculates the payment needed to cover the specified principal, at the interest rate supplied, over the number of periods supplied | A number |
| | Payments are assumed to be at equal intervals and to be made at the end of each period | |
| | Interest rate must be in decimal form | |
| PV (payment, interest rate, number of periods) | Calculates the present value of a series of equal payments paid at fixed intervals, at a fixed interest rate | A number |
| | Interest rate must be in decimals | |

## Logical Functions

Use the logical If function to operate on numbers and return numeric or Boolean values. The numeric values can be:

- a number field

- the numeric result of an expression or calculation

- a number constant

| Function | Purpose | Result |
|---|---|---|
| If (test, result 1, result two) | Evaluates whether the expression in test is true or false. | Numeric or Boolean values |
| | Result 1 can be any expression including additional If statements | |

## Mathematical Functions

Use mathematical functions to operate on numbers and return number values. A number value can be:

- **-** a number field

- **-** the numeric result of an <u>expression</u> or calculation

- **-** a number <u>constant</u>

| Function | Purpose | Result |
|---|---|---|
| Abs (number) | Calculates the absolute value of a field or expression | A positive number or 0 |
| Exp (number) | Raises the value of the natural logarithmic base (2.7182818...) to the power of the number supplied | A number |
| Int (number) | Returns a whole number (an integer) without rounding; everything to the right of the decimal is dropped | A whole number |
| In (number) | Computes the base-e (natural) logarithm of a number | A number |
| Log (number) | Calculates the base 10 logarithm of the number supplied<br><br>Number must be positive | A number |
| Mod (number, divisor) | Calculates the remainder (modulo) when the number is divided by the divisor | A number |
| Pi | Returns the value of the constant pi (3.14159) | A number |
| Random | Generates a random number between 0 and 1, but not including 0 or 1 | A number |
| Round (number, precision) | Rounds a number to the number of decimal places specified by precision<br><br>Rounds up at 0.5<br><br>If precision is 0 or negative, all digits to the right of the decimal point are dropped and the number is rounded to the nearest 10s, 100s, and so on | A number |
| Sign (number) | Determines whether a number is positive, zero, or negative | 1, 0, or -1<br><br>Result is 1 if the field value is positive, 0 if 0, and -1 if negative |
| Sqrt (number) | Computes the square root of the number provided | A number |

## Repeating Field Functions

Use repeating field functions to calculate values in repeating fields. The value within the parentheses must be a repeating field unless otherwise noted. To mix repeating and non-repeating fields in the same formula, use the Extend function described later in this topic.

| Function | Purpose | Result |
|---|---|---|
| Average (repeating field) | Calculates the arithmetic mean (average) for all values in a repeating field<br><br>Empty values are excluded from the calculation | A number |
| Count (repeating field) | Counts entries as they're made<br><br>Counts entries of number, date, time, or text types<br><br>Excludes empty values and invalid entries | A number |
| Extend (non-repeating field) | Treats a non-repeating field (a field with one value) as a repeating field<br><br>Applies the single value in a non-repeating field to each individual value in the repeating field. Use Extend in formulas that contain repeating fields and at least one non-repeating field | |
| Last (repeating field) | Returns the last value in a repeating field<br><br>Excludes empty values and nonvalid entries | A repeating field value |
| Max (repeating field) | Finds the maximum value (the highest number or the latest date or time) in a repeating field | A number, date, or time |
| Min (repeating field) | Finds the minimum value (the lowest number or the earliest date or time) in a repeating field | A number, date, or time |
| StDev (field name) | Calculates the standard deviation of a population represented by a series of entries in a repeating field<br><br>(The standard deviation of a population is the average amount of deviation from the population mean) | A number |
| Sum (repeating field) | Totals all values in a repeating field<br><br>To total a field for a group of records, use a summary field | A number |

## Summary Field Functions

Use the summary field function to combine data for a group of records.

| Function | Purpose | Results |
| --- | --- | --- |
| Summary (summary field, break field) | Extracts the value of the specified summary field for the current range of records when the database is sorted by break field<br><br>If the database is not sorted by break field the result is blank | A number |

**Text Functions**

Use text functions to operate on text and numeric values and return text or number results. These values can be:

- a text field

- the text result of an <u>expression</u> or calculation

- a text <u>constant</u>

- a numeric constant

*Note:* In all calculations that refer to the position of characters, FileMaker Pro refers to the first character as position 1.

| Function | Purpose | Results |
|---|---|---|
| Exact (original text, comparison text) | Makes a case-sensitive comparison of two text values | 1 if the values match exactly<br><br>0 if the values do not match exactly |
| Left (text, number of characters) | Returns the specified number of characters, counting from the left | Text |
| Length (text) | Counts the number of characters in a text field, including all spaces, numbers, and special characters<br><br>Treats numeric values as text | A number |
| Lower (text) | Converts all letters to lowercase | Text |
| Middle (text, number of starting character, number of characters) | Returns the specified number of characters from the text, beginning at the specified starting character | Text |
| Position (text, search text, number of starting character) | Searches for the first occurrence of search text starting at the position specified by the starting character number | A number identifying the character position where the search text is found<br><br>If the search text is not found, the result is zero |
| Proper (text) | Converts the first letter of each word to uppercase and all following letters to lowercase | Text |
| Replace (text, start, size, replacement text) | Replaces the characters in text, starting at the position indicated by start, continuing for the number of characters specified by size, and inserting the text in the replacement text<br><br>The replacement text can be any length | Text for text and replacement text, and numbers for start and size |
| Right (text, number of characters) | Returns text that contains only the specified number of characters, counting from | Text |

| | the right | |
|---|---|---|
| Trim (text) | Removes all leading and trailing spaces from the specified text | Text |
| Upper (text) | Converts all letters in the specified text to uppercase | Text |

**Trigonometric Functions**

Use trigonometric functions to operate on numeric values expressed in radians and return numeric values. The numeric value can be:

- a number field

- the numeric result of an expression or calculation

- a number constant

| Function | Purpose | Results |
|---|---|---|
| Atan (number) | Computes the arc tangent of the number supplied | A number between -90 and 90 |
| Cos (number) | Computes the cosine of the number supplied | A value between -1 and 1 |
| Degrees (number) | Converts a number from radians to degrees | A number |
| Radians (number) | Converts a number from degrees to radians | A number |
| Sin (number) | Computes the sine of an angle in radians | A number between -1 and 1 |
| Tan (number) | Computes the tangent of an angle in radians | A number |

# Summary Formulas

When you define a <u>summary field</u>, you select a function that operates on your selected field for a group of <u>records</u>.

***To select a formula for a summary field:***

1. Choose Define Fields from the Select menu.

2. Type a name for the field, click Summary, and then click Create. You see the Options for Summary Field dialog box.

3. Select a function from the pop-up list on the left and select any option that applies. (See the table below.)

4. Select a field from the pop-up list on the right.

5. Click OK.

| Summary Formula | Option | Purpose |
| --- | --- | --- |
| Total | Running Total | Totals the contents of the specified field in the <u>found set</u> |
| | | With Running Total selected, shows the cumulative total for this and all previous records |
| Average | Weighted By | Computes the arithmetic mean of all numeric data in the specified field in the found set |
| | | With Weighted By selected, the average is weighted by the field you select from the pop-up list |
| Count | Running count | Counts the number of records that contain a value in the specified field in the found set |
| | | With Running Count selected, shows the cumulative count of this and all previous records |
| Minimum | | Finds the lowest number or earliest date or time in the specified field in the found set |
| Maximum | | Finds the highest number or latest date or time in the specified field in the found set |
| Standard Deviation | | Computes the standard deviation from the mean of the values in the specified field in the found set |
| Fraction of Total | Subtotaled When Sorted By | Divides the value in the specified field by the total of all values of the field in the found set |
| | | With Subtotaled When Sorted By selected, select the field you will sort by from the pop-up list |

***See Also***

<u>Field Types</u>

<u>Setting Up Fields</u>

## Setting Up Fields

You can set up fields to enter data automatically, verify <u>field</u> data, set up repeating fields, select data from a predefined list, or lookup data from another file.

***To set up all field types except summary and calculation:***

1. Choose Define Fields from the Select menu.

2. In the Define Fields dialog box, select a field or define a new one.

3. Click Options.

4. In the Entry Options dialog box, click the entry options you want and click OK.

See <u>Selecting Entry Options</u> for information on these options.

**See Also**

<u>Creating a New Field</u>

<u>Tab Order...</u>

# Selecting Entry Options

When you click Options in the Define Fields dialog box, you can set field options for entering data automatically and verifying the field contents.

| To: | Select: |
|---|---|
| Enter the date or time the record was created or modified, or the creator or modifier name | A date, time, creator, or modifier option from the pop-up list as available for the type of field you're defining |
| Enter a serial number | The Serial Number option and type the starting number in the Next Value box and the increment of increase in the Increment By box |
| | Serial numbers that consist of both letters and numbers are incremented |
| | If a serial number contains letters and numbers, FileMaker Pro increments the last numeric portion of the serial number |
| | For example, when you increment 123L456 by one, the number becomes 123L457 |
| Automatically enter data in a field | Data and type the data in the box (data must match the field type, such as text in a text field) |
| Verify that a field contains a value and is not left blank | Not Empty |
| Verify that the value in the field does not duplicate a value in the same field in another record | Unique |
| Verify that the value matches another value in the same field in any other record | An Existing Value |
| Verify that the value is a number, date, or time | Number, Date, or Time from the Of Type pop-up list |
| Verify that the value is within a specific range of numbers, dates, or times | From and enter the range in the From and To boxes |
| | To correctly check for a numerical range, the field must be a Number, Date, or Time field |
| Prevent changes to predefined values | Prohibit Modification of Auto-entered Values |
| Define a field that can take multiple entries | Repeating Field with a Maximum of *n* Values and type the number of repetitions in the box |
| Enter predefined data from the field's value list | Use a Pre-Defined Value List and select the values from the Display Values dialog box |
| Copy the field to another file | Look Up Values from a File and then select values to look up in the Lookup Value dialog box and the lookup file you want to use the in Open File dialog box |
| | To ensure that you get the result you want, the field types for the fields in each file should be the same |

## Moving to Fields

When you finish entering data in a <u>field</u>, you can move to the next field in the following ways:

- **-** Click in the field where you want to enter data.

- **-** Press Tab to move to the next field in the tab order.

- **-** Press Shift+Tab to move to the previous field in the tab order.

When you use the Tab key, FileMaker Pro moves through the fields from left to right and from top to bottom. When you use the Shift+Tab keys, FileMaker Pro moves through fields from right to left and bottom to top.

You can change this order with the Tab Order command in the Arrange menu.

***See Also***

<u>Tab Order...</u>

<u>Entering Data</u>

# Entering Data

You can enter data in a field by moving to the <u>field</u> and:

- typing the data in the field

- selecting the data from a value list if the field is formatted to display values with a pop-up list, pop-up menu, check boxes, or radio buttons

You can also enter data automatically with Auto-Enter a Value That Is option in the Entry Options dialog box.

### *See Also*

<u>Moving to Fields</u>

<u>Setting Up Fields</u>

<u>Formatting Fields</u>

<u>Entry Options Dialog Box</u>

## Selecting and Copying Data

You can select data to copy into the same or a different <u>field</u>, copy data from the same field in the previously modified <u>record</u>, or copy a record or the <u>found set</u> into another application.

### *To select data:*

- Drag through the text.
- Double-click to select a word.
- Triple-click to select a line.
- Quadruple-click to select an entire text block.
- Extend a selection with <u>text selection</u> keys.

### *To copy data into another field:*

1. Select the field contents you want to copy.
2. Choose Copy from the Edit menu.
3. Tab to the destination field. Place the insertion point where you want to add the Clipboard contents, or select the contents of the destination field to replace all of the field's contents with the contents of the Clipboard.
4. Choose Paste from the Edit menu.

### *To copy data from fields formatted as radio buttons, check boxes, or a pop-up menu or list:*

1. Tab or click the field you want to copy. A rectangle appears around the field.
2. Choose Copy from the Edit menu.
3. Click in the field where you want to paste data.
4. Choose Paste from the Edit menu.

   FileMaker Pro replaces the field's contents instead of appending the pasted data.

### *To copy the field contents from the previously modified record:*

1. Tab into the field you want to copy into.
2. Click where you want to paste the field contents or select the information you want to replace. To replace all data in the field, choose Select All from the Edit menu.
3. Choose Paste Special from the Edit menu and From Last Record from the submenu.

### *To copy all data in the current record to another application:*

1. In Browse with no field selected , choose Copy from the Edit menu. All data except picture/sound fields are copied to the Clipboard in tab-delimited format, without text styles.
2. Open the destination document in the other application.
3. Paste the data with the application's Paste command.

### *To copy all data in the current found set,* follow the steps above, but press Shift when you choose Copy.

**Notes:**

**-** You can copy the contents of a calculation or <u>summary field</u>, but you cannot paste into either field.

**-** Before you can paste data into a field, you must have <u>access privileges</u> to that field.

***See Also***

<u>Tab Order...</u>

<u>Entering Data</u>

## Working with Sound Fields

You can add and play sounds in picture/sound <u>fields</u> if you have:

- **-** Windows 3.1 or Windows 3.0 with multi-media extensions software

- **-** a compatible sound board

- **-** a sound driver file

- **-** a microphone or other input device (if you want to record sounds)

***To copy a sound into a picture/sound field:***

1. Using the Microsoft Windows Sound Recorder application (soundrec.exe) or other application that uses sounds in *.wav format, copy the sound you want for your field.

2. Choose Define Fields from the Select menu, define a picture/sound field in the Define Fields dialog box, and click OK.

3. Choose Browse with the mode selector at the bottom of the screen and move to the record you want.

4. Move to a picture/sound field and choose Paste from the Edit menu. A small speaker icon appears in the field to show that the field stores a sound.

    ***Note:*** You can also use sounds in the Macintosh 1 or 2 'snd' format. These sounds will play in both the Windows and Macintosh versions of FileMaker Pro 2.0.

***To record a sound:***

1. Double-click an empty sound/picture field. You see the Sound Record dialog box.

2. Click Record to begin recording. You can click Stop or Pause during recording.

***To play a sound:***

- **-** In Browse, double-click a field that stores a sound.

- **-** In the Sound Record dialog box, click the Play button.

***To delete a sound,*** click in the sound/picture field and press the Delete or Backspace key.

***See Also***

<u>Creating a New Field</u>

<u>Field Types</u>

<u>Entering Data</u>

# Adding a QuickTime Movie

You can add QuickTime for Windows movies to the picture/sound fields in your layout by using the Import QuickTime command or pasting them from the Clipboard.

*Note:*   The movie in a picture/sound field is actually a reference to a QuickTime for Windows movie file. If you move the database to another computer, you should also move the movie file. If you move or rename the movie file, FileMaker Pro prompts you for the filename when you try to play the movie.

### *To import a QuickTime movie:*

1. In Browse, select the picture/sound field you want to import to.

2. Choose Import/Export from the File menu and Import QuickTime from the submenu. You see the Import QuickTime dialog box.

3. If necessary, select QuickTime File (*.MOV) from the Import File of Type list.

4. Select the movie file you want to import. If necessary, scroll through the list, or change the directory or drive to find the file you want.

5. Click OK. The first frame of the movie appears in the field.

### *To paste a QuickTime movie from the Clipboard:*

1. Copy the QuickTime movie you want to paste from FileMaker Pro.

2. Open the FileMaker Pro file where you want to paste the QuickTime movie.

3. In Browse, display the record you want to paste into, or add a new record.

4. Click or tab into the picture/sound field to select it.

5. Choose Paste from the Edit menu to store the movie in the field.

*Important*: To use a Macintosh QuickTime movie with FileMaker Pro for Windows, you must first use Movie Converter on the Macintosh to save the movie in a self-contained format playable on non-Apple computers.

### *To save a QuickTime movie in a self-contained format playable on non-Apple computers:*

1. On the Macintosh, start Movie Converter.

2. Open the QuickTime movie you want to convert.

3. Choose Save As from the File menu.

4. In the Save As dialog box, give the converted movie a Windows-standard name.   The   name can be up to eight characters plus the .MOV extension.

5. Click Make movie self-contained.

6. Click Make playable on non-Apple computers.

   The first time you play a movie from the other platform, FileMaker Pro prompts you for the location of the movie.

*See Also*

Playing a QuickTime Movie

Formatting Fields

# Playing a QuickTime Movie

***To play a QuickTime movie,*** click or tab in the picture/sound field to display the controls. Then use the controls as follows.

- Click the play button to start or stop the movie.

- Drag the scroll bar to go to a specific frame of the movie.

- Click the frame backward button or the frame forward button to cycle through the frames.

- Click the sound button to adjust the sound volume.

***See Also***

Adding a QuickTime Movie

Field Types

Entering Data

# Looking Up Data in Other Files

As you add or edit records, you can look up information in one FileMaker Pro file (the lookup file) and copy it into a specified <u>field</u>. If the data changes in the lookup file, you can update your files without re-entering the data.

***To look up data in another file:***

**Part 1: Define a lookup field**

1. Choose Define Fields from the Select menu.

2. In the Define Fields dialog box, select a field or create a new one.

   ***Note:*** You can use a calculation field to trigger a lookup but you can't look up information in a calculation field.

**Part 2: Select a lookup file**

1. Click Options.

2. Click Look Up Values from a File. You see the Open File dialog box.

3. Select a file where you want FileMaker Pro to look for information and click OK. You see the Lookup Value dialog box. The name of the file you selected appears on the left, under Lookup File. The name of the file you're setting a lookup for--the current file--appears on the right.

**Part 3: Select field values to copy**

1. Open the Copy the Contents Of pop-up list and select the field in the lookup file that has the values you want to copy. The contents of this field will be copied into the field shown under Into the Field when FileMaker Pro performs the lookup.

2. In the When the Value In pop-up list, select the field name in the lookup file that will match value in the field in the current file.

3. In the Matches a New Entry In pop-up list, select a field name from the current file. When you type a new value in this field in the current file, FileMaker Pro looks for a matching entry in the lookup file.

**Part 4: Select an option if there isn't a match**

1. Select an option telling FileMaker Pro what to do if those values aren't found in the lookup file:

   - To leave the field unchanged if there isn't a match, click Don't Copy.

   - To copy the next lower value, click Copy Next Lower Value.

   - To copy the next higher value, click Copy Next Higher Value.

   - To specify substitution data if values don't match, click Use and type a value.

   - To prevent copying the value if the field is empty, click Don't Copy Contents If Empty.

2. Click OK.

***To update lookup data,*** choose Relookup from the Edit menu.

***See Also***

<u>Relookup</u>

<u>Entering Data</u>

# Deleting Data

You can delete field entries in Browse, <u>find request</u> criteria in Find, and objects in Layout.

***To delete data or objects and place them on the Clipboard:***

1. Choose the mode you want with the mode selector at the bottom of the screen.

2. Select the data or object you want to remove.

3. Choose Cut from the Edit menu. FileMaker Pro places the cut selection on the Clipboard. (You can paste it in another location.)

***To delete data or objects without placing them on the Clipboard,*** choose Clear from the Edit menu .

***Note:*** You cannot delete locked items or items for which you don't have access.

### See Also

<u>Text Selection and Insertion Point Actions</u>

<u>Edit Actions</u>

<u>Setting Access Privileges for a Group</u>

## Adding and Deleting Records

You can add and delete <u>records</u> in Browse.

***To add a new record,*** choose New Record from the Edit menu.

***To duplicate a record,*** go to the record you want to duplicate and choose Duplicate Record from the Edit menu.

New and duplicate records appear in the currently selected <u>layout</u>.

***To delete the current record,*** choose Delete Record from the Edit menu.

***To delete the found set,*** choose Delete Found Set from the Edit menu.

*Caution:* Deleting records permanently erases all data in those records. You might want to make a copy of your file before deleting records.

***See Also***

<u>Importing Records</u>

<u>Making a Find Request</u>

# Checking Spelling

You can check the spelling of <u>record</u> and <u>layout</u> text against the FileMaker Pro 100,000-word dictionary and your own user dictionary.

***To check data entries:***

1. If necessary, choose Browse with the mode selector at the bottom of the screen.

2. Choose Spelling from the Edit menu and a command from the Spelling submenu:

   - To check all data in the current record, choose Check Record.

   - To check all data in the <u>found set</u>, choose Check Found Set.

   You see the Spelling dialog box and FileMaker Pro starts checking for questionable words.

3. If a questionable word appears in the Word box, you can:

   - Correct the word by selecting a suggestion from the list and clicking Replace. (To see the word in its surrounding text, click the double arrow button in the bottom right corner of the dialog box.)

   - Correct the word by typing a revision in the Word box and clicking Replace. You can check the spelling of your revision by clicking Check.

   - Ignore the word by clicking Skip.

   - Add the word to your user dictionary by clicking Learn. Once added to your user dictionary, FileMaker Pro considers the spelling valid.

***To check layout text,*** follow the same steps in Layout and choose Check Layout from the Spelling submenu.

***To check spelling as you type:***

1. Choose Spelling from the Edit menu and Spelling Options from the submenu. You see the Spelling Options dialog box.

2. Click Beep on Questionable Spellings or Flash Menu Bar on Questionable Spellings to show how you want to be alerted to questionable spellings.

   FileMaker Pro alerts you each time you type a questionable word. To correct the last word you typed, choose Spell Word from the Spelling submenu and make changes as needed in the Spelling dialog box.

***See Also***

<u>Working with Dictionaries</u>

# Working with Dictionaries

You can change, create, or edit the dictionaries FileMaker Pro uses when you check spelling.

FileMaker Pro has two dictionaries, a 100,000-word main dictionary that is installed when you install the product, and the user dictionary you create. You can have multiple versions of either dictionary, but you can only install and use one of each at any given time.

*Note:* To avoid telling FileMaker Pro where the dictionaries are located each time you do a spell check, store all dictionary files in the Fmpro or Claris directories.

### *To select a different main or user dictionary:*

1. Choose Spelling from the Edit menu and Install Dictionaries from the submenu. You see the Install Dictionaries dialog box.

2. Click Main or User.

3. Select the dictionary file drive from the Drives pop-up list and the directory from the Directory list. Main dictionaries have an .NDX extension; user dictionaries have an .SPL extension.

4. Select the name of the dictionary file from the File Name list.

5. Click OK.

### *To create a new user dictionary:*

1. Choose Spelling from the Edit menu and Install Dictionaries from the submenu. You see the Install Dictionary dialog box.

2. Click User.

3. Select a directory for the file in the Directories list and a drive for the file from the Drives pop-up list.

4. Type a name for the new dictionary in the File Name box.

5. Click New.

### *To edit the current user dictionary:*

1. Choose Spelling from the Edit menu and User Dictionary from the submenu. You see the User Dictionary dialog box.

2. To add a word, type it in the Entry box and click Add. To remove a word, select it in the list and click Remove.

   There are two other ways to add words to the user dictionary:

   - You can import a text file. Click the double arrow button in the User Dictionary dialog box, click Import, and select the file you want to import.

   - During a spell check, you can type the new word in the Word box (or accept a questionable word) and click the Learn button.

### *See Also*

Checking Spelling

# File Menu

Use File menu commands to manage, print, copy, and recover files, set preferences, work with files on a network, and exit FileMaker Pro.

New...

Open...

Close

Preferences...

Access Privileges

Change Password...

Single-User

Multi-User

Print Setup...

Print...

Import/Export

Save a Copy As...

Recover...

Exit

# New...

Opens the Create New File dialog box so you can start a new, empty database file with the name and path you specify.



**Create New File Dialog Box**

After you name the new file, you see the Define Fields dialog box. In this dialog box you begin defining <u>fields</u> for the database.



**Define Fields Dialog Box**

### *See Also*

<u>Creating a New File</u>

<u>Defining Fields and Entering Data</u>

**Create New File Dialog Box**

| Option | Action |
| --- | --- |
| File Name | Type a name for the new file |
| List Files of Type | Select FileMaker Pro (*.FM) files or All Files (*.*) from the pop-up list |
| Directories | Select a directory from the list |
| Drives | Select a drive from the pop-up list |

# Open...

Opens a FileMaker Pro database created with FileMaker Pro 2.0 for Windows or FileMaker Pro 2.0 for Macintosh.



**Open File Dialog Box**

From the Open File dialog box, you can use the Hosts button to open files available on your network.



**Hosts Dialog Box**

*See Also*

Opening Existing Files

Sharing Files Across a Network

**Open File Dialog Box**

| Option | Action |
| --- | --- |
| File Name | Type the name of the file you want to open or select it from the list |
| List Files of Type | Select FileMaker Pro (*.FM) files or All Files (*.*) from the pop-up list |
| Drives | Select the drive that contains the file from the pop-up list |
| Directories | Select the file's directory from the list |
| Network | Opens the Hosts dialog box so you can open multi-user files available on your network |

**Hosts Dialog Box**

Select a multiuser file from the list.

# Close

Saves all changes to the active file and then closes it.

***See Also***

[Saving Files](#)

[Working with Files as a Host](#)

# Preferences...

Sets general, document, and memory preferences.

Click the icons for more information about the three types of options in the Preferences dialog box.

**-** General options are settings that affect all FileMaker Pro files.

**General Preferences Options**

**-** Document options affect the current open file.

**Document Preferences Options**

**-** Memory options specify how FileMaker Pro will use your computer's memory.

**Memory Preferences Options**

*See Also*

Setting Preferences

## General Preferences Options

| Option | Action |
|---|---|
| Always lock layout tools | Select to keep the current tool active until you choose another tool |
| Add newly defined fields to current layout | Deselect to define new fields without changing the current layout |
| Show Macintosh accelerators in menus | Select to display both Windows and Macintosh keyboard shortcuts (the Ctrl key replaces the Macintosh command key) |
| User name | Type the name you want FileMaker Pro to insert into a field with the Current User Name command<br><br>The preset name is the name you typed in the registration screen when you installed FileMaker Pro |
| Done | Click when you finish setting general, document, and memory options |

## Document Preferences Options

| Option | Action |
| --- | --- |
| Use smart quotes | Click to insert curved quotation and apostrophe marks when you use the apostrophe/quote key |
| | Smart quotes are not available in some fonts |
| Store Macintosh picture format | Click to store picture data in both Macintosh (PICT) and Windows Metafile (WMF) formats |
| | When this option is on, you see the picture data when you open the file in either FileMaker Pro 2.0 for Windows and FileMaker Pro 2.0 for Macintosh |
| | When this option is off, you see the picture data when you open the file in FileMaker Pro 2.0 for Windows and only the rectangular boundary of the picture when you open the file in FileMaker Pro 2.0 for Macintosh |
| | If you don't expect to open the file in FileMaker 2.0 for Macintosh, you can save space by setting this option to off |
| **When opening "current file":** | |
| Switch to layout: | Select the layout you want to appear each time you open the file |
| Status area: | Select Show from the pop-up list to display the status area or Hide to conceal it |
| Maximize window | Click to enlarge the document window to full screen size when you open the file |
| Perform script: | Select the script you want FileMaker Pro to perform each time you open the file |
| Done | Click when you are finished setting general, document, and memory options |

**Memory Preferences Options**

| Option | Action |
| --- | --- |
| File cache is always on. Current size is <cache size> K | View file cache information |
| **Save changes to disk:** | |
| during idle time | Click to save changes when the computer is inactive |
| every <10, 15, or 30 minutes or every hour> | Click and select a time interval from the pop-up list |
| Done | Click when you finish setting general, document, and memory options |

# Access Privileges

**File Menu**

Use Access Privileges submenu commands to control access to shared files. You can control who can open a file, which layouts and fields they can see, and what changes they can make. The Access Privileges submenu contains these commands:

Define Groups...

Define Passwords...

Overview...

***See Also***

Networking and Access Privileges

# Define Groups...

Sets up groups of users who can access your files. You set up access privileges for each group by linking the group name to a password and selecting the layouts and fields they can access.



**Define Groups Dialog Box**

## *See Also*

Defining Groups

Networking and Access Privileges

**Define Groups Dialog Box**

| Option | Action |
| --- | --- |
| List of groups | To change a group's privileges, select a group name from the list |
| Group Name | Type a name for the group |
| Access... | Click the button and select permitted activities and passwords for the selected group from the <u>Access Privileges for File dialog box</u> |
| Passwords... | Click the button and select passwords for a group from the <u>Define Passwords dialog box</u> |
| Create | Create a group with the name you typed in the Group Name box |
| Rename | Type a different name for the selected group and click Rename |
| Delete | Select a group name from the list and click Delete |
| Done | Click when you're finished defining groups |

# Define Passwords...
**File Menu**
**Access Privileges Submenu**

Creates passwords that control access and activity privileges for a file. At least one password must grant access to the entire file.



**Define Passwords Dialog Box**

### *See Also*

<u>Defining Passwords</u>

<u>Networking and Access Privileges</u>

**Define Passwords Dialog Box**

| Option | Action |
| --- | --- |
| List | View a list of the passwords defined for the file |
| Password | Type a password that grants the privileges selected in this dialog box |
| **Privileges** | |
| Access the entire file | Click to permit access to a file, including the ability to change passwords |
| | This privilege grants all other privileges, and all layouts and fields are accessible |
| Browse records | Click to permit the ability to view records |
| | This basic privilege is always available |
| Print/Export records | Click to permit the user to print and export records |
| Edit records | Click to permit the user to change data in fields |
| Create new records | Click to permit the user to add new records |
| Delete records | Click to permit the user to delete records |
| Override data entry warning | Click to ignore entry warnings that restrict how you enter data in a field |
| Design layouts | Click to permit the user to design layouts |
| Edit scripts | Click to permit the user to change scripts |
| Create | Click to create the password with the privileges selected |
| Access | Click to select passwords and accessible layouts and fields for a group from the Access Privileges for File dialog box |
| Change | Select different privileges for the password and click Change |
| Groups | Click to define a group that will use the password or to change group definitions in the Define Groups dialog box |
| Delete | Click to delete the selected password |
| Done | Click when you're finished defining the password and then confirm the password |

# Overview...

**File Menu**
**Access Privileges Submenu**

Displays the passwords available for groups and the layout and field access granted with the password.



**Access Privileges for File Dialog Box**

*See Also*

Define Groups...

Define Passwords...

## Access Privileges for File Dialog Box

| Option | Action |
| --- | --- |
| Groups | Select a group name to view or to change its <u>access privileges</u> |
| Passwords | Click the bullet in front of the password to assign it to a group |
| | A solid bullet (●) associates the password with the group<br>An open bullet (○) disassociates it<br>You cannot assign a password to a group if the password accesses the entire file |
| Layouts | Click the bullet in front of a layout to assign it to the selected group |
| | A solid bullet (●) grants access<br>A dimmed bullet (✻) denies access<br>An open bullet (○) indicates the field can be read but not edited by the selected group |
| Fields | Click the bullet in front of a field to assign it to the selected group |
| | A solid bullet (●) grants access<br>A dimmed bullet (✻) denies access<br>An open bullet (○) indicates the field can be read but not edited by the selected group |
| Revert | Click to return to the original settings for the group |
| Done | Click to close the dialog box when you are finished making changes |
| Save | Click to save the current access setup |

# Change Password...

The Change Password command replaces the Access Privileges command when you have limited access to the file.



**Change Password Dialog Box**

### See Also

<u>Defining Passwords</u>

<u>Networking and Access Privileges</u>

## Change Password Dialog Box

| Option | Action |
|---|---|
| Old password | Type the old password |
| New password | Type a new password |
| Confirm new password | Type the new password again to confirm |

# Single-User
**File Menu**

On a network, restricts access to the first user who opens a FileMaker Pro file.

***See Also***

Networking and Access Privileges

# Multi-User

**File Menu**

On a network, gives multiple users on a network access to the file.

### See Also

[Networking and Access Privileges](#)

[Working with Files as a Host](#)

[Working with Files as a Guest](#)

# Print Setup...

Selects printer and page options. These settings control the printing of all records in the document.



**Print Setup Dialog Box**

*Note:* The Printer Setup command is unavailable in Find.

***See Also***

Selecting a Printer

**Print Setup Dialog Box**

| Option | Action |
| --- | --- |
| Printer | Click Default to use the currently selected printer or click Specific Printer and choose a printer from the pop-up list |
| Orientation | Click Portrait for a vertical page orientation or Landscape for horizontal orientation. |
| Paper | Select a size from the Size pop-up list to match the paper size loaded in your printer |
| | Select a tray or bin from the Source list if your printer uses single sheets of paper |
| Options... | If you open the Print dialog box through the Setup button in the Print dialog box, you can click the Options button to select printer-specific options |
| | These print options apply to the current print job only |
| | See the *Microsoft Windows User's Guide* and your printer documentation for more information about these options |

# Print...
**File Menu**

Prints the entire current file, selected <u>records</u>, or field and script definitions. Records print according to the paper size and orientation settings in the Print Setup dialog box.

**Print Dialog Box**

*Note:* The Print command is unavailable in Find.

*See Also*

<u>Selecting Print Options</u>

<u>Selecting a Printer</u>

**Print Dialog Box**

| Option | Action |
|---|---|
| Print Range | Click All to print the entire file or Pages to print a selected series of pages |
| | If you select Pages, type the first and last page numbers in the From and To boxes |
| Print Quality | Select a print quality option from the pop-up list |
| | For laser printers, the largest dpi (dots per inch) options represent higher print quality |
| | For dot-matrix printers, select options such as Draft or Proof, High, Medium, or Low, or Low or Draft |
| Copies | Type the number of copies you want to print |
| Print to File | Click to create a print job file which you can use to print the file later or to print it from a different computer |
| Collate Copies | Click to print complete collated copies instead of printing all copies of one page before printing the next page |
| Number pages from | If your layout shows page numbers, type the starting page number in the box |
| Print | Click the option you want: |
| | Records Being Browsed to print all records in the found set |
| | Current Record to print the current record only |
| | Blank Record, Showing Fields to print fields without data. From the pop-up list, select As Formatted to print the fields as formatted in the Field Borders dialog box, With Boxes to print each field in a box, or With Underlines to print each field with an underline |
| | Field Definitions to print a list of field definitions |
| | Script Definition For to print scripts. From the pop-up list, select All Scripts to print all scripts defined for the file or select a script name to print a specific script |
| Setup | Click to select printer setup options in the Print Setup dialog box |

# Import/Export

**File Menu**

Use Import/Export submenu commands to exchange data between FileMaker Pro files or FileMaker Pro and other applications.

The Import/Export submenu contains these commands:

Import Records..

Import Picture...

Import QuickTime...

Export Records...

*Note:* Import/Export commands are unavailable in Find.

*See Also*

Importing Records

Importing Pictures

# Import Records...

Imports records from another file into the current FileMaker Pro database. You can import records from other FileMaker Pro files or files from other applications.

Select a file with the records you want in the Import Records dialog box.



**Import Records From File Dialog Box**

Once you select a file, select the records you want and specify their import order.



**Specify Field Order for Import Dialog Box**

### See Also

Importing Records

Importing Pictures

Importing QuickTime Movies

Exporting Records to Other Applications

Import/Export File Formats

## Import Records From File Dialog Box

| Option | Action |
|---|---|
| Import File of Type | Select the format of the file you want to import from the pop-up list: *.FM, *.TAB, *.TXT, *.CSV, *.SLK, *.DBF, *.DIF, *.WK1, *.WKS, *.BAS, or *.MER |
| | You can also select *.* to display all available files in the files list |
| File Name | Select the name of the file you want to import from the list |
| Directories | Select the directory of the file you want to import from the list |
| Drives | Select the drive of the file you want to import from the pop-up list |
| OK | Displays the <u>Specify Field Order for Import dialog box</u> where you select the fields you want to import and specify how they will be imported |

**Specify Field Order for Import Dialog Box**

| Option | Action |
|---|---|
| Data in <imported file> | View the current mapping order-- data from the field name on the left is imported into the field on the right |
| Fields in <current file> | Drag FileMaker Pro fields to rearrange the mapping order |
| Scan Data | Click the Scan Data arrows to move backward and forward through records in the source file |
| | The status information next to the scan arrows show the current record number |
| Character Set | If the source file uses a character set above ASCII 127, click to select the source platform or application-- Windows (ANSI), DOS, Macintosh, or Lotus (LICS) |
| Add new records | Click to import the records into a new <u>found set</u> |
| Replace data in current found set | Click to replace data in the found set |

# Import Picture...

**File Menu**
**Import/Export Submenu**

Imports pictures into FileMaker Pro that come from other applications. FileMaker Pro stores the imported pictures in both Macintosh (PICT) and Windows Metafile (WMF) formats.

In Layout, you import picture objects to design your layout. In Browse, you import pictures into picture/sound fields.

Select the file type and file you want to import from the Import Pictures dialog box.



**Import Picture Dialog Box**

Once you select a file, a dialog box appears if the file is a .cgm, .drw, .pcx, .pic, or .plt file type.



**.CGM Picture Import Filter 1.0 Dialog Box**



**.DRW Picture Import Filter 1.0 Dialog Box**



**.PCX Picture Import Filter 1.0 Dialog Box**



**.PIC Picture Import Filter 1.0 Dialog Box**



**.PLT Picture Import Filter 1.0 Dialog Box**

***See Also***

<u>Importing Pictures</u>

<u>Import Picture File Formats</u>

## Import Picture Dialog Box

| Option | Action |
| --- | --- |
| File Name | Select the name of the file you want to import from the pop-up list |
| Directories | Select the directory of the file you want to import from the list |
| Import File of Type | Select the format of the file you want to import from the pop-up list: All available (pictures), *.CGM, *.BMP, *.TIF, *.GIF, *.PCX, *.WMF, *.DRW, *.PLT, *.PIC, *.SLD, *.PCT, *.MAC, or *.EPS |
| Drives | Select the drive of the file you want to import from the pop-up list |
| OK | Imports the picture |
| | With some picture formats, you see a dialog box for customizing how the picture will be imported |

## .CGM Picture Import Filter 1.0 Dialog Box

| Option | Action |
| --- | --- |
| Force Vector Fonts | Click to convert the picture's non-scalable raster fonts to scalable vector fonts |
| Ignore Background | Click to make the picture background transparent |
| Default Color Table | If you're converting a Harvard Graphics .CGM file, click to use the file's default color table |
| Maintain Dotted Lines | Click to keep the picture's dotted lines instead of converting them to solid lines |
| | (Solid lines may print better than dotted lines) |

**.DRW Picture Import Filter 1.0 Dialog Box**

| Option | Action |
|---|---|
| Force Vector Fonts | Click to convert the picture's non-scalable raster fonts to scalable vector fonts |
| Ignore Background | Click to make the picture background transparent |

**.PCX Picture Import Filter 1.0 Dialog Box**

Click Invert Colors to reverse the picture's colors.

**.PIC Picture Import Filter 1.0 Dialog Box**

Click to convert the picture's non-scalable raster fonts to scalable vector fonts.

**.PLT Picture Import Filter 1.0 Dialog Box**

| Option | Action |
|---|---|
| Dimensions | Click to select the picture's original page size: |
| | A (8.5 x 11 in.) |
| | B (11 x 17 in.) |
| | A4 (210 x 297 mm) |
| | A3 (297 x 420 mm) |
| Colors... | Click to select the color of each pen used in the source picture |
| | Click a number (1 through 6) to select a pen, and for each pen, change the Red, Green, and Blue values |
| | Click Defaults to revert to the default colors |
| Defaults | Click to revert to the default colors and page size |

# Import QuickTime...

Imports QuickTime for Windows movies into FileMaker Pro.

In Browse, you import QuickTime movies into picture/sound fields. Select the file you want to import from the Import QuickTime dialog box.



**Import QuickTime Dialog Box**

## *See Also*

Importing Pictures

Importing QuickTime Movies

Importing Records

Exporting Records to Other Applications

Import/Export File Formats

**Import QuickTime Dialog Box**

| Option | Action |
|---|---|
| File Name | Select the name of the file you want to import from the pop-up list |
| Directories | Select the directory of the file you want to import from the list |
| Import File of Type | Select the format of the file you want to import from the pop-up list: QuickTime Files (*.MOV) or All files (*.*) |
| Drives | Select the drive of the file you want to import from the pop-up list |
| OK | Import the QuickTime movie |

# Export Records...

Saves the records you select in a format that can be used by other applications. You select a destination file for the records in the Export Records to File dialog box.



**Export Records to File Dialog Box**

After you select a destination file, specify the export order of the fields you're exporting in the Specify Field Order for Export dialog box.



**Specify Field Order for Export Dialog Box**

### *See Also*

[Exporting Records to Other Applications](#)

[Importing Records](#)

[Importing Pictures](#)

[Import/Export File Formats](#)

## Export Records to File Dialog Box

| Option | Action |
| --- | --- |
| Export File of Type | Select a format for the exported file from the pop-up list: *.TAB, *.CSV, *.SLK, *.DBF, *.DIF, *.WK1, *. BAS, or *.MER |
| File Name | Type a name for the export file |
| Directories | Select a directory for the export file |
| Drives | Select a drive for the export file |
| OK | Displays the Specify Field Order for Export dialog box where you select the fields you want to export and specify how they will be exported |

**Specify Field Order for Export Dialog Box**

| Option | Action |
|--------|--------|
| Field list | Select the fields you want to export from this list |
| | You can also drag fields to change the order in which they are exported |
| Summarize by... | If you select a <u>summary field</u> to export in a sorted database, you can click Summarize by to select a field to summarize by |
| Character Set | If the exported version of the file uses a character set above ASCII 127, click to select the source platform or application: Windows (ANSI), DOS, Macintosh, or Lotus (LICS) |
| Don't format output | Click to export values without retaining the original number, date, time, and currency formats |
| Format output using current layout | Click to export values with the original number, date, time, and currency formats |

# Save a Copy As...
**File Menu**

Saves a copy of the file with the name, directory, drive, and copy option you specify.



**Save a Copy Dialog Box**

*See Also*

<u>Saving Files</u>

<u>Exit</u>

**Save a Copy Dialog Box**

| Option | Action |
| --- | --- |
| Save a: | Select a copy option from the pop-up list: Copy of Current File to save a duplicate of the file, Compressed Copy (Smaller) to save a duplicate that uses less disk space, or Clone (No Records) to save a copy as a template |
| File Name | Type a different name for the file |
| List Files of Type | Select FileMaker Pro Files (*.FM) from the list |
| Directories | Select a directory for the file copy from the list |
| Drives | Select a drive for the file copy from the pop-up list |
| Save | Click to make the file copy |

# Recover...
## File Menu

Creates a repaired copy of a damaged file. The repaired copy of the file is named r <file name>.fm.

Open the damaged file in the Open Damaged File dialog box.



**Open Damaged File Dialog Box**

Once you open the file, name the repaired copy of the file in the Name Recovered File dialog box.



**Name Recovered File Dialog Box**

*See Also*

Recovering Files

Troubleshooting

## Open Damaged File Dialog Box

| Option | Action |
| --- | --- |
| File Name | Select the name of the file you want to recover |
| List Files of Type | Select FileMaker Pro Files (*.FM) from the pop-up list |
| Directories | Select the directory of the damaged file from the list |
| Drives | Select the drive of the damaged file from the pop-up list |

**Name Recovered File Dialog Box**

| Option | Action |
|---|---|
| File Name | Accept r <file name>.fm as the name of the recovered copy of the file, or type a name |
| List Files of Type | Select FileMaker Files (*.FM) from the pop-up list |
| Directories | Select a directory for the recovered file from the list |
| Drives | Select a drive for the recovered file from the pop-up list |

# Exit
**File Menu**

Saves all files and quits FileMaker Pro.

### *See Also*

Saving Files

# Finding and Sorting Information

You can create underline find requests to search for underline records that contain specific data. You can also sort records based on the data in one or more underline fields.

## Using Find Mode

Use Find mode to work with find requests--blank <u>records</u> into which you type or paste <u>search criteria</u>. FileMaker Pro maintains a field-by-field index of the values in a file. When you run a <u>find request</u>, FileMaker Pro looks through the index to find entries that match the search criteria.

Records that match the criteria are called the found set. Once you have a found set, those are the only records available for browsing, sorting, previewing, and printing.

To switch to Find, select Find with the mode selector at the bottom of your screen or choose Find from the Select menu.

***See Also***

<u>Making a Find Request</u>

<u>Find Status Area</u>

# Making a Find Request

Use a find request to locate <u>records</u> based on your <u>search criteria</u>. You can use a new request when you want to search for different values in the same field (an AND request), add new sets of criteria by making multiple requests (an OR request), or find some records and omit others.

***To make a find request:***

1. Open the layout you want to use to find records.

2. Choose Find with the mode selector at the bottom of the screen. You see a blank find request that looks like a record without data.

3. Type values in the appropriate fields. You can also choose Paste Special from the Edit menu and From Index from the submenu to paste values from the index.

4. Click Find.

   FileMaker Pro finds the matching records (ignoring capitalization), returns to Browse, and shows the number of records found.

***See Also***

<u>Updating a Find Request</u>

<u>Modifying a Find Request</u>

# Updating a Find Request

When you add or delete <u>records</u> after making a <u>find request</u>, you can update the <u>found set</u> by repeating the find request. If you delete records or the records you've added match the <u>search criteria</u>, you'll get a different found set.

***To repeat a find request:***

1. Switch to the layout you used for the find request.

2. Choose Refind from the Select menu.

3. Click Find.

***See Also***

<u>Making a Find Request</u>

<u>Modifying a Find Request</u>

# Modifying a Find Request

To make minor changes to a <u>find request</u>, you can modify the request instead of entering the criteria in a new request.

***To edit a find request:***

1. Switch to the layout you used for the find request.

2. Choose Refind from the Select menu. You see the previous find request.

3. Edit the search criteria.

4. Click Find.

   FileMaker Pro searches all <u>records</u> in the file for records that match the changed request.

***See Also***

<u>Making a Find Request</u>

<u>Updating a Find Request</u>

## Using Wildcards in Find Requests

When making a <u>find request</u>, you can use wildcards to find words when you're not sure of all the characters. FileMaker Pro looks for the words in text fields and in calculation fields with a text result.

- **-** Choose the @ wildcard when you know the number of unknown characters in a field but are not sure what they are.

  For example, to find Gray and Grey, type Gr@y.

- **-** Choose the * wildcard to substitute for any number of unknown characters.

  For example, to find McKineh and McKenneh, type McK*.

***See Also***

<u>Making a Find Request</u>

<u>Finding Words</u>

<u>Finding Literal Text</u>

# Finding Literal Text

You can find whole words in a specific order by searching for literal text. Searching for whole words is much faster than using wildcards to search for a text string that contains part of a word.

***To find literal text,*** type the words within double quotation marks (" "). In the <u>find request</u>, you must type the words, spaces, and punctuation in the order that they appear in the records you're searching for. FileMaker Pro ignores capitalization.

For example, to find Marten and Jones Interiors, in that order, type "Marten and Jones Interiors" in the field.

***See Also***

<u>Making a Find Request</u>

<u>Finding Words</u>

<u>Using Wildcards in a Find Request</u>

## Finding Dates

You can find all records in your file that match a specific date. FileMaker Pro looks for the date in date fields and calculation fields with a date result.

You can search for invalid date values that aren't in the standard format of mm/dd/yy by using the ? wildcard.

### *To find dates in date and calculation fields:*

1. In a date or calculation field of a <u>find request</u>, type the date as digits separated by a nonnumeric character.

   To find records with today's date, choose // (today's date) from the Symbols list in the status area or type two slashes (//).

2. Click Find.

### *To find an invalid date:*

1. Select the date field.

2. Type ? or choose ? from the Symbols list in the status area.

3. Click Find.

### *See Also*

<u>Making a Find Request</u>

<u>Finding Times</u>

<u>Finding Numbers</u>

<u>Finding Words</u>

# Finding a Range of Values

Using the range symbol (...), you can search for ranges in fields that contain:

- text and calculations with text results

- numbers and calculations with number results

- dates, times, and calculations with date or time results

### *To find a range of values:*

1. In a find request field, type the first value of the range you want to find. From the Symbols list in the Find status area, choose ... (range) to insert the operator. Then type the last value in the range. For example, 12:30...17:30 finds records that contain times from 12:30 through 17:30, inclusive, in the corresponding field.

2. Click Find.

### *See Also*

Making a Find Request

Finding Dates

Finding Numbers

Finding Times

# Finding All Records

When you're working with a <u>found set</u>, you can find all the <u>records</u> in a file by choosing Find All from the Select menu. Find All makes all records available for browsing, editing, or sorting.

**See Also**

<u>Finding Records that Match All the Criteria</u>

<u>Finding Records that Match Either One Criterion or Another</u>

## Finding Boolean Numbers

You can find <u>records</u> with Boolean numbers if your file contains number fields that have been formatted for Boolean values.

***To find Boolean numbers:***

1. To find records with a zero or non-zero Boolean value, type the value you want to search for in the field.

   The value you type depends on how you've formatted Boolean values with the <u>Number Format</u> command in the Format menu. For example, if you use the preset values of Yes for non-zeros and No for zeros, type No to find false values.

2. Click Find.


***See Also***

<u>Making a Find Request</u>

<u>Finding a Range of Values</u>

<u>Finding Numbers</u>

# Finding Numbers

You can find all <u>records</u> in your file that match a specific number in a number or calculation <u>field</u>.

***To find numbers in a number or calculation field:***

1. Type the unformatted number in the appropriate field of the <u>find request</u>. For example, to find the number .50 in a field that is formatted to display it as 50%, type .50.

2. Click Find.

***See Also***

<u>Making a Find Request</u>

<u>Finding a Range of Values</u>

<u>Finding Boolean Numbers</u>

## Finding Times

You can find all <u>records</u> in your file that contain an exact time value or calculation. FileMaker Pro looks for the time data in time or calculation <u>fields</u> with a time result.

You can search for time values that aren't in the standard format hh:mm:ss by using the ? wildcard.

***To find times in a time or calculation field:***

1. Type the time you want to find in the appropriate field of the find request. Use the standard time format (hh:mm:ss).

2. Click Find.

***To find times that aren't in the standard time format:***

1. Select the time field.

2. Type ? or choose ? from the Symbols list in the status area.

3. Click Find.

***See Also***

<u>Using Find Mode</u>

<u>Making a Find Request</u>

<u>Finding Dates</u>

# Finding Words

You can find all <u>records</u> in your file that start with specific characters or exactly match words within a field. FileMaker Pro looks for the words in text fields or calculation <u>fields</u> with a text result.

If your search criteria consists of multiple words, FileMaker Pro will look for words in any order. For example, if you type John Martin, you might also find Martin John. To find words in a specific order, type the words within quotation marks (" ").

***To find words that start with specific characters,*** type those characters in the field.

***To find exact words:***

1. Click inside a text field or calculation field with a text result.

2. From the Symbols list, select = (exact match).

3. Type the text you want to match.

4. Click Find.

### *See Also*

<u>Making a Find Request</u>

<u>Finding Literal Text</u>

<u>Using Wildcards in Find Requests</u>

# Finding Records that Match
# All the Criteria

You can find all <u>records</u> in your file that match all the <u>search criteria</u> you enter in separate fields in your <u>find request</u>. This is called a *logical AND search*, because FileMaker Pro finds records that match one search criterion AND another.

***To find records that match all search criteria:***

1. Enter search criteria into as many fields as needed to make your request specific.

2. Click Find.

***See Also***

<u>Making a Find Request</u>

<u>Finding Records that Match Either One Criterion or Another</u>

<u>Finding All Records</u>

<u>Finding Records that Don't Match a Request</u>

# Finding Records that Match
# Either One Criterion or Another

You can find all <u>records</u> in your file that match either one <u>search criterion</u> or another by filling out separate <u>find requests</u>. This is called a logical OR search.

***To find records that match either one criterion or another:***

1. Choose New Request from the Edit menu and enter the search criteria in the appropriate fields.

2. Make additional find requests as necessary.

3. Click Find.

   FileMaker Pro adds the newly requested records to the set you found with the first request

***See Also***

<u>Making a Find Request</u>

<u>Finding Records that Match All the Criteria</u>

<u>Finding All Records</u>

<u>Finding Records that Don't Match a Request</u>

# Finding Records that Don't Match a Request

You can find all <u>records</u> in your file that don't match any of the <u>search criteria</u> you've entered in your <u>find request</u>.

For example, to find all records except those for the state of California, you can type California in the find request and then omit those records.

***To find records that don't match the request:***

1. In the appropriate fields of the find request, enter the values you don't want to include in the <u>found set</u>.

2. In the Find status area, click Omit.

3. Click Find.


***See Also***

<u>Making a Find Request</u>

<u>Omitting Records</u>

# Omitting Records

Omitting a group of consecutive <u>records</u> makes them unavailable for the moment, but does not delete the records from the file. Omitted records are not included in summaries, and they are not sorted, printed, or exported.

When you click Omit in the Find status area, you omit a record or records for a <u>find request</u> based on the contents of certain <u>fields</u>. The Omit command (on the Select menu) omits records without regard to content.

For example, after finding all records for customers in a specific state, you could omit the records for those who have already placed an order with the Omit command.

***To omit the current record:***

1. Make the record you want to omit the current record.

2. Choose Omit from the Select menu.

***To omit a group of records:***

1. Make the first record you want to omit the current record.

2. Choose Omit Multiple from the Select menu.

3. In the dialog box, type the number of records you want to omit and click OK.

***To restore all omitted records*** choose Find All from the Select menu.

***To switch between the found set and the omitted set*** choose Find Omitted from the Select menu.

***See Also***

<u>Finding Records that Match All the Criteria</u>

<u>Finding Records that Match Either One Criterion or Another</u>

<u>Finding Records that Don't Match a Request</u>

<u>Finding All Records</u>

# Basic Sorts

Sorting rearranges <u>records</u> according to the entries in a <u>field</u> or a set of fields. FileMaker Pro stores records in the order you add them. You can sort all records or a group of found records and then browse, update, or print those records in the new sequence. The <u>sort order</u> instructs FileMaker Pro to arrange records in ascending, descending, or custom order. FileMaker Pro sorts by the first field in the sort order, then by the second, and so on.

You can sort records in any mode except Find.

***To sort records:***

1. Find the records you want to sort, or choose Find All from the Select menu to sort all records.

2. In any mode except Find, choose Sort from the Select menu. You see the Sort Records dialog box.

3. In the Field List, select the name of the field you want to sort by and click Move to put the field name in the Sort Order list.

4. Add any additional sort fields in the same way.

5. Click Sort.

***See Also***

<u>Sorting on a Summary Field</u>

<u>Custom Sorts</u>

<u>International Sorts</u>

<u>Changing the Sort Order</u>

## Sorting on a Summary Field

You can include a <u>summary field</u> in your sort order. For example, in a summary report of sales, you could sort on a field named Sales Regions and on a summary field named Monthly Sales Totals to show the monthly sales totals for different sales regions.

***To sort on a summary field:***

1. In any mode except Find, choose Sort from the Select menu. You see the Sort Records dialog box.

2. Check Include Summary Fields in the Sort Order dialog box.

   When a summary field is selected in the field list and moved to the Sort Order list, it is moved to the bottom of the sort order. Summary fields can't be sorted in a custom sort order.

3. In the Field List, select the name of the summary field you want to sort by and click Move to put the field name in the Sort Order list.

4. Click Sort.

   The sort order will be apparent when you preview or print a report. The data is first sorted by the criteria and then the summary sort is applied to the result. The summary fields become the highest level of the sort.

   If your data is already sorted appropriately for the summary report, you do not have to sort again when adding or removing summary fields in the sort order. You can add the summary field in the usual way and click Done.

***To exclude summary fields from the sort,*** make sure that Include Summary Fields is deselected.

***See Also***

# Custom Sorts

If a field uses a value list as a field entry option, you can sort <u>records</u> in custom order according to the values you placed in the value list when you defined the field.

### *To sort records in custom order:*

1. Find the records you want to sort, or choose Find All from the Select menu to sort all records.

2. From any mode except Find, choose Sort from the Select menu. You see the Sort Records dialog box.

3. Select a field in the Sort Order list, then click Custom Order.

4. Click Sort. FileMaker Pro sorts the records by the first value in the values list, then by the second value, and so on.

### *See Also*

<u>Basic Sorts</u>

<u>International Sorts</u>

<u>Changing the Sort Order</u>

# International Sorts

You can sort <u>records</u> based on the standards of another country.

***To sort records by another country's standards:***

1. Find the records you want to sort, or choose Find All from the Select menu to sort all records.

2. In any mode except Find, choose Sort from the Select menu. You see the Sort Records dialog box.

3. Choose the language whose sort order you want to use from the pop-up list.

4. Click Sort.

***See Also***

<u>Basic Sorts</u>

<u>Custom Sorts</u>

<u>Changing the Sort Order</u>

# Changing the Sort Order

You can change the <u>sort order</u> of your <u>records</u> at any time.

***To change the sort order:***

1.  Choose Sort from the Select menu. You see the Sort Records dialog box.

2.  Make changes to the Sort Order list.

    - To change the order of fields, use the double arrow next to the field name to drag a field to a new position in the list.

    - To remove a <u>field</u> from the sort, select it and click Clear.

    - To change if a field is sorted in ascending, descending, or custom order, click the field name, and click the order you want.

    - To add fields to the Sort Order list, select the field in the Field List. Click Ascending, Descending, or Custom Order, and then click Move.

3.  Click Sort.

***To restore records to the original order,*** choose Sort from the Select menu and click Unsort in the Sort Records dialog box. Your records are restored to the order in which they were created.

***See Also***

<u>Basic Sorts</u>

<u>Custom Sorts</u>

<u>International Sorts</u>

**FileMaker Pro
Help Contents**

The following FileMaker Pro topics are available:

Using FileMaker Pro Help

FileMaker Pro Overview

*Step-by-step instructions*

Setting Preferences

Managing Files

Defining Fields and Entering Data

Working with Layouts

Finding and Sorting Information

Using Scripts and Buttons

Previewing and Printing

Networking and Access Privileges

Importing and Exporting Data

*Reference*

Commands

Screen Elements

Keys

Troubleshooting

Customer Support

About FileMaker Pro Help

# Using FileMaker Pro Help

Select these topics for information about getting help from FileMaker Pro and selecting topics in the Help window.

Selecting Help Topics in FileMaker Pro

Finding Topics in the Help Window

Returning to a Topic

Using Hotspot Pictures

For information on Windows Help features, including keeping the Help window on top of the application window, using bookmarks, and adding annotations, choose How to Use Help from the FileMaker Pro Help menu.

## Selecting Help Topics in FileMaker Pro

In FileMaker Pro, you can get help on a specific command, status area, or control.

***To get help on a specific command:***

- select an active or dimmed command and press F1

- press Shift+F1 and select an active command with the question mark pointer

- select Quick Info from the Help menu and select an active command with the question mark pointer

If a command has a submenu, you can also use these methods to get help on specific submenu commands.

***To get help on the status area and other controls,*** press Shift+F1 and click the question mark cursor on the status area or a control in any mode.

# Finding Topics in the Help Window

You can find topics by starting with an overview of Help topics or by searching for topics associated with a specific word or phrase.

*To see an overview of FileMaker Pro Help topics,* click the Contents button in the Help window button bar, or type **c** to display the FileMaker Pro Help Contents topic. From there you can move to help topics on step-by-step procedures, commands, screen elements, and keyboard shortcuts.

*To search for specific help topics:*

1. In the Help window button bar, click the Search button or type **s**. You see the Search dialog box.

2. Select a word or phrase from the list or type the words you want to use for the search.

   As you type, the list box scrolls to the words that most closely match what you type.

3. Click the Show Topics button.

4. Select a topic you want to view. If necessary, use the scroll bar to see more topics.

5. Click the Go To button to jump to the selected topic.

# Returning to a Topic

As you jump from topic to topic, you might want to return to a previously viewed topic.

- **-** To return to the last topic you viewed, click the Back button or type b.

- **-** To return to the last topic in sequence, click the button with two left arrows.

- **-** To return to any Help topic you viewed during the current Windows session, click the History button and double-click on a topic name.

## Using Hot-Spot Pictures

You can click on some pictures in the FileMaker Pro Help file to jump to other topics or to display pop-up boxes of explanatory text. Pictures with hot-spots always appear with a caption below or to the right of the picture.

For example, when you see this dialog box picture, you can click it to see a list of the options for a particular dialog box. (After clicking this picture, click the Back button to return to this topic.)

**Create New File Dialog Box**

# Format Menu

Use Format menu commands to change the appearance of text and field entries. Commands are available based on the current mode and selection.

In Layout, all formatting changes apply to the current selection or to subsequent layouts if nothing is selected. In Browse, formatting changes apply to the current selection only and you can mix fonts, font sizes, and styles in a single field entry. Format menu commands are not available in Find or Preview.

Font

Size

Style

Align Text

Line Spacing

Text Color

Text Format...

Number Format...

Date Format...

Time Format...

Picture Format...

Field Format...

Field Borders...

Use System Formats

# Font

Shows the fonts installed on your system. Fonts appear in alphabetical order in their native typeface. You can configure the Font menu to include only the fonts you want and to display all fonts in the system-specified typeface by choosing Configure/More Fonts from the Font menu.



**Configure Font Menu Dialog Box**

Change fonts for selected field text in Browse, and for selected layout text and fields in Layout. FileMaker Pro uses the default font if none is selected.

### See Also

Adding Layout Text

Customizing the Font Menu

## Configure Font Menu Dialog Box

| Option | Action |
| --- | --- |
| Available Fonts | List all installed fonts on your computer. Click to select a font or Control-click to select multiple fonts to move to the Font menu. |
| Menu | List all fonts in the Font menu. Click to select a font or Control-click to select multiple fonts to remove from the Font menu. |
| Clear All | Remove all fonts from the Menu list and the Font menu |
| Move All | Move all fonts listed in the Available Fonts list to the Font menu |
| Clear | Remove the selected font or fonts from the Menu list and the Font menu |
| Move | Move the selected font or fonts from the Available Fonts list to the Font menu |
| Show Fonts in Typeface | Display all fonts in their native typeface in the Menu list and the Font menu |
| Apply Font | Apply a font highlighted in the Configure Font Menu dialog box to the selected text on the layout |

# Size

The Size command submenu shows type sizes you can apply to selected field entry text in Browse, and to selected layout objects in Layout.

In addition to the sizes listed in the menu, you can add any font size to the bottom of the Size submenu by choosing Custom.



**Custom Size Dialog Box**

***See Also***

Adding Layout Text

## Custom Size Dialog Box

Type the custom font size and click OK.

# Style

The Style command submenu shows styles you can apply to selected field entry text in Browse, and to selected layout objects in Layout.

Select Plain Text, Bold, Italic, Underline, Word Underline, Double Underline, Condense, Extend, Strikeout, Small Caps, Uppercase, Lowercase, Title Case (capitalizes the first letter of each word), Superscript, or Subscript.

You can combine styles except superscript and subscript, underline variations (Underline, Word Underline, and Double Underline), and case variations (Uppercase, Lowercase, and Title Case.)

If you select text that has one or more styles, you can choose Plain Text from the Style submenu to remove all styles.

***See Also***

Adding Layout Text

# Align Text

The Align Text command submenu shows alignment styles you can apply to selected text and <u>fields</u> in Layout.

- **-** Left aligns objects by their left boundary.

- **-** Center positions text in the middle of the field.

- **-** Right aligns objects by their right boundary.

- **-** Full aligns objects evenly with the left and right boundaries.

### *See Also*

<u>Adding Layout Text</u>

# Line Spacing

Use the Line Spacing submenu commands to set the amount of space between lines. You can change line spacing for selected text and <u>fields</u> in Layout.

In addition to the sizes listed in the menu, you can choose Custom from the Line Spacing submenu to add any line spacing value to the bottom of the submenu.



**Custom Line Spacing Dialog Box**

***See Also***

<u>Adding Layout Text</u>

### Custom Line Spacing Dialog Box

Type a custom line spacing value and click OK.

# Text Color
**Format Menu**

The Text Color command shows a palette of colors you can apply to selected text in Browse, and to selected layout objects in Layout .

When you apply a color in Browse, it affects the current record only. When you apply a color in Layout, it affects the field in every record in the current layout.

The number of colors in the palette depends on the video mode, video driver software, and video memory configuration. For example, if you have a VGA system with 16 colors, the palette has 16 colors. If you have a VGA system with 256 colors, the palette has 88 colors.

On a monochrome monitor, or when less than 16 colors are supported, the palette becomes a menu with the color names Black, Yellow, Magenta, Red, Cyan, Green, Blue, and White.

*See Also*

Adding Layout Text

# Text Format...

Applies fonts, font sizes, styles, alignment, line spacing, and text color changes all at once to text and <u>fields</u> in Layout. The Text Format dialog box options are the same as the commands in the Font, Size, Style, Alignment, Line Spacing, and Text Color submenus.



**Text Format Dialog Box**

*See Also*

<u>Adding Layout Text</u>

<u>Field Types</u>

**Text Format Dialog Box**

| Option | Action |
| --- | --- |
| Font | Select a font from the pop-up list (a TrueType icon appears next to a TrueType font name, an ATM icon appears next to an Adobe Type1 font name, and a printer icon appears next to a font that resides in the printer. Screen fonts without matching printer fonts appear without an icon.) |
| Size | Select a font size from the pop-up list or enter a font size in the Custom Size dialog box |
| Alignment | Select an option from the pop-up list to position text within a field: left, center, right, or full |
| Line Spacing | Select Single or Double from the pop-up list or choose Custom and enter a line spacing value in the Custom Line Spacing dialog box |
| Color | Select a text color from the pop-up palette |
| Sample | View an example of how text appears with the currently selected text format options |
| Style | Click one or more styles as listed in the Style topic |

# Number Format...

**Format Menu**

Changes the way a number is displayed and printed in number and summary fields, and in calculation fields with a numerical result.

You can change the format for separators, Boolean numbers, decimal, percentage, and currency notation, and text formatting in the Number Format dialog box.



**Number Format Dialog Box**

From the Number Format dialog box, you can use the Decimal Options button to set decimal formats in the Decimal Options dialog box.



**Decimal Options Dialog Box**

From the Number Format dialog box, you can use the Text Format button to set text formats for your numbers in the Text Format dialog box.



**Text Format Dialog Box**

*See Also*

Adding Layout Text

Field Types

## Number Format Dialog Box

| Option | Action |
| --- | --- |
| Leave data formatted as entered | Click to leave numbers in their original format |
| Format as decimal number | Click to format as a decimal number and select decimal options: |
| Use thousands separator | Click to insert a comma in numbers of 1,000 or more |
| Notations: | Click Percentage or Currency to display decimal numbers with percentage or currency notation |
| Fixed number of decimal digits | Click and type the number of digits that you want to appear after the decimal point |
| Decimal Options... | Click to set additional decimal specifications in the Decimal Options dialog box |
| Format as Boolean | Click to display numbers as Boolean values |
| | Type the characters you want to use (such as 0 and 1 or True and False) in the Show Non-Zeroes As and Show Zeroes As boxes |
| Text Format... | Click to open the Text Format dialog box and set font, font size, style, and other text attributes for numerical entries |
| Sample | View an example of numbers with the selected number format options |

**Decimal Options Dialog Box**

| Option | Action |
|---|---|
| Symbols | Type the symbols you want to use in the Currency Symbol, Thousands Separator, and Decimal Point text boxes |
| | The preset currency symbol comes from the Control Panel International settings |
| Negative Values | Select a negative value format:   -, ( ), < >, or CR from the Format As pop-up list |
| | To display negative values in color, click Use Color and select a color from the pop-up palette |
| Currency symbol position | Click Leading to place the currency symbol before the number, or Trailing to place it after |

# Date Format...
**Format Menu**

Changes the way a date is displayed and printed in date fields and calculation fields with a date result, and how the date symbol (//) appears in layout text. Set Date Format options in the Date Format dialog box.



**Date Format Dialog Box**

In the Date Format dialog box, you can select Custom from the Format As pop-up list, and set the format you want in the Custom Date Format dialog box.



**Custom Date Format Dialog Box**

In the Date Format dialog box, you can click the Text Format button to set text formats for dates in the Text Format dialog box.



**Text Format Dialog Box**

*See Also*

Adding Layout Text

Field Types

## Date Format Dialog Box

| Option | Action |
|---|---|
| **Leave date formatted as entered** | Click to leave dates in their original format |
| **Format as:** | Click and select a date format from the list or select Custom to individually select words, numbers, and separators in the sequence you want from the <u>Custom Date Format dialog box</u> |
| Separator character for numeric dates | Select the separator you want to use from the list: slashes (01/04/93), dashes (01-04-93), periods (01.04.93), or spaces (01 04 93) |
| Show day and month numbers with leading zeroes | Click to add a zero before single digit months and days; for example, January 4, 1993 would display as 01-04-93 |
| Sample | View an example of dates with the selected date and text format options |
| Text Format... | Click to open the <u>Text Format dialog box</u> and set the font, font size, style, and other text attributes for date entries |

**Custom Date Format Dialog Box**

| Option | Action |
|--------|--------|
| Lists | Select words and separators from each list to position date elements |
| Sample | View an example of custom dates with the selected date and text format options |

# Time Format...
**Format Menu**

Changes the way times are displayed and printed in time fields and calculation fields with a time result, and how the time symbol (::) is displayed in layout text.



**Time Format Dialog Box**

By clicking the Text Format button, you can set text formats for your times in the Text Format dialog box.



**Text Format Dialog Box**

*See Also*

Adding Layout Text

Field Types

**Time Format Dialog Box**

| Option | Action |
| --- | --- |
| **Leave data formatted as entered** | Click to leave dates in their original format |
| **Format as:** | Click and select a specific time format from the pop-up list |
| Unit separator | Type the character you want to use to separate hours, minutes, and seconds |
| | The default is a colon (:) |
| 24 hour time with suffix | Click and type AM or PM or other text (or nothing) in the box |
| 12 hour time with suffix | Click and type AM and PM or other text (or nothing) in the Before Noon and After Noon boxes |
| Text Format... | Click to open the Text Format dialog box where you can set the font, font size, style, and other text attributes for time entries |
| Sample | View times with the selected time and text format options |

# Picture Format...
**Format Menu**

Changes the way pictures are sized, aligned, and proportioned in picture/sound fields.

**Picture Format Dialog Box**

*See Also*

Adding Layout Pictures

Field Types

**Picture Format Dialog Box**

| Option | Action |
|---|---|
| ... picture to fit frame | Select an option from the pop-up list to specify how FileMaker Pro sizes pictures to fit in the field: Crop, Reduce, Enlarge, or Reduce or Enlarge to size the picture to fit the field |
| Maintain original proportions | If you select Reduce, Enlarge, or Reduce or Enlarge, you can click this option to scale the picture proportionally when it's resized |
| Alignment | Select options from the alignment pop-up lists to specify how to position the picture in the field |
|  | Select Left, Center, or Right from the first alignment list to specify how to position the picture horizontally |
|  | Select Top, Center, or Bottom from the second alignment list to specify how to position the picture vertically |
| Sample | View examples of how pictures are sized and positioned--the left box shows the horizontal position and the right box shows the vertical position |

# Field Format...
**Format Menu**

For a selected field, sets how the value list is displayed, the number of repeating values that can be entered, and whether or not the field contents are selected when you move the insertion point to the field.



**Field Format Dialog Box**

*Note:* The value list and the number of repeating fields are set with the <u>Define Fields</u> command.

*See Also*

<u>Setting Up Fields</u>

<u>Creating a New Field</u>

**Field Format Dialog Box**

| Option | Action |
|---|---|
| Display standard field | Click to format the field for a single value |
| | Click Include Vertical Scroll Bar to include a scroll bar for long field entries |
| Display <selector type> using field's value list | Select Pop-up List, Pop-up Menu, Check Boxes, or Radio Buttons to determine how you will select values for the field |
| Include "Other..." item | Click to include an "Other" choice in the field's pop-up menu or list, check boxes, or radio buttons, which allows you to type an entry not on the value list |
| Show <number> of field's <total number> defined repetitions | If the selected field is defined to have two or more repetitions, type the number of repetitions you want to display in the box |
| Use <vertical or horizontal> orientation | For a repeating field, select Vertical to display the entries in a column or Horizontal to display them in a row |
| Select entire contents of field on entry | Click to select the field contents when you tab to the field |
| | With the contents selected, you can type over the previous entry |

# Field Borders...
**Format Menu**

Sets <u>field borders</u>, baselines, and fill attributes to help visually separate fields. You can change the color, line width, and pattern of borders and <u>field baselines</u>, and the color and pattern of fills.

Once you define borders for a selected field, you can change the border color, pattern, and line width with the pen and line width controls in the Layout status area.



**Field Borders Dialog Box**

*See Also*

<u>Setting Up Fields</u>

<u>Creating a New Field</u>

<u>Working with Layouts</u>

**Field Borders Dialog Box**

| Option | Action |
|---|---|
| Field Borders | Click the field edges where you want borders to appear: Top, Bottom, Left, and/or Right |
| | Select Text Baselines to display the <u>baseline</u> of field text |
| | Select Between Repeating Values if you want <u>borders</u> between these fields |
| ... format: | Select Borders, Baselines, or Fill from the pop-up list |
| | Select a color for the border, baseline, or fill |
| | Select a pattern for the border, baseline, or fill |
| | Select a line width for the border or baseline |
| | View a sample of the selected color, pattern, and line width |
| Sample | View how the field will look with your selections |

# Use System Formats

**Format Menu**

Reformats a file's date, time, currency, and number formats if they are in another language.

Use System Formats appears in the Format menu if a file's formats don't match the country selected with Windows Control Panel International options.

### *See Also*

<u>Date Format...</u>

<u>Time Format...</u>

<u>Number Format...</u>

**access privileges**

Permission to view and work with certain layouts and fields and perform selected activities in a file.

**body**

A layout part that contains individual records from a file.

**book**

A status area tool you use to move from one record, layout, request, or page to another.

**constant**

A value you enter into a formula that doesn't change from record to record.

**expression**

A logical sequence of functions, values, constants, and operators that comprise a formula and return a single result.

**field baseline**

The line that appears under the filed name and extends across the width of the window when you move a field.

**field border**

    A border that visually separates one field from another.

**field boundary**

In Layout, an outline showing the size of a field. The field boundary doesn't appear in the other modes or when you print the report unless the field is formatted with field borders.

**field label**

A layout text object that corresponds to a field name. FileMaker Pro automatically uses the field name for the field label when you define a field, but you can edit or delete the field label as needed.

**field name**

The name you assign to a field when you define it.

**field type**

The part of a field definition that determines what kind of data you can enter in a field and the kinds of operations FileMaker Pro can perform with that data.

**field**

The basic unit of data entry. Depending on its field type, a field can contain text, pictures, sounds, numbers, dates, times, or calculation or summary results.

**find request**

A blank facsimile record based on the current layout. You type or paste search criteria into appropriate fields in a request and then find records based on those criteria.

**found set**

The set of records made active by a find request. When you find all records, the complete file is the current found set.

**guest**

The second or any subsequent user to open a file on a network.

**host**

The first user to open a file. Once opened by the host, other users (guests) can access and change the file. If the host opens the file on a network, all changes are saved to the host's hard disk.

**invisible grid**

A snap-to grid that automatically aligns new objects. The invisible grid differs from ruler lines, which can be viewed and are not snap-to.

**layout**

A visual arrangement of fields, objects, pictures, and parts that represents the way information is organized and presented when you browse, preview, or print the records.

**layout part**

A section of a layout that organizes information.

**lookup file**

The file from which FileMaker Pro copies information when you specify a lookup field.

**operators**

Symbols that indicate how to combine two or more expressions. These include the standard arithmetic operators (+, -, /, *) and logical operators that set up conditions that must be met to make a value true or false (AND, OR, and NOT).

**operands**

Components of a formula. For example, in the formula Quantity * Price, Quantity and Price are the operands.

**record**

A collection of information stored in fields. Not all fields may be shown on each layout.

**script**

A series of steps that FileMaker Pro runs in a sequence. Scripts can be used to automate repetitive tasks such as generating routine reports and invoices.

**search criteria**

In Find, the values and operators you type into fields to find matching records. For example, if you type the word Eric Lindsay in the Vendor field, FileMaker would look for all records that have this name in the Vendor field. You can add search criteria by creating another find request.

**sliding objects**

Objects that slide together to close gaps left by entries in neighboring fields.

**sort order**

The sequence FileMaker Pro uses to rearrange records. Records are sorted first by the first field in the sort order list, then by the second, and so on. Values within each field are sorted according to the order specified (ascending, descending, or custom).

**stacking order**

The order of overlapping layout objects. You can change this order by cutting and pasting objects or using the Send to Front, Send Forward, Send to Back, and Send Backward commands.

**summary field**

A field that contains the result of a summary calculation of values across a group of records.

**tab order**

The order in which you move from field to field in a record. You can change the order with the Tab Order command.

# Help Menu

Use Help menu commands to access the FileMaker Pro Help file and get information on using FileMaker Pro.

**Contents...**

Displays the opening topic of the FileMaker Pro Help file. From this topic you can jump to step-by-step instructions for performing FileMaker Pro operations or reference topics to learn about specific commands, screen elements, and keyboard equivalents.

**Keys...**

Displays a list of FileMaker Pro keyboard actions. From here, you can jump to topics covering different categories of keyboard actions.

**Quick Info**

Displays the question mark pointer. With this pointer, you can click a command name or screen element to display a relevant help topic.

**How to Use Help...**

Displays the Microsoft How to Use Help file. This file explains how to use the Windows help application.

**About FileMaker Pro...**

Displays FileMaker Pro copyright, memory, version, system, and credits information.

You can click these buttons from the About FileMaker Pro screens:

- Info shows the FileMaker Pro version number, general system information, and your FileMaker Pro serial number

- Credits shows a list of the people on the FileMaker Pro team

- About shows copyright information

*See Also*

Using FileMaker Pro Help

## Importing and Exporting Data

Import text, picture, and sound data from other files to replace existing data or to add new <u>records</u> and field entries. You can import records from other FileMaker Pro files or files created in other applications by using Import/Export commands or a <u>script</u>.

The data you import will be available when you open the file in either FileMaker Pro 2.0 for Windows or FileMaker Pro 2.0 for Macintosh.

Export FileMaker Pro records in the field order you specify to create files that can be opened in other applications.

<u>Importing Records</u>

<u>Import/Export File Formats</u>

<u>Importing Pictures</u>

<u>Import Picture File Formats</u>

<u>Importing QuickTime Movies</u>

<u>Exporting Records to Other Applications</u>

## Importing Records

You can import <u>records</u> from other FileMaker Pro 2.0 for Windows or FileMaker Pro 2.0 for Macintosh files or from files created in other applications.

***To import records from a FileMaker Pro file or files from other applications:***

1. Open the destination file. This is the file that will receive the imported records.

2. If necessary, choose Browse, Layout, or Preview with mode selector at the bottom of the screen.

3. Choose Import/Export in the File menu and Import Records from the submenu. You see the Import Records From File dialog box.

4. Select the file type of the source file from the List Files of Type list. See <u>Import/Export File Formats</u> for a list of these files and their source applications.

5. Locate the source file in the files list and click OK. You see the Specify Field Order for Import dialog box.

6. The source file's <u>fields</u> map to the destination file's fields as shown in the list. You can drag the field names in the Fields In list to change where FileMaker Pro maps data. Click the Scan Data buttons to view data in the source file.

7. If the source file uses characters above ASCII 127, click to select the source platform or application: Windows (ANSI), DOS, Macintosh, or Lotus (LICS).

8. Click Add New Records to append the imported records to the end of the destination file or Replace Data in Current Found Set to overwrite any existing records with the imported records.

9. Click OK.


***See Also***

<u>Import Records...</u>

<u>Import/Export File Formats</u>

<u>Exporting Records to Other Applications</u>

<u>Looking Up Data in Other Files</u>

# Import/Export File Formats

You can import and export <u>records</u> between FileMaker Pro and these applications:

| Application Type | Application Examples | Formats |
| --- | --- | --- |
| Database | dBASE III Plus, dBASE IV, FoxPro | *.DBF |
| | Borland Reflex 2.0 Borland Paradox | Tab and comma separated text: *.DBF, *.DIF, *.WKS |
| | Symantec Q&A 4.0 | Tab and comma separated text: *.DBF, *.DIF |
| | Object Vision | *.DBF |
| Spreadsheet | Lotus 1-2-3 Borland Quattro | *.WKS, *.WK1 |
| | Microsoft Excel | *.SLK |
| Integrated | Microsoft Works | Tab and comma separated text (database): *.WKS (spreadsheet) |
| | AppleWorks | *.DIF |
| Word processing | Microsoft Word and WordPerfect text files | Tab separated text: *.TAB, *.TXT |
| | | Comma separated text: *.CSV, *.TXT |
| | | Mail merge files: *.MER |
| Programming | Microsoft BASIC | *.BAS |

## *See Also*

<u>Importing Records</u>

<u>Exporting Records to Other Applications</u>

<u>Importing Pictures</u>

<u>Importing QuickTime Movies</u>

# Importing Pictures

You can import pictures from other applications into picture/sound <u>fields</u>. Pictures can be stored in both Macintosh (PICT) and Windows Metafile (WMF) formats (as set with the Preference command Document options) so they can be used in both the Windows and Macintosh versions of FileMaker Pro 2.0.

In addition, Encapsulated PostScript is saved with every EPSF picture.

### *To import a picture:*

1. Open the file that will receive the imported picture.

2. In Browse, move to the appropriate field in the specific <u>record</u>.

3. Choose Import/Export from the File menu and Import Picture from the submenu.

4. Select a source file format from the Import File of Type list.

5. Locate the picture you want to import and click OK.

6. If the picture is a .cgm, .drw, .pcx, .pic, or .plt file type, you see a dialog box that asks you how you want to import the file. Make the selections you want and click OK.

   The imported picture is sized according to the formatting specified in the layout with the Picture Formats command.

*Note:* You can also use the Import Records command to import pictures from other FileMaker Pro files into picture fields.

*Tip*: If you don't expect to use a file with an imported picture in FileMaker Pro 2.0 for Macintosh, you can reduce the size of your database by deselecting Store Macintosh Picture Format in the Document Preferences dialog box. With this option turned off, the picture will display and print as a rectangular boundary in FileMaker 2.0 on the Macintosh.

### *See Also*

<u>Document Preferences Options</u>

<u>Import Picture...</u>

<u>Import Picture File Formats</u>

<u>Defining Fields and Entering Data</u>

# Import Picture File Formats

You can import picture files into FileMaker Pro picture/sound fields in these formats:

| Application or Standard | Format |
|---|---|
| ISO and ANSI | *.cgm |
| Windows 3.x and IBM OS/2 | *.bmp |
| Tagged Image File Format | *.tif |
| CompuServe | *.gif |
| ZSoft Paintbrush | *.pcx |
| Windows Metafile | *.wmf |
| Micrografx Designer | *.drw |
| Hewlett-Packard Graphics Language (HPGL) | *.plt |
| Lotus Picture (graph) | *.pic |
| Autocad Slide | *.sld |
| Macintosh PICT | *.pct |
| MacPaint | *.mac |
| Adobe PostScript | *.eps |

## *See Also*

Importing Pictures

# Importing QuickTime Movies

You can import QuickTime for Windows movies into picture/sound <u>fields</u>. The movie in a picture/sound field is actually a reference to a QuickTime movie file. If you move the database to another computer, you should also move the movie file.

***To import a QuickTime movie:***

1. Open the file that you want the movie to be in.

2. In Browse, select the picture/sound field in the record you want to import to.

3. Choose Import/Export from the File menu and Import QuickTime from the submenu.

4. If necessary, select QuickTime Files (*.MOV) from the Import File of Type list.

5. Select the movie file you want to import and click OK.

   Use the controls on the movie playbar to play the QuickTime movie.

*Note:* You can also paste a QuickTime movie from the Clipboard into FileMaker Pro.

*Important:* To use a Macintosh QuickTime movie with FileMaker Pro for Windows, you must first use Movie Converter on the Macintosh to save the movie in a self-contained format playable on non-Apple computers.

***To do this:***

1. On the Macintosh, start Movie Converter.

2. Open the QuickTime movie you want to convert.

3. Choose Save As from the File menu.

4. In the Save As dialog box, give the converted movie a Windows-standard name.   The name can be up to eight characters plus the .MOV extension.

5. Click Make movie self-contained.

6. Click Make playable on non-Apple computers.

   The first time you play a movie from the other platform (that is, a Macintosh movie on Windows or a Windows movie on the Macintosh), FileMaker Pro prompts you for the location of the movie.

***See Also***

<u>Defining Fields and Entering Data</u>

<u>Import QuickTime...</u>

<u>Playing a QuickTime Movie</u>

# Exporting Records to Other Applications

Export FileMaker Pro records to use them in other applications. When you export, FileMaker Pro makes a copy of the file with the format and name you select.

To export summary fields sorted by different fields, select just the summary fields you want so FileMaker Pro will know exactly which summary data to export.

### *To export records:*

1. Open the file you want to export.

2. Choose Import/Export from the File menu and Export Records from the submenu. You see the Export Records dialog box.

3. Select a file format from the Export Files of Type list. These formats are listed in Import/Export File Formats.

4. Type a name for the export file and specify the directory and disk where you want it saved.

5. Click OK. You see the Specify Field Order for Export dialog box.

6. To change the order of fields for exporting, drag the field names in the list.

7. To exclude fields from the export list, click the check mark next to field name.

8. If the destination file uses characters above ASCII 127, click to select the destination platform or application: Windows (ANSI), DOS, Macintosh or Lotus (LICS).

9. To export unformatted values, click Don't Format Output. To format the exported data with the number, date, and time format in the current layout, click Format Output Using Current Layout.

10. Click OK.

### *To export sub-summary field data that has been sorted by multiple fields:*

1. Follow steps 1 through 5 above.

2. Select the summary field in the Specify Field Order for Export dialog box.

3. Click Summarize By and select the sub-summary fields you want to export. For example, if you've sorted by year and month, you can select either or both of these fields.

4. Click OK. The selected sub-summary choices appear in the list.

5. In the Specify Field Order for Export dialog box, you can drag the sub-summary choices to different positions in the list, or click the check mark next to a field name to exclude it from the export.

6. Select any other export options. (See step 9 above.)

7. Click OK.

### *See Also*

Export Records...

Importing Records

Import/Export File Formats

# Keys

You can choose FileMaker Pro commands and initiate other actions with keyboard shortcuts.

Layout Actions

Browse Actions

Text Formatting Actions

Text Selection and Insertion Point Actions

Window Actions

File Actions

Mode Selection Actions

Define Fields Actions

Edit Actions

Other Actions

Macintosh Key Equivalents

# Layout Actions

Use these keys in Layout.

| Layout Action | Keyboard Shortcut |
| --- | --- |
| Align Objects | Ctrl+K |
| Align to Grid on/off | Ctrl+Y |
| Alignment dialog box | Ctrl+Shift+K |
| Bring Forward | Ctrl+Shift+F |
| Constrain line tool to horizontal or vertical | Shift+Drag |
| Constrain movement to vertical or horizontal | Shift+Drag |
| Constrain oval tool to a circle | Alt+Drag |
| Constrain rectangle tool to a square | Alt+Drag |
| Constrain resizing to vertical or horizontal | Shift+Resize |
| Display object's format | Double Click |
| Drag selected layout part past object | Alt+Drag |
| Duplicate selection | Ctrl+D |
| Duplicate by dragging | Alt+Drag |
| Group | Ctrl+G |
| Lock | Ctrl+H |
| Move selected object one pixel at a time | Arrow keys |
| Redefine a field in a layout | Alt+Double-Click |
| Re-orient part labels | Ctrl+Click part label |
| Reorder selected part | Shift+Drag |
| Reset preset format based on the selected object | Ctrl+Click |
| Send Backward | Ctrl+Shift+J |
| Square object being resized | Alt+Resize |
| T-squares on/off | Ctrl+T |
| Ungroup | Ctrl+Shift+G |
| Unlock | Ctrl+Shift+H |

# Browse Actions

Use these keys in Browse.

| Browse Action | Keyboard Shortcut |
| --- | --- |
| Find All | Ctrl+J |
| Omit current record | Ctrl+M |
| Omit multiple records | Ctrl+Shift+M |
| Refind | Ctrl+R |

# Text Formatting Actions

Use these keys in Layout or Browse.

| Text Formatting Action | Mode | Keyboard Shortcut |
| --- | --- | --- |
| Align Center | Layout | Ctrl+\ Ctrl+Shift+C |
| Align Left | Layout | Ctrl+[ Ctrl+Shift+L |
| Align Right | Layout | Ctrl+] Ctrl+Shift+R |
| Bold | Layout, Browse | Ctrl+Shift+B |
| Italic | Layout, Browse | Ctrl+Shift+I |
| Next point size down on menu | Layout, Browse | Ctrl+, |
| Next point size up on menu | Layout, Browse | Ctrl+. |
| Nonbreaking space | Layout, Browse | Ctrl+Space |
| One point larger | Layout, Browse | Ctrl+Shift+> |
| One point smaller | Layout, Browse | Ctrl+Shift+< |
| Plain Text | Layout, Browse | Ctrl+Shift+P |
| Underline | Layout, Browse | Ctrl+Shift+U |

# Text Selection and
# Insertion Point Actions

Use these keys to select text in any mode and position the insertion point.

| Text Selecting Action | Keyboard Shortcut |
|---|---|
| Extend selection to end of line | Shift+End |
| Extend selection to end of text | Ctrl+Shift+End |
| Extend selection to next character | Shift+Right Arrow |
| Extend selection to next line | Shift+Down Arrow |
| Extend selection to previous character | Shift+Left Arrow |
| Extend selection to previous line | Shift+Up Arrow |
| Extend selection to start of line | Shift+Home |
| Extend selection to start of text | Ctrl+Shift+Home |
| Extend selection to the end of the next word | Ctrl+Shift+Right Arrow |
| Extend selection to the start of previous word | Ctrl+Shift+Left Arrow |
| Move to next character | Right Arrow |
| Move to next line | Down Arrow |
| Move to previous character | Left Arrow |
| Move to previous line | Up Arrow |
| Move to the end of line | End |
| Move to the end of text | Ctrl+End |
| Move to the end of the next word | Ctrl+Right Arrow |
| Move to the start of text | Ctrl+Home |
| Move to the start of the line | Home |
| Move to the start of the previous word | Ctrl+Left Arrow |

# Window Actions

Use these keys to arrange windows in any mode.

| FileMaker Pro Window Action | Keyboard Shortcut |
| --- | --- |
| Cascade document windows | Shift+F5 |
| Maximize window | Ctrl+Shift+Z |
| Scroll document window down | PgDn |
| Scroll document window left | Ctrl+PgDn |
| Scroll document window right | Ctrl+PgUp |
| Scroll document window up | PgUp |
| Show/hide status area | Ctrl+Shift+S |
| Tile document windows | Shift+F4 |
| Zoom document larger | F3 |
| Zoom document smaller | Shift+F3 |

# File Actions

Use these keys in any mode to manage files.

| File Action | Keyboard Shortcut |
| --- | --- |
| Cancel printing | Esc |
| Close | Ctrl+W<br>Ctrl+F4 |
| Exit | Alt+F4<br>Ctrl+Q |
| Open | Ctrl+O |
| Open network file | Ctrl+Shift+O |
| Print | Ctrl+P |
| Print without displaying the dialog box | Ctrl+Shift+T |

# Mode Selection Actions

Use these keys at any time to select modes.

| Select Action | Keyboard Shortcut |
|---|---|
| Browse | Ctrl+B |
| Find | Ctrl+F |
| Layout | Ctrl+L |
| Preview | Ctrl+U |

# Define Fields Actions

Use these keys to define fields in any mode.

| Define Fields Action | Keyboard Shortcut |
|---|---|
| Define Fields | Ctrl+Shift+D |
| **Within the Define Fields dialog box:** | |
| Calculation field | Alt+C |
| Date field | Alt+D |
| Number field | Alt+N |
| Picture/sound field | Alt+P |
| Summary field | Alt+S |
| Text field | Alt+T |
| Time field | Alt+I |

# Edit Actions

Use these keys to edit field and layout text and to work with records and find requests.

| Edit Action | Mode | Keyboard Shortcut |
|---|---|---|
| Clear | All | Del |
| Copy | Browse, Find, Layout | Ctrl+Ins<br>Ctrl+C |
| Copy found set | Browse | Ctrl+Shift+C |
| Cut | All | Shift+Del<br>Ctrl+X |
| Delete Record/Request/Layout | Browse, Find, Layout | Ctrl+E |
| Delete without confirmation | All | Ctrl+Shift+E |
| Duplicate Record/Request/Layout | Browse, Find, Layout | Ctrl+D |
| Move to previous record, request, or layout | Browse, Find, Layout | Ctrl+UpArrow<br>Shift+PgUp |

| | | |
|---|---|---|
| Move to previous field | Browse, Find | Shift+Tab |
| New Record/Request/ Layout | Browse, Find, Layout | Ctrl+N |
| Next field | Browse, Find | Tab |
| Next record, request, or layout | Browse, Find, Layout | Ctrl+Down Arrow, Shift+PgDn |
| Paste | In Browse with an appropriate field selected, pastes all Clipboard contents into the field | Shift+Ins Ctrl+V |
| | You can paste text and numbers into text and number fields, and pictures or sounds into picture/sound fields | |
| | In Layout, pastes the selected object(s) | |
| Paste Current Date | Browse, Find | Ctrl+ - |
| Paste Current Time | Browse, Find | Ctrl+; |
| Paste Current User Name | Browse, Find | Ctrl+Shift+N |
| Paste From Index | Browse, Find | Ctrl+I |
| Paste From Last Record | Browse, Find | Ctrl+' |
| Paste From Last Record and move to next field | Browse, Find | Ctrl+Shift+' |
| Paste text without style | All | Ctrl+Shift+V |
| Paste bitmap when both bitmap and metafile formats are on the Clipboard | Browse, Layout | Ctrl+Shift+V |
| Replace | Browse | Ctrl+= |
| Select All | All | Ctrl+A |
| Spell Word | Browse, Find, Layout | Ctrl+Shift+Y |
| Undo | All | Alt+Backspace Ctrl+Z |

## Other Actions

Use these keys to move to records and fields, cancel an operation, or scroll a document window.

| Action | Mode | Keyboard Shortcut |
|---|---|---|
| Cancel operation or dialog box, or switch to the status area book when nothing is selected | All | Esc |
| Display layout pop-up menu | All | F2 |
| Help | All | F1 to display Help contents |
| | | Shift+F1 to select help on a specific command, status area, or program control |
| Play or edit a sound when in a sound field | Browse | Spacebar |
| Sort | Browse, Layout, Preview | Ctrl+S |

## Macintosh Key Equivalents

If you have been using FileMaker Pro on the Macintosh, you can use equivalents of Macintosh keyboard shortcuts for many operations. With these equivalents, the Ctrl key is used in place of the Macintosh Command key.

Both Windows and Macintosh keyboard shortcuts are always available, but you can choose to add the Macintosh keyboard shortcuts to the FileMaker Pro menus.

*Note:* The keyboard shortcuts topics listed in See Also include both the Windows and Macintosh keyboard shortcuts.

*To show Macintosh key equivalents in the menus:*

1. Choose Preferences from the File menu.

2. Click General.

3. Click Show Macintosh Accelerators in Menus.

*See Also*

Layout Actions

Browse Actions

Text Formatting Actions

Text Selection and Insertion Point Actions

Window Actions

File Actions

Mode Selection Actions

[Define Fields Actions](#)

[Edit Actions](#)

[Other Actions](#)

# Layout Menu

Use Layout menu commands along with the Layout status area tools to work with layouts. The Layout menu is available only in Layout.

Align to Grid

Ruler Lines

Rulers

T-Squares

Size

Sample Data

Show

Define Parts...

Layout Options...

Ruler Settings...

# Align to Grid

Aligns new objects to the nearest intersection on an <u>invisible grid</u>. You can change the grid spacing and unit of measure with the Ruler Settings command, and you can temporarily turn off the grid by pressing the Ctrl key while dragging an object.

***See Also***

<u>Ruler Settings...</u>

<u>Arranging a Layout</u>

# Ruler Lines

Shows or hides a grid of ruler lines to help you align layout objects. The lines correspond to the unit of measure on the horizontal and vertical rulers, and unlike the <u>invisible grid</u>, are not snap-to.

## *See Also*

<u>Ruler Settings...</u>

<u>Arranging a Layout</u>

# Rulers

Shows or hides horizontal and vertical rulers. As you move the pointer or drag an object around a layout, dotted lines appear on each ruler to indicate your position.

You can change the unit of measure on the ruler by clicking the square where the two rulers meet or by using the Ruler Settings command.

### See Also

Ruler Settings...

Arranging a Layout

# T-Squares

Shows or hides moveable, snap-to horizontal and vertical lines that you can use for positioning objects on a layout. Drag either line of the T-square to reposition it.

**See Also**

Arranging a Layout

# Size

Sets the exact position and size of the selected object or layout part. When the Size window is open, you can click the intersection of the T-square lines to check the T-square placement.

As you work, the Size window stays open on your layout.



**Size Window**

***See Also***

Arranging a Layout

**Size Window**

| Option | Action |
|---|---|
| ← | Type a value to change the object's distance from the left edge of the layout |
| ↑ | Type a value to change the object's distance from the top edge of the layout |
| → | Type a value to change the object's distance from the right edge of the layout |
| ↓ | Type a value to change the object's distance from the bottom edge of the layout |
| ↔ | Type a value to change the width of the object |
| ↕ | Type a value to change the height of the object |

# Sample Data
**Layout Menu**

Shows or hides sample data in the <u>layout</u> so you can check <u>field types</u> and text formatting.

*See Also*

<u>Working with Layouts</u>

# Show

Use Show submenu commands to specify how objects are displayed in Layout. The Show submenu contains these commands:

Buttons

Text Boundaries

Field Boundaries

Sliding Objects

Non-Printing Objects

Non-Printable Area

*See Also*

Working with Layouts

# Buttons

Shows or hides a gray border around pictures and text objects defined as buttons.

### *See Also*

Working with Layouts

# Text Boundaries

Shows or hides the boundaries around text objects to help you align layout text with other objects. These boundaries do not appear when you browse, preview, or print records.

### *See Also*

Working with Layouts

# Field Boundaries

Shows or hides <u>field boundaries</u> and <u>field baselines</u> to help you line up fields with other objects. These boundaries do not appear when you browse, preview, or print records.

***See Also***

<u>Working with Layouts</u>

# Sliding Objects

Shows or hides arrows that identify <u>sliding objects</u> and the sliding direction.

***See Also***

<u>Slide Objects</u>

<u>Working with Layouts</u>

# Non-Printing Objects

Shows or hides the boundaries of non-printing objects defined in the Slide Objects dialog box.

***See Also***

Working with Layouts

Closing Up Space for Printing

# Non-Printable Area

Shows or hides the non-printing page margin areas.

***See Also***

Working with Layouts

# Define Parts...

Creates, defines, reorders, and deletes <u>layout parts</u> in the current <u>layout</u>.

You define, reorder, or delete available parts in the Define Parts dialog box.



**Define Parts Dialog Box**

You can add or change a layout part in the Part Definition dialog box. You see this dialog box when you:

- **-** click Create or Change in the Define Parts dialog box

- **-** drag a part from the Part tool onto the layout

- **-** double-click an existing part label



**Part Definition Dialog Box**

### *See Also*

<u>Working with Layout Parts</u>

<u>Working with Summary Parts</u>

## Define Parts Dialog Box

| Option | Action |
| --- | --- |
| List | Drag a part to a new location in the list or select a part to change its definition |
| Create | Click to add a new part in the <u>Part Definition dialog box</u> which shows the layout parts still available |
| Change | Click to change the selected part into any other available part type listed in the Part Definition dialog box |
| Delete | Click to delete the selected part |
| Done | Click when you finish defining parts |

## Part Definition Dialog Box

| Option | Action |
| --- | --- |
| Title Header | Click to create a part that appears at the top of the first page |
| Header | Click to create a part that appears at the top of every page |
| Leading Grand Summary | Click to create summary of all the values in a summary field for all records begin browsed |
| | Shows summary data if it contains a summary field, or field data from the first record in the report if it contains a regular field |
| | The leading grand summary appear above the body |
| Body | Click to create a part that contains a record |
| Sub-summary when sorted by: | Click to create a part that displays a summary of the field you select in the list |
| Trailing Grand Summary | Click to create a part that displays a summary of records between the footer and body. |
| | Shows summary data if it contains a summary field, or field data from the first record in the report if it contains a regular field |
| Footer | Click to create a part that appears at the bottom of every page |
| Title Footer | Click to create a part that appears at the bottom of the first page |
| Fields list | Select a field if you have clicked Sub-Summary When Sorted By |
| Page break before each occurrence | For leading sub-summary, body, trailing sub-summary, and trailing grand summary parts: |
| | Click to start a new page before printing the contents of the part |
| Page break after every <value> occurrences | For leading grand summary, leading sub-summary, body, trailing sub-summary, and trailing grand summary parts: |
| | Click to start a new page after printing the contents of the specified occurrences of the part |
| Restart page numbers after each occurrence | For title header, header, leading grand summary, leading sub-summary, body, trailing sub-summary, footer parts: |
| | Click to restart page numbering from the beginning after printing the part |
| Allow part to break | For leading grand summary, leading sub-summary, body, |

| across page boundaries | trailing sub-summary, and trailing grand summary parts: |
| | |
| | Print the entire contents of the part even if it doesn't fit on one page (for example, divide and print the body across two pages if it doesn't fit on a single page with the other parts) |
| Discard remainder of part before new page | For leading grand summary, leading sub-summary, body, trailing sub-summary, and trailing grand summary parts: |
| | Print as much of the contents of a part as can fit on the page |

## Layout Options...

Renames a layout and sets the number of records that print across a page and whether they will be displayed in rows or columns.

Select layout options in the Layout Options dialog box.



**Layout Options Dialog Box**

From the Layout Options dialog box, click the Reorder button to display the Reorder dialog box. From this dialog box, you change the order of layout names in the layout pop-up menu in the status area.



**Reorder Layouts Dialog Box**

### *See Also*

Creating, Duplicating, and Deleting Layouts

Reordering the Layout Pop-up Menu

Layout Pop-up Menu

## Layout Options Dialog Box

| Option | Action |
| --- | --- |
| Name | Type a name to rename the current layout |
| Display in <number> columns | Type a number to specify how many records will print across the page |
| Across first | Click to print labels in rows across the page |
| Down first | Click to print labels in columns down the page |
| Reorder... | Click to change the order of layout names in the layout pop-up menu |
| | Make changes in the <u>Reorder Layouts dialog box</u> |

**Reorder Layouts Dialog Box**

Drag the layout names to a different position in the list. The layout names appear in the new order when you next click the layout pop-up menu in the status area.

# Ruler Settings...

Sets ruler and <u>invisible grid</u> measurement units. You can display the Ruler Setting dialog box by choosing the Ruler Settings command or change the ruler unit of measure by clicking the corner where the horizontal and vertical rulers meet.



**Ruler Settings Dialog Box**

### *See Also*

<u>Rulers</u>

## Ruler Settings Dialog Box

| Option | Action |
| --- | --- |
| Units | Select a ruler measurement unit (inches, centimeters, or pixels) |
| Grid Spacing | Type a value to set the grid size and select a grid unit of measurement (Inches, Centimeters, or Pixels) from the pop-up list |
| | Grid spacing affects the invisible grid used by the Align to Grid command |

# Working with Layouts

You can change how you arrange and format your data by using different formats called layouts. Each layout can display some or all of the fields in your file, and you can apply more than one layout to a database file.

You can edit a layout or a select a different layout without affecting your data.

Using Layout Mode

Creating, Duplicating, and Deleting Layouts

Working with Layout Parts

Working with Summary Parts

Arranging a Layout

Adding and Deleting Fields

Formatting Fields

Adding Layout Text

Customizing the Font Menu

Adding Layout Pictures

Changing the Tab Order

Closing Up Space for Printing

Selecting a Layout

Reordering the Layout Pop-Up Menu

# Using Layout Mode

In Layout, you create and customize <u>layouts</u> with Layout status area tools and with Layout, Edit, Format, and other menu commands. In Layout, you work with objects instead of field data or find requests.

To switch to Layout, select Layout with the mode selector at the bottom of your screen or choose Layout from the Select menu.

You can use or modify the FileMaker Pro predefined layouts or design your own. Layouts consist of the following elements:

- **-** parts to organize information into special purpose areas (You can include header, footer, body, and summary parts. Every layout includes at least one part.)

- **-** fields to enter and display data

- **-** layout text for titles, column headings, field labels, instructions, and form letters

- **-** pictures (such as logos or other design elements) that appear in every record

***See Also***

<u>Layout Status Area</u>

<u>Working with Layout Parts</u>

<u>Working with Summary Parts</u>

<u>Arranging a Layout</u>

# Creating, Duplicating, and Deleting Layouts

You can select a predefined <u>layout</u>, create a custom layout, duplicate an existing layout, rename a layout, and delete layouts you don't need.

Before you follow these procedures, choose Layout with the mode selector at the bottom of the screen.

### *To select a predefined layout:*

1. Choose New Layout from the Edit menu. You see the New Layout dialog box.

2. Type a name for the layout in the Name box.

3. Select a layout type: Standard, Columnar Report, Extended Columnar Report, Single Page Form, Labels, Envelopes, or Blank.

4. Click OK.

5. If you selected Columnar Report, Extended Columnar Report, or Envelope, you see the Set Field Order dialog box. Specify fields for this layout by selecting each field from the Field List and clicking Move.

   If you select Labels, you see the Label Setup dialog box. To set up standard Avery labels, click Use Label Measurements For and select an Avery label size from the pop-up list. To set up a custom-sized label, click Use Custom Measurements and enter values in the Labels Across the Page, Width, and Height boxes.

   *Note:* You can also set up columns for labels by choosing Layout Options from the Layout menu.

### *To duplicate a layout:*

1. Choose the layout from the pop-up list at the top of the status area.

2. Choose Duplicate Layout from the Edit menu.

*To customize a layout,* follow the steps for duplicating a layout. You can then change the layout as explained in the topics listed in the See Also section.

### *To rename a layout:*

1. Select the layout you want to rename from the layout pop-up menu at the top of the status area.

2. Choose Layout Options from the Layout menu.

3. Type a new name in the Name box.

4. Click OK.

### *To delete a layout:*

1. Select the layout you want to delete from the layout pop-up menu at the top of the status area.

2. Choose Delete Layout from the Edit menu. You see a message asking if you want to delete the layout.

3. Click Delete.

*Note:* Deleting a layout does not erase the data in your records.

### *See Also*

<u>Using Layout Mode</u>

<u>Working with Layout Parts</u>

# Working with Layout Parts

Use layout parts to organize data on the page or to summarize data within the document. All layouts must have at least one part. You decide which fields, field labels, and objects to place in each part based on where you want them to appear.

You can add, change, and delete parts in any layout.

Before you follow these procedures, choose Layout with the mode selector at the bottom of the screen and select the layout you want to change from the Layout pop-up menu.

### To add a part:

1. Choose Define Parts from the Layout menu.

2. In the Define Parts dialog box, click Create. You see the Part Definition dialog box.

3. Select the part you want to add. For descriptions of layout parts, see Part Definition Dialog Box.

   *Note:* Parts that are already used in the current layout appear dimmed.

4. Click OK.

5. Click Done.

You can also add a part by dragging from the Part tool to the layout and selecting a part type in the Part Definition dialog box.

### To change a part:

1. Choose Define Parts from the Layout menu.

2. Select the part you want to change.

3. Click Change.

4. Select an available part from the list.

5. Click OK.

6. Click Done.

**To delete a part,** click to select the part label and press Delete, or select the part in the Define Parts dialog box and click the Delete button. Each layout must have at least one part, so you can delete all parts except the last one.

When you delete a part, you delete all the objects it contains. If the part contains fields, deleting the part deletes that copy of the field, but not the field itself.

### See Also

Using Layout Mode

Arranging a Layout

# Working with Summary Parts

Use summary parts to view information calculated from one or more <u>records</u> in a <u>summary field</u>.

Before you follow these procedures, choose Layout with the mode selector at the bottom of the screen and select the <u>layout</u> you want to change from the Layout pop-up menu.

***To add a summary part:***

1. Choose Define Parts from the Layout menu.

2. Click Create.

3. In the Part Definition dialog box, click a summary option. If you choose Sub-Summary When Sorted By, select the field you will sort by. (To get the correct summary information, be sure to sort the records according to the field you select.)

   For descriptions of summary parts, see <u>Part Definition Dialog Box</u>.

4. Click OK.

5. Click Done.

6. Place summary fields and other objects in the summary part.


***See Also***

<u>Using Layout Mode</u>

<u>Working with Layout Parts</u>

<u>Arranging a Layout</u>

<u>Adding and Deleting Fields</u>

# Arranging a Layout

When customizing a <u>layout</u>, you can reposition <u>fields</u>, field labels, and objects and resize and reorder parts.

To work with a layout, choose Layout with the mode selector at the bottom of the screen and select a layout from the Layout pop-up menu.

**Moving and positioning objects**

You can move fields and objects to reposition them on your layout.

- To move a field, <u>field label</u>, or other object, click and drag the object with the pointer.

- To move multiple objects at one time, press the Shift key while you select each object.

- To move objects as a group, select multiple objects and then choose Group from the Arrange menu.

To arrange objects with precision, use the Rulers, Ruler Lines, T-squares, Size, Alignment, and Align Objects commands.

- Choose Rulers from the Layout menu to display or hide rulers at the top and left edge of the layout.

- Choose Ruler Lines from the Layout menu to display or hide non-printing ruler lines as a dotted grid that corresponds to the ruler settings.

- Choose T-squares from the Layout menu to display or hide T-square lines. You can move each T-square line independently by dragging it with the pointer.

- Choose Size from the Layout menu to position selected objects precisely. Type measurements for the placement distance from the left edge and top of the page in the first two boxes. You can also check the positioning of an object as you drag it by keeping the Size dialog box open.

- Choose Alignment from the Arrange menu to specify how you want to arrange objects when you align them (left to right and top to bottom). Once you've made these settings, you can use the Align Objects command in the Arrange menu to align selected objects to these specifications.

**Reordering and resizing layout parts**

Change the order of <u>layout parts</u> by choosing Define Parts from the Layout menu and dragging part names to different positions in the list. Parts that can't be reordered appear with a lock.

Resize a part by dragging the part label or dotted line that extends from the part label. To drag over on object, press Alt while dragging.

***See Also***

<u>Using Layout Mode</u>

<u>Mode Selector</u>

<u>Using the Status Area</u>

<u>Working with Layout Parts</u>

<u>Adding and Deleting Fields</u>

<u>Formatting Fields</u>

## Adding and Deleting Fields

You can choose to use some or all fields in a <u>layout</u>, include multiple copies of a <u>field</u>, or delete fields.

To add a field, you must first define it with the Define Fields command in the Select menu.

Before you follow these procedures, choose Layout with the mode selector at the bottom of the screen and select the layout you want to change from the Layout pop-up menu.

***To add a copy of the field to the layout:***

1. Drag a field from the Field tool in the status area to a position in the layout. As you drag, the <u>field's baseline</u> appears to help you align the field.

   When you release the mouse button, you see the New Field dialog box with a list of all defined fields in your file.

2. Select a field name from the list. You can select a field that already appears in the layout to include multiple copies of the field.

3. Click OK.

***To delete a copy of the field from a layout,*** select the field and press Delete.

### *See Also*

<u>Using Layout Mode</u>

<u>Creating, Duplicating, and Deleting Layouts</u>

<u>Working with Layout Parts</u>

<u>Arranging a Layout</u>

<u>Creating a New Field</u>

# Formatting Fields

You can format <u>fields</u> by adding <u>borders</u>, text baselines, and a fill pattern. You can also change how you enter data in a field by adding scroll bars or repeating values, specifying that the field contents are selected when you move to the field, or displaying a value list (a list of entry choices) as check boxes, radio buttons, or a pop-up menu or list.

Before you follow these procedures, choose Layout with the mode selector at the bottom of the screen and select the <u>layout</u> you want to change from the Layout pop-up menu.

***To add borders, text baselines, or a fill pattern:***

1. Select the fields you want to format and choose Field Borders from the Format menu.

2. From the pop-up list in the Field Borders dialog box, choose Borders, Baselines, or Fill.

3. If you select Borders, click the borders you want: Top, Bottom, Left, Right, and Between Repeating Values. If you select Baselines, click Text Baselines.

4. Select the color, pattern, or line width from the pop-up menus:

to choose a color

to choose a pattern

to choose a line width

5. Click OK.

***To change how you display and enter data:***

1. Select a field in your layout.

2. Choose Field Format from the Format menu. You see the Field Format dialog box.

3. Click a field format option.

| To: | You can: |
|---|---|
| Work with text entries that are sometimes larger than the field | Add a scroll bar by clicking Include Vertical Scroll Bar |
| Use check boxes, radio buttons, or a pop-up menu or list to select values | Click Display <option> and select the option you want from the Using Field's Value List pop-up list |
| | Select the "Other" Item if you want to be able to enter a value other than the ones in the list |
| Include multiple values for a field | Type the number of repetitions you want in Show <value> of Field's <n> Defined Repetitions and select an orientation for the values |
| | (You set the number of times a field can repeat in the <u>Entry Option</u>s dialog box) |
| Select the field contents each time you tab to the field in Browse | Click Select Entire Contents of Field on Entry |

4. Click OK.

***See Also***

## Adding Layout Text

In addition to <u>fields</u> and <u>field labels</u>, you can add text to a layout for titles, instructions, page or record numbers, or other text related to your <u>records</u>. Using Format commands, you can change the font, font size, style, alignment, line spacing, and color of layout text.

Before you follow these procedures, choose Layout with the mode selector at the bottom of the screen and select the <u>layout</u> you want to change from the Layout pop-up menu.

***To type layout text:***

1. Click the text tool ▣ in the tool palette.

2.    Click where you want to add text or drag to add a bounding box.
3.    Type the text.

***To format layout text:***

1. Select the text you want to change. Or to change the format for subsequently typed text, click in the layout to deselect all objects.

2. Choose commands from the Font, Size, Style, Align Text, Line Spacing, and Text Color submenus in the Format menu.

***To change all formats at once:*** Choose Text Format from the Format menu and select the options you want in the Text Format dialog box.

***See Also***

<u>Using Layout Mode</u>

<u>Creating, Duplicating, and Deleting Layouts</u>

<u>Formatting Fields</u>

<u>Customizing the Font Menu</u>

# Customizing the Font Menu

When you first run FileMaker Pro, you see all of your installed fonts in their native typefaces in the Font menu. You can configure the Font menu to include only the fonts you want and to display all fonts in the typeface used on the other FileMaker Pro menus.

*To configure the Font menu:*

1. In Layout or Browse, choose Font from the Format menu and Configure/More Fonts from the submenu. You see the Configure Font Menu dialog box.

2. Make the changes you want according to the following table.

| To: | Do this: |
|-----|----------|
| Remove a font from the Font menu | Select the font in the Menu list and click Clear (or double-click the font). Shift-click to select more than one font. |
| Remove all fonts from the Font menu | Click Clear All |
| Add a font to the Font menu | Select a font in the Available Fonts list and click Move (or double-click the font). Shift-click to select more than one font. |
| Add all available fonts to the Font menu | Click Move All |
| Display fonts in the Font menu and the Menu list in their native typefaces | Click Show Fonts in Typeface |
| Apply a font to the current selection | Select a font from either the Available Fonts list or the Menu list and click Apply Font. (This automatically closes the Configure Font Menu dialog box.) |

3. When you finish, click OK.

*See Also*

Configure Font Menu Dialog Box

Font

# Adding Layout Pictures

In addition to the pictures you include in picture/sound fields, you can add pictures to a <u>layout</u> that appear in every record as part of the design.

You can add picture objects by using the Import Picture command, pasting them from the Clipboard, or designing them with the FileMaker Pro drawing tools. Once you add a picture object, you can move or resize it as needed.

Before you follow these procedures, choose Layout with the mode selector at the bottom of the screen and select the layout you want to change from the Layout pop-up menu.

### To import a picture:

1. Choose Import/Export from the File menu and Import Picture from the submenu. You see the Import Picture dialog box.

2. Select the file you want to import. If necessary, scroll through the list, or change the directory or drive to find the file you want. You can import any picture in the .cgm, .bmp, .tif, .gif, .pcx, .wmf, .drw, .plt, .pic, .sld, .pct, .mac, or .eps format.

3. Click OK. For some file format types, you see a dialog box with options for customizing the picture for importing.

4. Select the options you want and click OK.

### To paste a picture from the Clipboard:

1. Copy the picture you want to paste from FileMaker Pro or another Windows application.

2. Open the FileMaker Pro file where you want to paste the picture and select a layout.

3. Choose Paste from the Edit menu and drag the picture to the position you want.

   *Note:* The Windows Clipboard may contain pictures in both a bitmap and metafile format. To paste the picture in metafile format, choose Paste. To paste the picture in bitmap format, press Shift and choose Paste.

### To draw picture objects with FileMaker Pro tools:

Use the tools in the Layout status area to draw picture objects in FileMaker Pro.

| To draw a: | Select: | And then click to: |
| --- | --- | --- |
| Line | ◻ | Start the line and drag to where you want the line to end |
| | | To constrain the line to a 45-degree angle, press Alt as you drag |
| Rectangle or rounded rectangle | ◻◻ | Start a corner and drag diagonally until the rectangle is the shape you want |
| | | To create a square, hold down Alt as you drag |
| Circle or oval | ◻ | Place the edge of the oval and drag in any direction until the oval is the size you want |
| | | To create a circle, press Alt as you drag |

The colors and patterns you choose with the fill and pen controls apply to selected objects. If nothing is selected, the colors and patterns apply to subsequently created objects.

You select colors and patterns for the fill (background) and the pen (lines and borders) separately. The sample box to the left of the fill and pen icons shows the current selections.

| To set the fill or pen: | Select: |
|---|---|
| Color | A color from  |
| Fill pattern | A pattern from  |

**To move a picture object,** click and drag it with the pointer tool .

### See Also

# Changing the Tab Order

You can change the order in which you use the Tab key to move from <u>field</u> to field, or you can leave fields out of the tab order. If you leave the tab order unchanged, FileMaker Pro moves through fields from left to right and top to bottom.

Before you follow these procedures, choose Layout with the mode selector at the bottom of the screen and select the <u>layout</u> you want to change from the Layout pop-up menu.

***To change the tab order:***

1. Choose Tab Order from the Arrange menu. You see the Tab Order dialog box.

2. Click Create New Tab Order.

3. Click the arrows in the order you want.

4. Click OK.

***To leave fields out of the tab order:***

1. Follow the steps above.

2. Click the arrows in the order you want, skipping the fields you want to leave out.

3. Click OK.

4. Click Omit to confirm that you are skipping fields.

***Note:*** When you're entering data, you can still get to an omitted field by clicking in it.

***See Also***

<u>Using Layout Mode</u>

<u>Creating, Duplicating, and Deleting Layouts</u>

# Closing Up Space for Printing

When you print, extra space appears between <u>fields</u> if the field size is larger than the data and extra space might appear between fields and objects. You can eliminate this space and move adjacent fields closer by <u>sliding objects</u>.

Before you follow this procedure, choose Layout with the mode selector at the bottom of the screen and select the <u>layout</u> you want to change from the Layout pop-up menu.

### *To slide objects:*

1. Select the objects you want to slide. To select multiple objects to slide in the same direction, press Shift and click to select each object.

2. Choose Slide Objects from the Arrange menu. You see the Slide Objects dialog box.

3. Select sliding options:

   - To close up space to the right of an object and slide objects left into the unused space, click Sliding Left.

   - To close up space above an object based on the position of all objects above it (for example, to maintain consistent spacing in columns), click Sliding Up Based on All Above.

   - To close up space above an object based on the position of objects directly above it (for example, to adjust space in a column independently of other columns), click Sliding Up Based on Only Directly Above.

   - To reduce the size of the <u>layout part</u> relative to all objects that are sliding up, click Also Reduce the Size of the Enclosing Part.

4. Click OK.


### *See Also*

<u>Using Layout Mode</u>

<u>Previewing and Printing</u>

# Selecting a Layout

To select a layout:

- **-** In any mode, use the pop-up menu at the top of the status area.

- **-** In Layout, flip through the pages of the <u>book</u> in the Layout status area

***See Also***

<u>Layout Pop-Up Menu</u>

<u>Using the Status Area</u>

# Reordering the Layout Pop-up Menu

You can change the order of names in the Layout pop-up menu. This is useful if you want to place the layouts you use most at the top of the menu or if you want to list layouts in alphabetical order.

Before you follow this procedure, choose Layout with the mode selector at the bottom of the screen.

### To reorder the layout pop-up menu:

1. Choose Layout Options from the Layout menu. You see the Layout Options dialog box.

2. Click Reorder. You see the Reorder Layouts dialog box.

3. Drag the names into the order you want and click OK to return to the Layout Options dialog box.

4. Click OK.

### See Also

Layout Pop-Up Menu

Using Layout Mode

Creating, Duplicating, and Deleting Layouts

# Managing Files

These topics explain the basics about how to create, open, and save files.

## Creating a New File

Open a new file to start a FileMaker Pro database. You can create a new file when you open FileMaker Pro or after you begin working. Once you name the new file, the Define Fields dialog box appears so you can begin setting up <u>fields</u> for your database.

***To create a new file when you start FileMaker Pro:***

1. Start FileMaker Pro from the Windows Program Manager or File Manager. You see the Open File dialog box.

2. Select a drive for the file from the Drives list box and a directory for saving the file in the Directories list box.

3. Type a name for the new file in the File Name box. The name can be up to eight characters long. (FileMaker Pro adds an .fm extension to the name.)

4. Click New.

***To create a new file once you begin working:***

1. Choose New from the File menu. You see the Create New File dialog box.

2. Select a drive for the file from the Drives list box and a directory for saving the file in the Directories list box.

3. Type a name for the new file in the File Name box.

4. Click OK.

***See Also***

<u>Define Fields Dialog Box</u>

<u>Saving Files</u>

## Opening Existing Files

You can open FileMaker Pro 2.1 for Windows and FileMaker Pro 2.1 for Macintosh files from a disk on your computer or from a network. Some files are protected by a password, and you need to enter the password to open the file.

*Note:* Files created in versions of FileMaker Pro for Macintosh prior to 2.0 can't be opened in FileMaker 2.1 for Windows without being converted. If you want to use a file from an earlier Macintosh version, open it in FileMaker 2.0 or higher for Macintosh to convert it before opening it in FileMaker Pro 2.1 for Windows.

### To open a file from a disk on your computer:

1. Choose Open from the File menu. You see the Open File dialog box.

2. Select the drive for the file from the Drives list box and the directory from the Directories list box.

3. Select the filename from the File Name list box.

4. Click OK.

### To open a file from the network:

1. Make sure the file host has opened the file and made it available on the network with the Multi-User command in the File menu.

2. Choose Open from the File menu. You see the Open File dialog box.

3. Click Hosts. You see the Hosts dialog box, with or without zones, depending on the type of network you're using.

4. Select a file.

5. Click OK.

### To open a password-protected file:

1. Choose Open from the File menu and open the file from your own disk or the network. If the file is password-protected, you see the Password dialog box.

2. Type the password in the Password box.

3. Click OK.


### See Also

Saving Files

Defining Passwords

## Saving Files

FileMaker Pro automatically saves changes to your file while you work. You can also save a copy of the file with a different name in any of these copy formats:

- Copy of Current File creates an exact duplicate of the file.

- Compressed Copy (smaller) creates a copy of the file that takes up less space on a disk. This option is useful for making archive copies.

- Clone (no records) creates a copy of the file that contains the same field definitions, layouts, scripts, and print setup options as the original, but no data.

***To save a copy of the file:***

1.  Choose Save a Copy As from the File menu. You see the Save a Copy dialog box.

2.  Choose a format from the Save A pop-up list.

3.  Select a drive for the file from the Drives list box and a directory for the file from the Directories list box.

4.  Type a different name in the File Name box.

5.  Click Save.

***See Also***

Opening Existing Files

# Networking and Access Privileges

If you're connected to a computer network, you can share FileMaker Pro files with other network users.

| This network | Enables this type of file sharing |
| --- | --- |
| AppleTalk (Farallon Timbuktu, PhoneNET PC 3.0, PhoneNET Talk 2.0x, or AppleTalk Connection for DOS and Windows) | PC and Macintosh users can share files on the network from both FileMaker Pro 2.1 for Windows and FileMaker Pro 2.1 for Macintosh |
| IPX/SPX (Novell NetWare, NetWare Lite) | PC users can share files on the network from FileMaker Pro 2.1 for Windows. (To share files with Macintosh users, install Farallon Timbuktu, PhoneNET PC 3.0, or AppleTalk Connection for DOS and Windows, or have the Macintosh users install MacIPX.) |
| NetBIOS (Microsoft LAN Manager, Artisoft LANtastic for Windows, Banyan VINES, Microsoft Windows for Workgroups) | PC users can share files on the network from FileMaker Pro 2.1 for Windows. |

For files shared on a network or used on a single computer, you can set up access privileges to determine who can open a file, what fields and layouts they can see, and which activities they can perform. These privileges are controlled by groups and passwords you define and assign. Access privileges are useful for controlling access to sensitive data in a file, whether or not the file is shared on a network.

If you are the first person to open a file, you are the host. Co-workers who open the file after you are guests. The host and guests assume different responsibilities when sharing a file.

Defining Passwords

Defining Groups

Setting Access Privileges for a Group

Sharing Files Across a Network

Working with Files as a Host

Working with Files as a Guest

# Defining Passwords

Define passwords to control <u>access privileges</u> for a file.

When associated with an access group on a network, a password limits which files a group can open and which layouts and fields in each file the group can access.

### *To create a password:*

1. Open the file you want to define a password for.

2. Choose Access Privileges from the File menu and Define Passwords from the submenu. You see the Define Passwords dialog box.

3. Type the password in the Password box.

4. Select the privileges you want to associate with the password. When you create a password with limited access, you must also create a password that grants access to the entire file.

5. Click Create.

6. Click Done. FileMaker Pro asks you to type a password that grants access to the entire file and click OK.

### *To limit access without using a password:*

You can limit access for users without a password by creating a blank password. Follow the steps for creating a password, but leave the Password box blank. When a user opens the file by pressing Enter instead of typing a password, access is limited to the privileges you select.

### *To change the password if you have limited access to the file:*

1. Choose Change Password from the File menu. You see the Change Password dialog box.

   *Note:* The Change Password command appears in the File menu only if you have limited access. If you have complete access, the Access Privileges command appears instead.

2. Type the current password in the Old Password box and then type the new password in the New Password box.

3. Type the new password in the Confirm New Password dialog box and click OK.

   *Note:* If you use a password to open the file as a guest and then change the password, you change the password for the file. All users must now use the new password.

### *To associate the password with an access group:*

1. Choose Access Privileges from the File menu and Overview from the submenu. You see the Access Privileges dialog box.

2. Select a group name.

3. Click the bullet in front of each password you want to associate with the group.

4. Click Done.

*Note:* A password defined to access the entire file can't be disassociated from a group.

### *To delete a password:*

1. Choose Access Privileges in the File menu and Define Passwords from the submenu. You see the Define Password dialog box.

2. Select the password you want to delete.

3. Click Delete.

4. When asked to confirm the deletion, click Delete.

5. Click Done.

**See Also**

Defining Groups

Setting Access Privileges for a Group

Sharing Files Across a Network

# Defining Groups

By defining groups of users, you can keep track of who has access to specific <u>layouts</u> and <u>fields</u>. When you assign a password to the group, you limit the group's activities within the file.

To work with restricted files, each user in a group must know the passwords that permit access to these files.

*To define a group:*

1. Open the file you want to define groups for.

2. Make sure the Single-User command appears in the File menu. If Multi-User appears, choose it to switch to Single-User, or make sure all guests have closed the file.

3. Choose Access Privileges from the File menu and Define Groups from the submenu. The Define Groups dialog box appears.

4. Type a name for the group in the Group Name box.

5. Click Create.

You can select passwords, fields, and layouts for the group in the Overview dialog box by clicking Access, or create new passwords by clicking Passwords.

**See Also**

<u>Setting Access Privileges for a Group</u>

<u>Defining Passwords</u>

## Setting Access Privileges for a Group

Set <u>access privileges</u> for a group by associating passwords with the group name. A password associated with a group defines what kind of work each user in the group can do with <u>layouts</u> and <u>fields</u>.

### *To set access privileges for a group:*

1. Choose Access Privileges from the File menu and Overview from the submenu. The Access Privileges dialog box appears.

   *Note:* You can also open this dialog box by using the Access button in the Define Groups or Define Passwords dialog box.

2. In the Groups list, click the group name.

3. In the Passwords list, click the bullet next to a password you want to associate with the group.

   Clicking the bullet changes its setting: a solid bullet () grants access to the group, a dimmed bullet (

) denies access.

4.     In the Layouts and Fields lists, change the layouts and fields the group can use by clicking the

bullet next to each layout and field name. A solid bullet () grants access, a dimmed bullet (

) denies access, and an open bullet (

) grants viewing privileges only.

5.     Click Save and then click Done.

### *See Also*

<u>Defining Passwords</u>

<u>Defining Groups</u>

## Sharing Files Across a Network

When sharing files across a network, all additions, deletions, and modifications made to a file appear in each user's window and are saved to the FileMaker Pro file on the host's disk. As FileMaker Pro processes data across the network to update each user's window, the network pointer (with arrows on both ends) appears.

Sort order operations, find requests, and page setups are specific to each user and do not affect another person's work. While FileMaker Pro processes these, the pointer becomes a coffee cup.

For best performance, you should limit the frequency of the following activities when sharing a file:

- deleting multiple records

- replacing field contents

- relookup

- viewing or printing reports with several summary calculations

- importing or exporting large numbers of records or pictures

***See Also***

Working with Files as a Host

Working with Files as a Guest

# Working with Files as a Host

As host--the first person to open a shared file--you should perform the following activities before you make the file accessible to the guests:

- define fields

- set up access privileges

- open any lookup files associated with the shared file

- view or print files with several summary calculations

- import or export large numbers of records or pictures

- inform guests of their passwords if you've set up passwords for the file.

Once you begin sharing the file, all file changes (such as new data, layouts, or scripts) are saved to the hosted file.

When you close the file (or exit FileMaker Pro), FileMaker Pro asks the other users (guests) to close their versions of the file. If there is no response and the files can be closed safely, FileMaker Pro automatically closes all guest versions of the file.

### To open a file as host:

1. Choose Open from the File menu. You must be the first person to open the file.

2. In the Open File dialog box, select the name of the file you want to share and click Open.

3. Make sure the Multi-User command appears in the File menu. If Single-User appears, choose it to switch to Multi-User.

### To close a file and exit:

1. Choose Close or Exit from the File menu. If guests have the file open, the Network Ask dialog box appears.

2. Click Ask to notify guests that you would like to close the file.

   FileMaker Pro sends a notice to current users, asking them to close the file. When all guests close the file, FileMaker Pro closes the file on the host's computer.

### See Also

Sharing Files Across a Network

Working with Files as a Guest

Looking Up Data in Other Files

## Working with Files as a Guest

A guest is the second or subsequent user to open a file. To enhance network performance, guests should routinely close any files that they are not actively using and close a shared file as soon as possible upon request.

***To open a file as a guest:***

1. Choose Open from the File menu.

2. In the Open File dialog box, click Hosts. You see the Hosts dialog box, which lists the hosted files available on the network.

3. If your network has zones, select the name of the host's zone from the list.

4. Select the name of the file you want and click Open.

***To close a file as a guest,*** choose Close from the File menu. Changes are saved to the host's disk.

***See Also***

Sharing Files Across a Network

Working with Files as a Host

# FileMaker Pro Overview

A database is a collection of information or data. Examples of information you can collect and store in a database include a catalog of parts or products and a list of sales contacts. To organize a database, you use a database management application like FileMaker Pro.

A FileMaker Pro database consists of records, fields, files, and layouts.

**Record**

A record contains the information you keep about one product, person, or transaction. A record corresponds to a paper form, such as a purchase order, which contains detailed information in many different categories.

**Field**

Within a record, you enter information into a field, which represents a category of information. A field can contain names or other text, numbers, pictures or sounds, dates, times, calculations, or summaries.

**File**

A file is a set of related records. A file also contains the layouts and scripts designed for the records.

**Layout**

You use a layout to organize information for display, data entry, and printing. You can create several layouts for the same information because a layout is completely separate from the information it contains. A layout determines how you present information--not how you store it.

**Modes**

FileMaker Pro has four different modes: Browse, Find, Layout, and Preview. You select a mode based on the work you need to do.

- To enter data and view, add, change, omit, and delete records, use Browse .

- To work with a subset of records in your database that match the criteria you set, use Find. For example, in a customer database, you might want to find the customers who ordered a specific product or service.

- To design layouts that present your data for different tasks (such as invoice reports or order processing), use Layout.

- To see how records will look when printed, use Preview. After previewing your records, you can adjust the layout if needed.

# Previewing and Printing

You can preview your <u>records</u> to see how they will look when printed. When you're ready to print, select the printer you want and then specify what you want to print.

<u>Previewing a File</u>

<u>Selecting a Printer</u>

<u>Changing the Print Setup</u>

<u>Selecting Print Options</u>

# Previewing a File

In Preview, you can see how your <u>records</u> will look when printed and how many records will fit on a page.

***To preview records:***

1. Select a layout from the layout pop-up menu.

2. Choose Preview from the Select menu.

3. Click the pages of the book or drag the bookmark to flip through the pages of the file. Only the records in the <u>found set</u> appear.

You can hide the status area while previewing or examine the records more closely by using the zoom controls.

***See Also***

<u>Status Area Control</u>

<u>Zoom Controls</u>

## Selecting a Printer

FileMaker Pro uses the default printer selected in the Control Panel as the current printer the first time you start the program. You can change the default printer for all of your FileMaker Pro documents with the Print Setup command, or temporarily change the printer when printing a specific document with the Print command.

*Note:* If you later change the default printer in the Control Panel, it doesn't become the current printer unless you select the printer with the Print Setup command.

### To select a default printer for FileMaker Pro documents:

1. Choose Print Setup from the File menu. You see the Print Setup dialog box.

2. To use the Windows default printer, click the Default Printer option. You can also use any other installed printer as the default printer by clicking Specific Printer and selecting a printer from the pop-up list.

3. Click OK.

### To temporarily select a different printer:

1. Choose Print from the File menu.

2. Click the Setup button.

3. Click Specific Printer and select a printer from the list.

4. Click OK.

*Note:* For information about installing additional printers, see the *Microsoft Windows User Guide*.

### See Also

Previewing a File

Changing the Print Setup

Selecting Print Options

## Changing the Print Setup

Select page orientation and paper size options to change the print setup. The page orientation controls whether pages are printed vertically or horizontally, and the paper size tells FileMaker Pro which paper is in the selected printer.

***To change the print setup:***

1. Choose Print Setup from the File menu. You see the Print Setup dialog box.

2. Click Portrait to print pages vertically or Landscape to print them horizontally.

3. Select the paper size of the paper loaded in your printer.

4. Select a source. Use Upper Tray to feed paper automatically or Manual to feed paper by hand.

5. Click OK.

***See Also***

Previewing a File

Selecting Print Options

## Selecting Print Options

In FileMaker Pro, you can print specific pages, control the print quality, print to a file, add page numbers, choose to print specific records, print field and script definitions, print a specific number of copies, and collate pages.

***To select print options, choose Print from the File menu and select an option.***

- To print all pages in a found set, click All.

- To print a range of pages, click Pages and type the first page in the From box and the last page in the To box.

- If your printer offers different print qualities, click Print Quality and select a print quality option such as a dpi value (dots per inch) or High, Medium, Low, or Draft.

- To store print jobs to print later or to print from a different computer, click Print to File.

- If you typed the page number symbols (##) in a layout, you can change the starting page number that prints at the bottom of each page by typing a number in the Number Pages From box.

- To print all records in the found set, click Records Being Browsed.

- To print the current record only, click Current Record.

- To print a blank record, click Blank Record and select one of the following options from the pop-up list.

  · As Formatted to print fields as formatted in the Field Borders dialog box

  · With Boxes to print each field in a box

  · With Underlines to print each field with an underline.

- To print a list of field definitions, click Field Definitions.

- To print a script definition, click Script Definition For and select All Scripts or a specific script from the pop-up list.

- To set the number of copies you want to print, type a number in the Copies box.

- To print complete, collated copies instead of all copies of a page before going on to the next, click Collate copies.

Once you've selected your print options, click OK to begin printing.

***See Also***

Previewing a File

Changing the Print Setup

Selecting a Printer

# Screen Elements

FileMaker Pro screen elements are the tools you use for working with <u>records</u> and <u>layouts</u>. You can select modes, use status area controls, change magnification, and work with <u>layout parts</u>, rulers, and T-squares.

<u>Using the Status Area</u>

<u>Browse Status Area</u>

<u>Layout Status Area</u>

<u>Find Status Area</u>

<u>Preview Status Area</u>

<u>Zoom Controls</u>

<u>Status Area Control</u>

<u>Part Label Control</u>

<u>Mode Selector</u>

<u>Layout Parts</u>

<u>Rulers</u>

<u>T-Squares</u>

## Using the Status Area

The status area on the left side of your screen contains controls and status information for working with your FileMaker Pro database. When you change modes, the status area displays different controls and information.

In all modes, the status area contains the book:
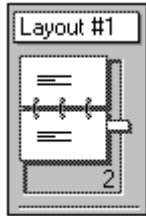
**Click each part of this graphic to see a description of that part of the status area book**

Hide or show the status area by clicking the status area control ▣ at the bottom the screen.

### *See Also*

Browse Status Area

Find Status Area

Layout Status Area

Preview Status Area

**Layout Pop-up Menu**

Click the layout pop-up menu to switch layouts.

**Status Area Book**

Use the book to move through records, layouts, find requests, and pages, depending on the selected mode.

## Upper Page

Click the upper page to move to the previous item.

**Bookmark**

Drag the bookmark up or down to quickly scroll through items.

## Lower Page

Click the lower page to move to the next item.

**Current Number**

This is the number of the current item. Type a number over the current number and press Enter to move to a specific item.

# Browse Status Area

In Browse, use the status area to select records for data entry, see the total number of records in the <u>found set</u>, and find out if records are sorted.

**Click each part of this graphic to see a description of that part of the Browse status area**

```
┌─────────────────┐
│ Lvbnq #1        │
├─────────────────┤
│                 │
│  ─|(──|──|──)─  │
│   ══            │
│                 │
│              1  │
├─────────────────┤
│ Records:        │
│ 20              │
├─────────────────┤
│ Found:          │
│ 3               │
├─────────────────┤
│ Unsorted        │
│                 │
└─────────────────┘
```

***See Also***

<u>Adding and Deleting Records</u>

<u>Entering Data</u>

**Browse Book**

Use the book to select records.

Click the upper page to move to the previous record.

Click the lower page to move to the next record.

Move the bookmark to scroll through records.

To move to a specific record, type the record number over the current number and press Enter.

## Records

View the total number of records in the database.

## Found

View the number of records you can browse in the found set.

## Unsorted, Sorted, or Semi-Sorted

View the record sorting status: unsorted, sorted, or semi-sorted (if records have changed since last sorted).

# Layout Status Area

In Layout mode, use the status area to select and work with layouts, and to see the total number of layouts in the file.
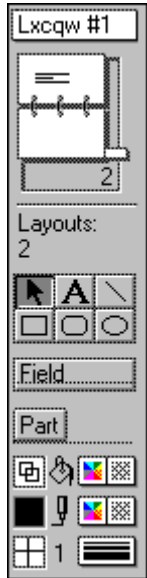
**Click each part of this graphic to see a description of that part of the Layout status area**

### See Also

[Using Layout Mode](#)

[Working with Layouts](#)

## Layout Book

Use the book to select a layout.

Click the upper page to move to the previous layout.

Click the lower page to move to the next layout.

Move the bookmark to scroll through layouts.

To move to a specific layout, type the layout number over the current number and press Enter.

**Layouts**

View the total number of layouts for the file.

## Pointer Tool

Click the selection tool and then select an object you want to move or change.

## Text Tool

Click the text tool and click where you want to add text or drag to add a text box. Begin typing.

## Line Tool

Click the line tool and then click and drag to draw a straight line.

## Rectangle Tools

Click the rectangle or rounded rectangle tool and then click and drag to draw a rectangle.

Press the Alt key as you drag to constrain the rectangle to a square.

## Oval Tool

Click the oval tool and then click and drag to draw an oval. Press the Alt key as you drag to constrain the oval to a circle.

## Field Tool

To place a field already defined in the Define Fields dialog box, drag the Field tool to the layout and position it where you want to place the field.

Select a field from the New Field dialog box.

You can place multiple copies of a defined field in your layout.

## Part Tool

To add a part to a layout, drag the Part tool to the layout and position it where you want to place the part. Select a part from the Part Definition dialog box.

**Fill Color and Pattern Palettes**

Select a fill color and pattern from the palettes for the selected object or new objects.

## Pen Color and Pattern Palettes

Select a line color and pattern from the palettes for the lines that border the selected object or new objects.

You must add borders to the field in the Field Borders dialog box before you can apply a line color or pattern.

## Line Width Menu

Select a line width from the menu for the lines around objects and field borders.

# Find Status Area

In Find, use the status area to create find requests. Find requests locate the records that match your find criteria. Those records become the found set, and the only records available for browsing, sorting, previewing, and printing.
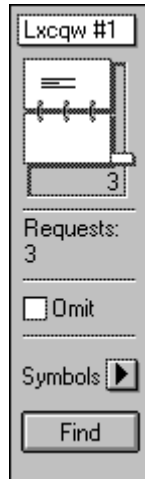
**Click each part of this graphic to see a description of that part of the Find status area**

***Note:*** For descriptions of the find operators in the Symbols pop-up list, see Find Operators.

***See Also***

Using Find Mode

Making a Find Request

## Find Book

Use the book to select a find request.

Click the upper page to move to the previous find request.

Click the lower page to move to the next find request.

Move the bookmark to scroll through the find requests.

To move to a specific request, type the find request number over the current number and press Enter. The requests are numbered in the order you make them.

## Requests

View the total number of requests.

## Omit

Click Omit to exclude the records that match the find request.

## Symbols

Choose a Find operator from the Symbols pop-up list. Click Find Operators in the note in this topic for descriptions of find operators.

## Find Operators

These are the find operators that are available from the Symbols pop-up list:

| Operator | Purpose | Example |
|---|---|---|
| < LESS THAN | Finds all records containing numbers that are smaller, words that come earlier in alphabetical order, or dates or times that are earlier than the value you type | <17:30<br><br>Finds records that contain times up to, but not including, 17:30, in the corresponding field |
| = < LESS THAN OR EQUAL TO | Finds all records that match the value you type or contain numbers that are smaller, words that come earlier in alphabetical order, or dates or times that are earlier | = <Marshall<br><br>Finds all records that contain Marshall and all records that fall before Marshall in alphabetical order, in the same field . |
| > GREATER THAN | Finds all records containing words that come later in alphabetical order, numbers that are larger, or dates or times that are later than the value you type | >25<br><br>Finds records that contain numbers larger than 25 in the corresponding field, not including 25 |
| = > GREATER THAN OR EQUAL TO | Finds all records that match the value you type or contain numbers that are larger, words that come later in alphabetical order, or dates or times that are later | = >17:30<br><br>Finds all records that contain the time 17:30 or a later time in the corresponding field |
| = EXACT MATCH | Finds all records that contain an exact value somewhere in the field<br><br>FileMaker Pro ignores capitalization and word order, but observes word spacing | = richard jones<br><br>Finds records that contain Richard Jones or Jones Richard, but does not find RichardJones |
| ... RANGE | Finds all values in a range between two values, including the first value and the last | 6/30/92...12/31/92<br><br>Finds records that contain dates from June 30, 1992 through December 31,1992, inclusive, in the corresponding field |
| ! DUPLICATES | Finds all records that contain a value that is not unique in a field<br><br>FileMaker Pro ignores capitalization and word order | !<br><br>With ! in the Name field, finds records with identical names in more than one record, such as   Marilyn Smith and smith, marilyn. |
| // TODAY'S DATE | Finds all records that contain today's date in the corresponding field<br><br>You can combine // with other search criteria | >//<br><br>Finds all records that contain a date later than today's date in the corresponding field |
| ? INVALID DATE | Finds all records that | ? |

| | | |
|---|---|---|
| OR TIME | contain an invalid date or time | With ? in the Date field, finds records with a date not in the mm/dd/yy format |
| @ ONE CHARACTER | Choose the @ wildcard to substitute for each unknown character | J@n |
| | | Finds Jon or Jan, but not Jean |
| | You can use wildcards in text fields only | |
| * ZERO OR MORE CHARACTERS | Choose the * wildcard to substitute for any number of unknown characters | D*n |
| | | Finds Don, Dan, Dean, or Dawn |
| | You can use wildcards in text fields only | |
| " " LITERAL TEXT | Choose the " " symbol and then type the text you want to find | "Chris Lee" |
| | | Finds only those records that contain Chris and Lee together in that order, in that field |
| | | "," finds all records that contain a comma |

## Find Button

Click Find to locate the records that match the search criteria.

# Preview Status Area

Preview shows how a file will look when printed and gives an overview of margin size, headers and footers, and the number of records on a page.

| Lxcqw #1 |
|:---|

Pages:
6
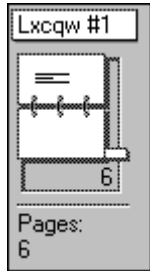
**Click each part of this graphic to see a description of that part of the Preview status area**

### *See Also*

<u>Previewing a File</u>

**Preview Book**

Use the book to select a page.

Click the upper page to move to the previous page.

Click the lower page to move to the next page.

Move the bookmark to scroll through the pages.

To move to a specific page, type the page number over the current number and press Enter.

## Pages

View the number of pages that are available for preview.

## Zoom Controls

Click the zoom controls to enlarge or reduce the image on the screen.

■ enlarges the image up to 400 percent.

▤ reduces the image down to 25 percent.

[100] shows the current percent of magnification.

The zoom controls are at the bottom left corner of the screen.

**See Also**

Previewing a File

## Status Area Control

Click the status area control to show or hide the status area.

The status area control is at the bottom of the screen, next to the zoom controls.

### *See Also*

Using the Status Area

Zoom Controls

## Part Label Control
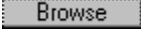
In Layout, click the part label control to flip part labels to a vertical or horizontal position. The part label control is at the bottom of the screen, next to the mode control.

**See Also**

Working with Layout Parts

Mode Selector

## Mode Selector

`Browse` Use the mode control to select Browse, Find, Layout, or Preview mode.

To change modes, click the mode control and select a mode from the pop-up menu.

This control is at the bottom of the screen, next to the horizontal scroll bar arrow.

***Note:*** You can also select modes with the Browse, Find, Layout, and Preview commands in the Select menu.

### *See Also*

Browse Status Area

Find Status Area

Layout Status Area

Preview Status Area

# Layout Parts

Parts are sections of a <u>layout</u> that organize information for printing. You decide which <u>fields</u>, objects, or buttons to place in each part, and you can resize or delete parts as necessary. Each part is identified with a label that appears on the left edge of the layout.

## Standard Layout Parts

These are the three basic layout parts. When you select a Standard or Blank layout with the New Layout command, these parts appear. A layout can have only one each of these parts:

| Part | Prints | Contains |
|------|--------|----------|
| Header | At the top of every page | Information like the date, page number, report title, company title, or logo |
| Body | Between the other part types | Records in the <u>found set</u> |
| Footer | At the bottom of every page | The same type of information as the header |

## Other Layout Parts

You can print any number of sub-summary fields and one each of these other fields:

| Part | Prints | Contains |
|------|--------|----------|
| Title Header | At the top of the first page in place of the header | Information like the date, page numbers, report title, company title, and logo |
| Leading Grand Summary | Above the body | When a summary field is placed in this part, prints a summary of that field for the found set<br><br>When other field types are placed in this part, prints the value in that field in the first record in the found set |
| Sub-Summary when Sorted By | Above or below the body | A summary for each group of records sorted by the field specified |
| Trailing Grand Summary | Below the body | When a summary field is placed in this part, prints a summary of that field for all records in the found set<br><br>When other field types are placed in this part, prints the value in that field in the first record in the found set |
| Title Footer | At the bottom of the first page in place of the footer | The same type of information as the title header |

### *See Also*

<u>Working with Layout Parts</u>

<u>Arranging a Layout</u>

# Rulers

In Layout, choose Rulers from the Layout menu to display or hide rulers at the top and left side of the layout.

Use the Ruler Settings command to:

- change the ruler units to inches, centimeters, or pixels

- change the increment for the invisible snap-to grid spacing

*See Also*

Ruler Settings

Arranging a Layout

# T-Squares

Choose T-Squares from the Layout menu to show or hide the snap-to t-square.

The t-square is a pair of intersecting vertical and horizontal lines you can use to align objects. You can reposition the t-square by dragging each of its lines independently or by using the Size window.

*Note:* To override the snap-to effect of the t-squares, hold down Ctrl while dragging an object.

**See Also**

Arranging a Layout

Size Window

# Using Scripts and Buttons

You can speed up your regular or repeated tasks by creating scripts with FileMaker Pro ScriptMaker **(TM)**. A script instructs FileMaker Pro to carry out a sequence of specified tasks for a specific file. Scripts can have subscripts to perform additional tasks.

To build a script you define a set of steps you want the script to perform. When setting up a script, FileMaker Pro does not record your actions as you perform them. You choose steps and build the script based on the current state of the file.

To perform a script, you choose it from the Scripts menu or the Define Scripts dialog box. You can also create buttons in a layout to perform scripts or run specific commands.

[Creating Scripts](#)

[Script Steps Summary](#)

[Running Scripts](#)

[Creating Buttons](#)

# Creating Scripts

You create new scripts with FileMaker Pro ScriptMaker. The steps you include in the script are based on the current state of the file for <u>find requests</u>, sorting, import order, export order, and page setup.

***To define a new script:***

1. Do the tasks you want to include in the script.

   For example, if the steps include finding and sorting, create find requests and use the Sort command to specify the sort order.

2. Choose ScriptMaker from the Scripts menu. You see the Define Scripts dialog box.

3. Type a name for the script in the Script Name box.

4. Click Create. You see the Script Definition dialog box with a preset script. (You can keep or remove these steps as necessary.)

5. Select a step from the Available Steps list.

6. Click Move to add the step to the script. (You can also double-click a step to add it to the list.)

7. If the step has brackets ([...]) after it, select or deselect step options in the Options box.

8. Move any additional steps into the script. To remove a step from the script (for example, a preset script step), select it in the script list and click Clear. To remove all script steps, click Clear All.

9. When you complete the script, click OK.

10. Click Done.

***To list the script in the Scripts menu***, click Include in Menu in the Define Scripts dialog box.

***To edit a script:***

1. Do the tasks you want to include in the edited script. (See step 1 above.)

2. Choose ScriptMaker from the Scripts menu.

3. Select the script name in the Define Scripts dialog box.

4. Click Edit.

5. Use the Move button to move selected steps into the script list, or the use Clear button to remove steps. If the step has brackets ([...]) after it, select or deselect options for it in the Options box.

6. To reorder script steps, press the double arrow to the left of the step and drag it to a new location.

7. Click OK. If you change the specifications of steps stored in the script (such as changing the print setup), you see a dialog box that asks for more information.

8. In the dialog box, click Keep for options you want to stay the same. Click Replace for options where you want to use new information. Click OK to confirm the changes.

9. Click Done.

***To delete a script:***

1. Choose ScriptMaker from the Scripts menu.

2. Select the script name in the Define Scripts dialog box.

3. Click Delete and then click Delete in the dialog box asking you to confirm the deletion.

4. Click Done.

***See Also***

[Script Steps Summary](#)

[Creating Buttons](#)

# Script Steps Summary

You can include any number of steps in a script and customize many of the steps by selecting options.

FileMaker Pro includes the following script step types:

[Perform Script Steps](#)

[Go To Steps](#)

[Sorting, Import/Export, and Printing Steps](#)

[Find Steps](#)

[Mode Steps](#)

[Data Entry Steps](#)

[Editing Steps](#)

[Toggling and Scrolling Steps](#)

[File Steps](#)

***See Also***

[Creating Scripts](#)

## Perform Script Steps

| Use this scripting step: | To tell FileMaker Pro to: | Options: |
|---|---|---|
| Perform Script [...] | Perform a sub-script from within a script | Perform sub-scripts<br><br>Specify the script |
| Pause/Resume Script | Stop the script temporarily so the user can do a task and then resume the script | |

## Go To Steps

| Use this scripting step: | To tell FileMaker Pro to: | Options: |
|---|---|---|
| Go to Layout [...] | Switch to the layout you want FileMaker Pro to use when performing the script | Select a layout from pop-up menu<br><br>Refresh screen |
| Go to Record/Request [...] | Move to a specific record or find request in the file | Perform without dialog<br>Specify Record |
| Go to Next Record/Request [...] | Move to the next record or find request in the file | Exit script after last |
| Go to Previous Record/Request [...] | Move to the previous record or find request in the file | Exit script after last |
| Go to Field [...] | Move to a specific field in the file | Select/Play<br><br>Specify Field |
| Go to Next Field | Move to the next field in the file | |
| Go to Previous Field | Move to the previous field in the file | |

## Sorting, Import/Export, and Printing Steps

| Use this scripting step: | To tell FileMaker Pro to: | Options: |
|---|---|---|
| Sort [...] | Order the records according to the sort order you set when you defined the script | Restore sort order<br>Perform without dialog |
| Unsort | Restore the records to their original order | |
| Import Records [...] | Get records from the type of file you specify | Restore import order<br>Specify File<br>Perform without dialog |
| Import Picture... | Get a picture from another application or file | |
| Import Movie... | Import a QuickTime for Windows movie | |
| Export Records [...] | Send records to another file according to the file and format you specify | Restore export order<br>Specify File<br>Perform without dialog |
| Print Setup [...] | Set options in the Print Setup dialog box | Restore Setup Options<br>Perform without dialog |
| Print [...] | Print the specified records or file | Perform without dialog |

## Find Steps

| Use this scripting step: | To tell FileMaker Pro to: | Options: |
| --- | --- | --- |
| Perform Find [...] | Find one or more records according to the find request | Restore find requests |
| Find All | Find all records in the file | |
| Refind | Displays the last find request | |
| Omit | Leave a record out of the found set | |
| Omit Multiple [...] | Leave the specified number of records out of the found set | Perform without dialog<br><br>Specify Record |
| Find Omitted | Find the records omitted from a found set | |

## Mode Steps

| Use this scripting step: | To tell FileMaker Pro to: | Options: |
| --- | --- | --- |
| Enter Browse Mode [...] | Move to Browse | Pause |
| Enter Find Mode [...] | Move to Find, where you can define a temporary find request | Restore find requests<br><br>Pause |
| Enter Preview Mode [...] | Move to Preview to preview pages in actual, reduced, or enlarged size | Pause |

## Data Entry Steps

| Use this scripting step: | To tell FileMaker Pro to: | Options: |
| --- | --- | --- |
| New Record/Request | Present a blank layout for adding a record or find request | |
| Duplicate Record/Request | Copy a record or find request | |
| Delete Record/Request [...] | Delete a record or find request | Perform without dialog |
| Delete Found Set [...] | Delete the records retrieved by a find request | Perform without dialog |
| Paste from Index [...] | Paste a value from the index into a field | Select entire contents |
| | | Specify Field |
| Paste from Last Record [...] | Paste the data from a field in the last record you modified into the same field in the current record or request | Select entire contents |
| | | Specify Field |
| Paste Current Date [...] | Paste the current system date into a field | Select entire contents |
| | | Specify Field |
| Paste Current Time [...] | Paste the current system time into a field | Select entire contents |
| | | Specify Field |
| Paste Current User [...] | Paste the name of the current user into a field | Select entire contents |
| | | Specify Field |
| Paste Literal [...] | Paste a text string into a field | Specify |
| Replace [...] | Copy the contents of the current field into the same field in all records of the found set | Perform without dialog |
| | | Specify Field |
| Reserialize [...] | Replace the current serial numbers with sequential numbers | Perform without dialog |
| | | Specify Field |
| Relookup [...] | Copy the new values from the lookup file into the current file | Perform without dialog |
| | | Specify Field |

## Editing Steps

| Use this scripting step: | To tell FileMaker Pro to: | Options: |
| --- | --- | --- |
| Undo | Undo the last move | |
| Cut [...] | Cut the contents of the specified field | Select entire contents |
| | | Specify Field |
| Copy [...] | Copy the contents of the specified field | Select entire contents |
| | | Specify Field |
| Paste [...] | Paste the contents of the specified field | Select entire contents |
| | | Specify Field |
| | | Paste Without Style |
| Clear [...] | Clear the contents of the specified field | Select entire contents |
| | | Specify Field |
| Select All | Select the entire contents of a field in Browse | |
| Spell Check Selection [...] | Check the spelling of text in the selected field | Select entire contents |
| | | Specify Field |
| Spell Check Record | Check the spelling of text in a record | |
| Spell Check Found Set | Check the spelling of data in the found set | |

## Toggling and Scrolling Steps

| Use this scripting step: | To tell FileMaker Pro to: | Options: |
| --- | --- | --- |
| Toggle Status Area [...] | Show or hide the status area | Specify Show, Hide, Toggle |
| | | Refresh screen |
| Toggle View-as-List [...] | Turn on or off the View As List option | Specify Show, Hide, Toggle |
| | | Refresh screen |
| Toggle Window [...] | Hide or change the size of the current window | Specify Minimize, Maximize, or Restore |
| | | Refresh screen |
| Home | Scrolls to the top of the layout | |
| Page Up | Scrolls up one page | |
| Page Down | Scrolls down one page | |
| End | Scrolls to the bottom of the layout | |

**File Steps**

| Use this scripting step: | To tell FileMaker Pro to: | Options: |
|---|---|---|
| Send Message [...] | Launch an application or open and print a document in another application | File Type<br><br>Send the <option> message<br><br>Specify File<br><br>Specify Field<br><br>Specify Text<br><br>Bring target application to foreground |
| Help... | Display the FileMaker Pro Help system | |
| Open [...] | Open a file | Specify File |
| Close | Close the current file and stop the script | |
| Save a Copy as [...] | Save a copy of the file as an exact duplicate, a compressed copy, or a clone without data | Specify File |
| Define Fields... | Display the Define Fields dialog box | |
| Send Mail [...] | Send mail to Microsoft Mail or Lotus cc:Mail users | Perform without dialog<br><br>To<br><br>CC<br><br>Subject<br><br>Message<br><br>Attach (Specify File) |
| DDE Execute [...] | Send a Dynamic Data Exchange (DDE) command to another application to execute a series of commands | Service Name (usually the name of the target application)<br><br>Topic<br><br>Commands<br><br>Specify Field |
| Exit | Close all open files and quit FileMaker Pro | |

# Running Scripts

You can instruct FileMaker Pro to perform a script in a number of ways.

### *To perform a script:*

- Choose the script name from the Scripts menu. The script appears in the Scripts menu if you select Include in Menu in the Define Scripts dialog box.

- Choose ScriptMaker from the Scripts menu. Select the script name in the Define Scripts dialog box and click Perform.

- Click a button defined to run a script.

### *To perform a script each time you open the document:*

1. Choose Preferences from the File menu.

2. Click the Document icon.

3. Select Perform Script and specify the script name in the pop-up list. (To appear in this list, the script must be defined for the current file.)

4. Click Done.

**See Also**

Creating Scripts

Script Steps Summary

Setting Document Preferences

Creating Buttons

## Creating Buttons

You can create and use buttons to perform scripts or carry out FileMaker Pro commands.

When you click a button in Browse or Find, FileMaker Pro executes the script or the command. If you have linked several scripts together, the button starts the script sequence.

***To create a button:***

1. Choose Layout with the mode selector at the bottom of the screen.

2. Create or select an object you want to define as a button. You can use graphic objects or layout text, but not <u>fields</u>.

3. Choose Define Button from the Scripts menu. You see the Define Button dialog box.

4. Select an option from the list:

   - To run a script with the button, select Perform Script. Click the arrow and select a script from the Specify pop-up list.

   - To run a command with the button, select the command. If options appear beneath the list, select options to specify how FileMaker Pro should run the command. (See the <u>Script Steps Summary</u>.)

***To disable a button:***

1. Choose Layout from the mode selector at the bottom of the screen.

2. Select the button.

3. Choose Define Button from the Scripts menu. You see the Define Button dialog box.

4. Click on one of the lines between the steps to deselect the option.

5. Click OK.

***To delete a button:***

1. Choose Layout from the mode selector at the bottom of the screen.

2. Select the button.

3. Choose Cut or Clear from the Edit menu.

***See Also***

<u>Creating Scripts</u>

<u>Script Steps Summary</u>

# Scripts Menu

Use Scripts menu commands to define scripts for running a series of FileMaker Pro commands and creating buttons to run scripts and activate individual commands.

[ScriptMaker...](#)

[Define Button...](#)

[Script Names](#)

# ScriptMaker...

Sets up scripts for running a series of FileMaker Pro commands. You can create, modify, delete, and run one script or a sequence of scripts, and you can add script names to the Script menu.

You name and define scripts in the Define Scripts dialog box.



**Define Scripts Dialog Box**

From the Define Scripts dialog box, you create or edit scripts in the Script Definition dialog box.



**Script Definition Dialog Box**

## *See Also*

Using Scripts and Buttons

Creating Scripts

Script Steps Summary

Selecting Print Options

## Define Scripts Dialog Box

| Option | Action |
| --- | --- |
| List | View the list of scripts defined for the current file |
| | Select a script to perform or change |
| | Change the order of the scripts list by dragging the double arrow next to the script name |
| Script Name | Type a name for a new or changed script |
| Include in menu | Click to add the selected script to the Scripts menu |
| Perform | Click to run the selected script |
| Edit | Change the selected script's commands in the <u>Script Definition dialog box</u> |
| Create | Click to create a new script   in the Script Definition dialog box |
| Rename | Click to change the name of the selected script to the new name you typed in the Script Name box |
| Duplicate | Click to create a copy of the selected script |
| Delete | Click to remove the selected script |
| Done | Click when you finish defining scripts |

**Script Definition Dialog Box**

| Option | Action |
| --- | --- |
| Available Steps | Select steps to include in your script |
| | The list includes most menu commands, window controls, and the Perform Script command to run a sequence of scripts. |
| | For a complete list of the steps you can select and the options available for each, see the <u>Script Steps Summary</u> |
| <script name> | View the steps selected for the script, drag a step by the double arrow next to the step name to change the order of steps, or select a step to clear from the list |
| Options | Select the options you want for a selected step, if any are available |
| | Steps with square brackets ([ ]) in the step name have options |
| Clear All | Click to remove all steps from the script |
| Move/Clear | From the Available Steps list, select a step you want to add to your script and click Move |
| | From the <script name> list, select a step you want to remove and click Clear |

# Define Button...
**Scripts Menu**

Makes a text or graphic object into a button that can perform a script in Browse or Find.



**Define Button Dialog Box**

### *See Also*

<u>Using Scripts and Buttons</u>

<u>Creating Buttons</u>

**Define Button Dialog Box**

| Option | Action |
| --- | --- |
| List | Select a script or step you want to associate with a button |
| | For a complete list of available steps and options, see Script Steps Summary |
| | If you select Perform Script, select a script from the Specify pop-up list |
| Options | Select the options, if any are available, for the script steps activated by the button |

# Script Names
**Scripts Menu**

Lists the scripts that you have selected to appear in the Script menu. The first ten scripts appear in the menu with a keyboard equivalent.

When you choose a script name from the Scripts menu, FileMaker Pro performs the script.

***See Also***

Using Scripts and Buttons

Running Scripts

Creating Scripts

## Select Menu

Use Select menu commands to switch between Browse, Find, Layout, and Preview modes, to search and sort <u>records</u>, to determine the type information in your <u>fields</u>, and to view records in a list format.

<u>Browse</u>

<u>Find</u>

<u>Layout</u>

<u>Preview</u>

<u>Find All</u>

<u>Refind</u>

<u>Omit</u>

<u>Omit Multiple...</u>

<u>Find Omitted</u>

<u>Define Fields...</u>

<u>Sort...</u>

<u>View as List</u>

# Browse

Activates Browse mode. In Browse you can create new <u>records</u> and edit, sort, print, and export them to another file. The records appear in the current <u>layout</u>.

FileMaker Pro selects Browse after you define fields or open a new file.

### *See Also*

<u>Browse Status Area</u>

<u>Entering Data</u>

<u>Moving to Fields</u>

# Find

Activates Find mode. In Find you make <u>find requests</u> to locate <u>records</u> based on selected criteria. The located records become the <u>found set</u> for browsing, sorting, previewing, and printing.

FileMaker Pro switches to Browse after completing a find request.

***See Also***

<u>Find Status Area</u>

<u>Using Find Mode</u>

<u>Making a Find Request</u>

# Layout

Activates Layout mode. In Layout you work with <u>layouts</u> by arranging and formatting fields, layout text, and pictures.

You can use specific layouts to present or emphasize data in different ways.

***See Also***

<u>Layout Status Area</u>

<u>Using Layout Mode</u>

<u>Working with Layouts</u>

# Preview

Activates Preview mode. In Preview you can see your records and reports as they will look when printed.

### *See Also*

Preview Status Area

Previewing a File

# Find All

Finds all the <u>records</u> in the file and makes them available for browsing, sorting, previewing, and printing. The Find All command is available after you've made a <u>find request</u>.

## *See Also*

<u>Finding All Records</u>

# Refind

Changes to Find and displays the last <u>find request</u>. Click Find to repeat the find request.

***See Also***

<u>Updating a Find Request</u>

<u>Making a Find Request</u>

# Omit

In Browse, the Omit command excludes the current record from the <u>found set</u>.

### *See Also*

<u>Omitting Records</u>

# Omit Multiple...

In Browse, the Omit Multiple command excludes a specific number of consecutive records from the found set.



**Omit Multiple Dialog Box**

***See Also***

Omitting Records

## Omit Multiple Dialog Box

| Option | Action |
| --- | --- |
| Starting from the current record, omit <number> records | Type the number of records you want to exclude from the found set, starting with the current record |
| Omit | Click to omit the number of consecutive records specified |

# Find Omitted

Switches the <u>found set</u> and the omitted set. The currently omitted records become the found set and the original found set becomes the omitted set.

**See Also**

<u>Omitting Records</u>

<u>Making a Find Request</u>

# Define Fields...

Names <u>fields</u> and specifies the type of information they can contain.

You begin defining fields in the Define Fields dialog box.



Define Fields Dialog Box

## Text, Number, Date, Time, and Picture/Sound Fields

Use the Options button to further define these field types in the Entry Options dialog box.



Entry Options Dialog Box

### From the Entry Options dialog box:

Select Use a Pre-Defined Value List and click the Edit Values button to set up a predefined list of values for the field in the Display Values dialog box.



Display Values Dialog Box

Select Look Up Values from a File and click the Lookup Values button. In the Lookup Values dialog box, link fields in one file or record with fields in another file or record



Lookup Value Dialog Box

Once you define a picture/sound field, you can record a sound if you have the required hardware and software. In Browse, double-click in the field and record a sound in the Sound Record dialog box.



Sound Record Dialog Box

## Summary Fields

When you define a <u>summary field</u>, set up summary definitions in the Options for Summary Field dialog box.



Options for Summary Field Dialog Box

## Calculation Fields

When you define a calculation field, set up the calculation formula in the Options for Field dialog box.



Options for Field Dialog Box

### *See Also*

<u>Creating a New Field</u>

<u>Defining Fields and Entering Data</u>

## Define Fields Dialog Box

| Option | Action |
|---|---|
| View by | Select the order for viewing field names in all field lists in FileMaker Pro dialog boxes |
| | You can view fields by creation order, field name, field type, or custom order (drag the double arrow next to the field name) |
| List | View the name, type, and options that have been defined for all fields in the file, or select a field to change |
| Name | Type a name for a new field or a different name for an existing field |
| **Type** | |
| Text | Click to create a field for any kind of text |
| Number | Click to create a field that can contain a number and non-indexed text |
| | The field contents must fit on one line of 255 characters |
| Date | Click to create a field for a date |
| Time | Click to create a field for a time |
| Picture/Sound | Click to create a field for an imported or pasted picture or a sound |
| Calculation | Click to create a field that shows the results of a calculation of data from the current record |
| | Define the calculation field in the Options for Field dialog box |
| Summary | Click to create a field that shows the result of a formula that uses the same field in a group of records |
| | Define the summary formula in the Options for Summary Field dialog box |
| Create | Click to establish a field with the name and type selected |
| Change | Click to enter the changes you've made for the selected field |
| Delete | Click to delete the selected field |
| Options... | Click to open the Entry Options dialog box and set additional definitions for the selected field |
| Duplicate | Click to create an exact copy of the selected field |
| Done | Click when you finish defining fields |

## Entry Options Dialog Box

| Option | Action |
|--------|--------|
| **Auto-enter a value that's** | |
| the... | Select the type of information you want to enter: Creation Date, Creation Time, Modification Date, Modification Time, Creator Name, or Modifier Name |
| a serial number | To enter a serial number in the field (for serially numbered records), type values for Next Value and Increment By |
| data | Type the data you want FileMaker Pro to enter automatically |
| **Verify that the field value is** | |
| not empty | Click if a value must always be entered in the field |
| unique | Click if the values in this field must always be unique |
| an existing value | Click if the values in this field must always be the same as existing values |
| of type | Click if the values in this field must always be a number, date, or time |
| from/to | Click if the values in this field must fall within the number range you type in the From and To boxes |
| Prohibit modification of auto-entered values | Click to prevent automatically-entered data in the field from being edited |
| Repeating field with a maximum of <number> values | Click to define a field that can have multiple entries and type the number of values you want |
| Use a pre-defined value list: | Click to set up a list of values for data entry that appear when you click the field in Browse |
| | Click the Edit Values button to change values in the Display Values dialog box |
| Look up values from a file: | Click to select a lookup file for entering data from another file |
| | Click Set Lookup to select the lookup file from the Lookup Values dialog box |

**Display Values Dialog Box**

Type the values you want to display in the field and click OK.

## Lookup Values Dialog Box

| Option | Action |
|---|---|
| Lookup File | Make sure the name of the lookup file you want to use appears on the left (to change the lookup file, click Set Lookup File...) |
| Current File | View the name of the current file |
| Copy the contents of: | Select the field from the lookup file that contains the data you want to copy |
| ...into the field | View the name of the field that will contain the data you copy from the lookup file |
| ...when the value in: | Select the field in the lookup file that should contain a value that matches a value in the current field and file |
| ...matches a new entry in: | Select the field in the current file that will contain a value to match |
| If no exact match, then | Specify an alternative if the values don't match: Don't Copy, Copy Next Lower Value, Copy Next Higher Value, or Use (with a value typed in the Use box) |
| Set Lookup File.. | Click to select a different lookup file from the Open File dialog box |

**Sound Record Dialog Box**

| Option | Action |
|--------|--------|
| Record | Click to begin recording |
| Play | Click to play the recorded sound |
| Pause | Click to pause recording or playing |
| Stop | Click to stop recording or playing |

## Options for Field Dialog Box

| Option | Action |
| --- | --- |
| Fields | Select a field |
| Symbol keypad | Click the symbols you want to include in the formula: |
| | **&** joins pieces of text, **" "** surrounds text you want included in the formula, **¶** starts a new line in the formula's result, **( )** indicates the order of operations, **/** divides values, **\*** multiplies values, **-** subtracts values, **+** adds values |
| | See <u>Introduction to Operators</u> for more information on symbols |
| Number keypad | Click numbers you want to include in the formula |
| Operators | Click operators you want to select for the formula |
| | See <u>Introduction to Operators</u> for more information on operators |
| Functions | Select functions for the formula |
| | See <u>Introduction to Functions</u> for more information on functions |
| Formula box | View the formula as you build it |
| Calculation result is | Select a result type for the calculation: Number, Date, or Time |
| Repeating field with a maximum of <number> values | Select the number of different values the field can have |

**Options for Summary Field Dialog Box**

| Option | Action |
| --- | --- |
| <summary formula> | Select a summary formula to apply to the field's data |
| | See <u>Summary Formulas</u> for descriptions |
| of <field name> | Select a field to be summarized |

# Sort...

Determines the order for displaying and printing <u>records</u>. Records are sorted by the first <u>field</u> in the <u>sort order</u> list, then by the second, and so on. Values within each field are sorted in ascending, descending, or custom order.

You can also sort records based on the requirements of a different country.



**Sort Records Dialog Box**

## *See Also*

<u>Basic Sorts</u>

<u>Changing the Sort Order</u>

## Sort Records Dialog Box

| Option | Action |
| --- | --- |
| Language list | Select a country from the pop-up list to sort according to that country's requirements |
| Field List | Select a field name to add to the <u>sort order</u> |
| Clear All | Click to clear the Sort Order list and start over |
| Move/Clear | From the Field List, select a field to add to the sort order and click Move |
| | From the Sort Order list, select a field to remove from the sort order and click Clear |
| Sort | Click to sort the current records in the order specified in the Sort Order list |
| Unsort | Click to undo the sort |
| Done | Click to save the sort order |
| Sort Order | View the sort order |
| | FileMaker Pro sorts records by the first field name, then by the second, and so on |
| | A symbol next to each field name shows whether records are sorted in ascending, descending, or custom order |
| Include summary fields | Click if you want summary fields to appear in the Field List |
| Ascending order | With a field name selected in the Sort Order list, click to sort records alphabetically from A to Z, numerically from lowest to highest, or chronologically from earliest to latest date and time |
| Descending order | With a field name selected in the Sort Order list, click to sort records alphabetically from Z to A, numerically from highest to lowest, or chronologically from latest to earliest date and times |
| Custom order based on field's value list | If a field uses a value list, you can sort records according to those values |
| | With a field selected in the Sort Order list, click to sort records by the first value in the values list, then by the second value, and so on |

# View as List

Displays records in a continuous list so you can see them all at once instead of one by one.

***See Also***

Working with Layouts

Previewing a File

# Setting Preferences

To set FileMaker Pro preferences, choose Preferences from the File menu and click the General, Document, or Memory icon in the Preferences dialog box.

[Setting General Preferences](#)

[Setting Document Preferences](#)

[Setting Memory Preferences](#)

## Setting General Preferences

Click the General icon in the Preferences dialog box to set preferences that apply to all your documents.

- **-** To keep the current layout tool selected, click Always Lock Layout Tools.

- **-** To add new fields to the current layout, click Add Newly Defined Fields to Current Layout.

- **-** To show both the FileMaker Pro for Windows and FileMaker Pro for Macintosh keyboard shortcuts in the menus, click Show Macintosh Accelerators in Menus. In the menus, the Ctrl key replaces the Macintosh command key.

- **-** To set the name that you can paste into a field with the Current User Name command, accept the preset (the name you typed in the registration screen when you installed FileMaker Pro) or type a different name.

### *See Also*

Layout Status Area

Adding Layout Pictures

Defining Fields and Entering Data

Macintosh Key Equivalents

Paste Special

# Setting Document Preferences

Click the Document icon in the Preferences dialog box to set preferences to customize the current document.

- To use curly apostrophe or quotation marks in field and layout text, click Use Smart Quotes.

   *Note:* Not all fonts have curly apostrophe or quotation marks.

- To view pictures in both the Macintosh and Windows versions of FileMaker Pro, click Store Macintosh Picture Formats. This stores pictures in the Macintosh PICT format in addition to the Windows Metafile WMF format. When this option is off, FileMaker Pro stores the pictures in WMF format only and pictures appear on the Macintosh as framed rectangles. If you will view pictures with the Windows version of FileMaker Pro only, you can save disk space by keeping this option off.

- To use a particular layout when you open the file, click Switch to Layout and choose a layout from the list.

- To hide the status area when you open the file, click Status Area and select Hide. Select Show to display it.

- To enlarge the window to full screen size when you open the file, click Maximize Window.

- To perform a specific script when you open the file, click Perform Script and choose a script from the list.

### See Also

Selecting a Layout

Using the Status Area

Running Scripts

Field Types

## Setting Memory Preferences

Click the Memory icon in the Preferences dialog box to specify when FileMaker Pro saves changes to disk and to check the current size of the file cache.

- To save changes to disk whenever the system isn't busy, click During Idle Time.

- To save changes to disk at a specific time interval, click Every *n* Minutes Or When Necessary and choose a time interval from the list.

*Note:* If you are using a battery-powered computer you can conserve battery power by setting the memory preference to save every 10 or 15 minutes.

### See Also

Saving Files

# Troubleshooting

If something goes wrong when you're working with FileMaker Pro, you may be able to correct the problem by referring to the list of messages and solutions, or by following the procedure for recovering damaged files.

[Recovering Files](#)

[Messages](#)

# Recovering Files

If a file is too damaged to open or use, you can salvage as much information as FileMaker Pro can reconstruct.

***To recover a damaged file:***

1. Choose Recover from the File menu. You see the Open Damaged File dialog box.

2. Select the file drive from the Drives list box and the directory from the Directories list box.

3. Select the file name from the File Name list box.

4. Click OK. You see the Name Recovered File dialog box.

5. Type a new name for the recovered version of the file in the File Name box or accept r<*file name*> as the name.

6. Choose the directory or disk you want to use for the saved version of the file. Choose a disk with sufficient disk space to hold the new file; the new file will not be usable if FileMaker Pro runs out of space.

7. Click OK. FileMaker Pro shows each item it checks and displays a recovery report.

***See Also***

Messages

Customer Support

# Messages

Below is an alphabetical list of the most common FileMaker Pro alert messages and suggestions for dealing with them. If you're unable to resolve your problem, call <u>Customer Support</u>.

| Message | Suggested Solution |
|---|---|
| Access to this layout is not currently available. Therefore this change will be made only to your temporary local copy. | You do not have access privileges to the layout. You can temporarily change the layout, but the changes will not be saved. To permanently change the layout you must obtain the password from your system administrator. |
| Communication with the host was interrupted and could not be re-established. | Click the Exit button to quit FileMaker Pro |
| | Try restarting FileMaker Pro and reopening the file from the network |
| *"File name"* cannot be opened because it would exceed the host's capacity. Try again later. | The file is currently in use by the maximum number of <u>guests</u> |
| | Another guest must close the file before you can open it |
| *"File name"* is currently in use and could not be opened. The file is single-user, or the host could not be found on the network. | Contact the <u>host</u> to open the file as multi-user |
| FileMaker cannot host or be a guest of a file because FMPNTALK.EXE was not executed before starting Windows (-9111) | You aren't running the PhoneNET Talk PC software or the FileMaker Pro terminate-and-stay resident program FMPNTALK.EXE |
| | See the PhoneNET documentation and the *FileMaker Pro Installation Guide* for more information |
| FileMaker cannot host or be a guest of a file because Netware for Windows is not installed (-9118) | You aren't running the Netware driver or the Netware server isn't available on the network |
| | See the *FileMaker Pro Installation Guide* for more information |
| Network synchronization error. | Click the Exit button to quit FileMaker Pro |
| | Try restarting FileMaker Pro and reopening the file from the network |
| Some time field values could not be recognized as valid times. You can find these by searching for "*?*." | FileMaker Pro can't recognize the format of the time values you've imported |
| | Search for invalid date values that aren't in the standard format of hh:mm:ss by using the ? operator in a find request |
| Sorry, this file is badly damaged. Please use the Recover command. | Choose Recover from the File menu to create a reconstructed version of the file |
| Sorry, FileMaker is unable to read the | Your disk is full or the file is |

| | |
|---|---|
| disk. Click Retry to try again, or click Quit and copy this file to another disk. (Error *n* at *n*) | damaged |
| | If you are unable to open the file after clicking Retry, copy the file to another disk |
| Sorry, FileMaker is unable to update the disk. Click Retry to try again, or click Quit and copy this file to another disk. (Error *n* at *n*) | FileMaker Pro can't save the file to your disk because of a disk error |
| | Follow the instructions in the message to save the file to a different disk |
| Sorry, there is not enough memory to complete this operation. | Close all other files and applications and try again |
| Sorry, "*file name*" could not be imported. There may be a problem in the file. | Make sure the file is in a format that can be recognized by FileMaker Pro and try again |
| Sorry, FileMaker is unable to continue printing. (Error *n*) | Make sure the printer is connected to your computer and switched on |
| | If you are printing through a network, make sure you are connected to the network and the network is currently functioning |
| The field "*field name*" in the lookup file "*file name*" has been defined to have *n* more repetitions than the field "*field name*" in this file. As a result, some data may not be copied when a lookup is performed. Proceed anyway? | You are using a <u>lookup file</u> that has more repetitions than the matching field in the current database |
| | Redefine the field in one of the files so the field in both files has the same number of repetitions |
| There may not be enough disk space to complete this operation. FileMaker will not be able to open the file if this operation fails. Proceed anyway? | Click Cancel, copy the file to a disk with free space, and try the operation again |
| Waiting for response from "*guest*" All other guests must wait until the problem is resolved or "*guest*" is disconnected. | One of the guests on the network has inadvertently lost connection with the file's host or is busy with another application |
| | Ask the guest to make sure FileMaker Pro is active |
| You cannot replace the found set because your password does not allow you to edit records or the file is multi-user. | You are importing records and you don't have access privileges for editing records |
| | Contact the file's host or your network administrator |
| | You are trying to replace a found set across the network but replacing found sets isn't allowed across the network because some of the records may be locked |

# Window Menu

Use the Window menu commands to arrange and activate file windows.

Tile

Cascade

Arrange Icons

Windows 1 through 9

# Tile

Arranges up to 16 FileMaker Pro windows in a tile pattern. The upper left window becomes the active window.

# Cascade

Arranges multiple FileMaker Pro windows so they overlap with the title bar of each window visible.

# Arrange Icons

Arranges FileMaker Pro document icons in a row at the bottom of the FileMaker Pro window.

# Windows 1 through 9
**Window Menu**

Lists up to nine of the currently open files. If more than nine files are open, choose More Windows from the Windows menu to a see a list of the remaining open files.

To activate a file, select its name from the list.