

Recipes4Success®



FileMakerPro6

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FileMakerPro6

Description

This will help us on our way to learning about database

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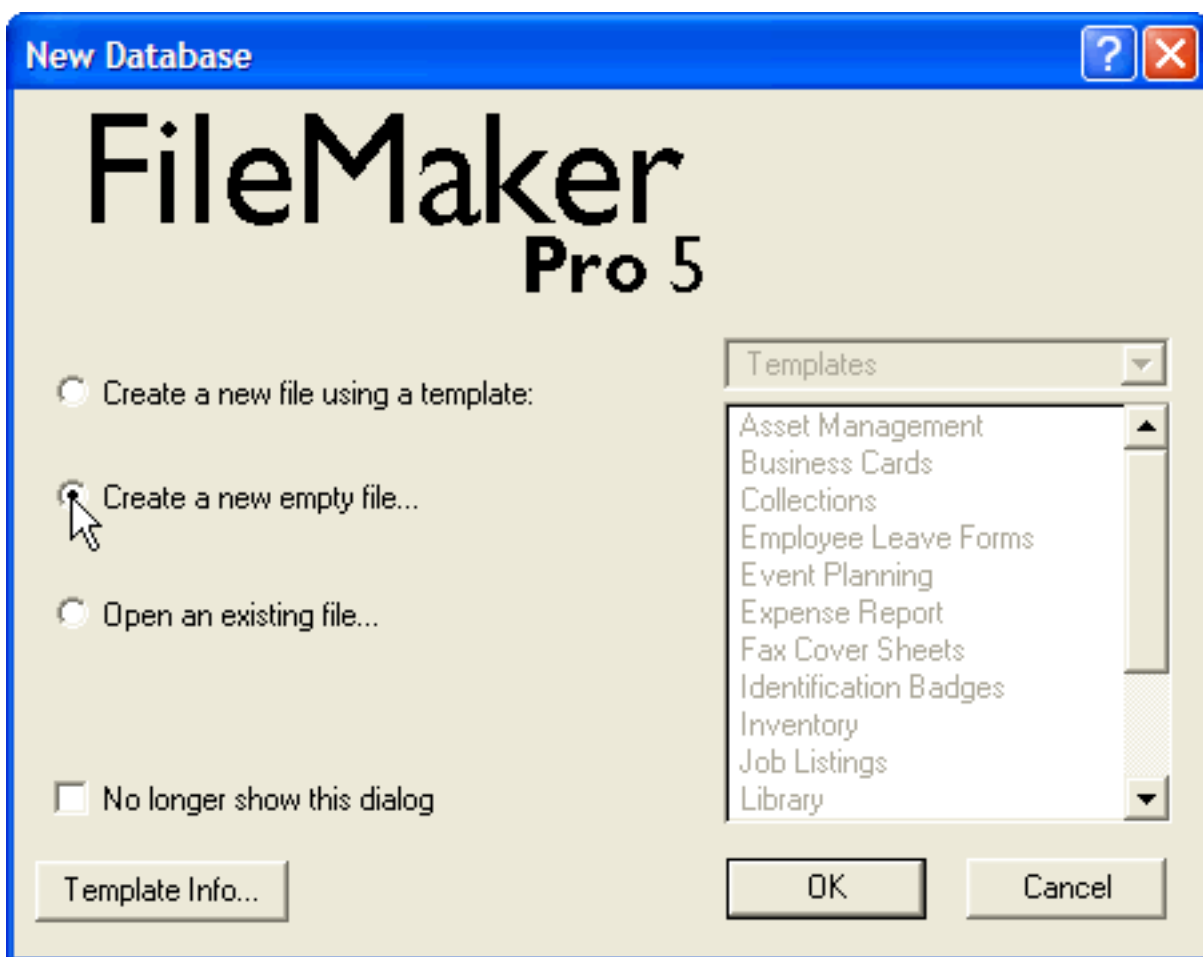
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Create a New Database FileMaker Pro 6

To open FileMaker Pro, click the Start button.

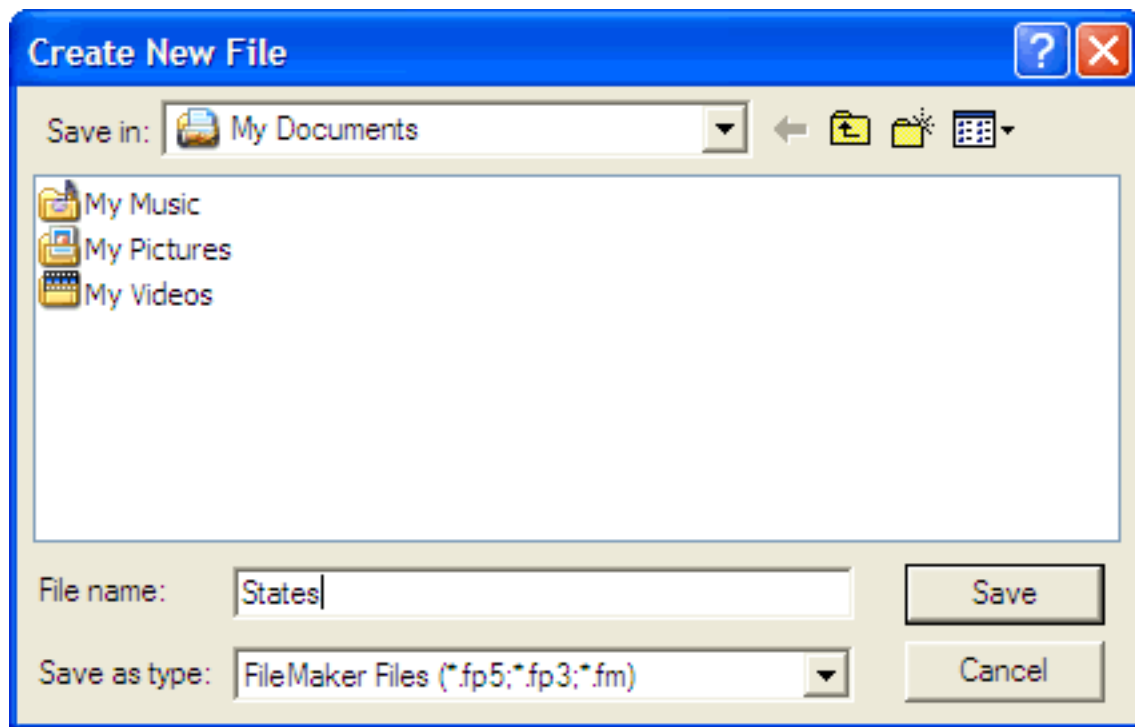
Go to All Programs, choose FileMaker Pro 5, and select FileMaker Pro.

FileMaker Pro will open and ask you if you want to create a new file or open an existing file.



Click the Create a new empty file radio button.

Click the OK button.

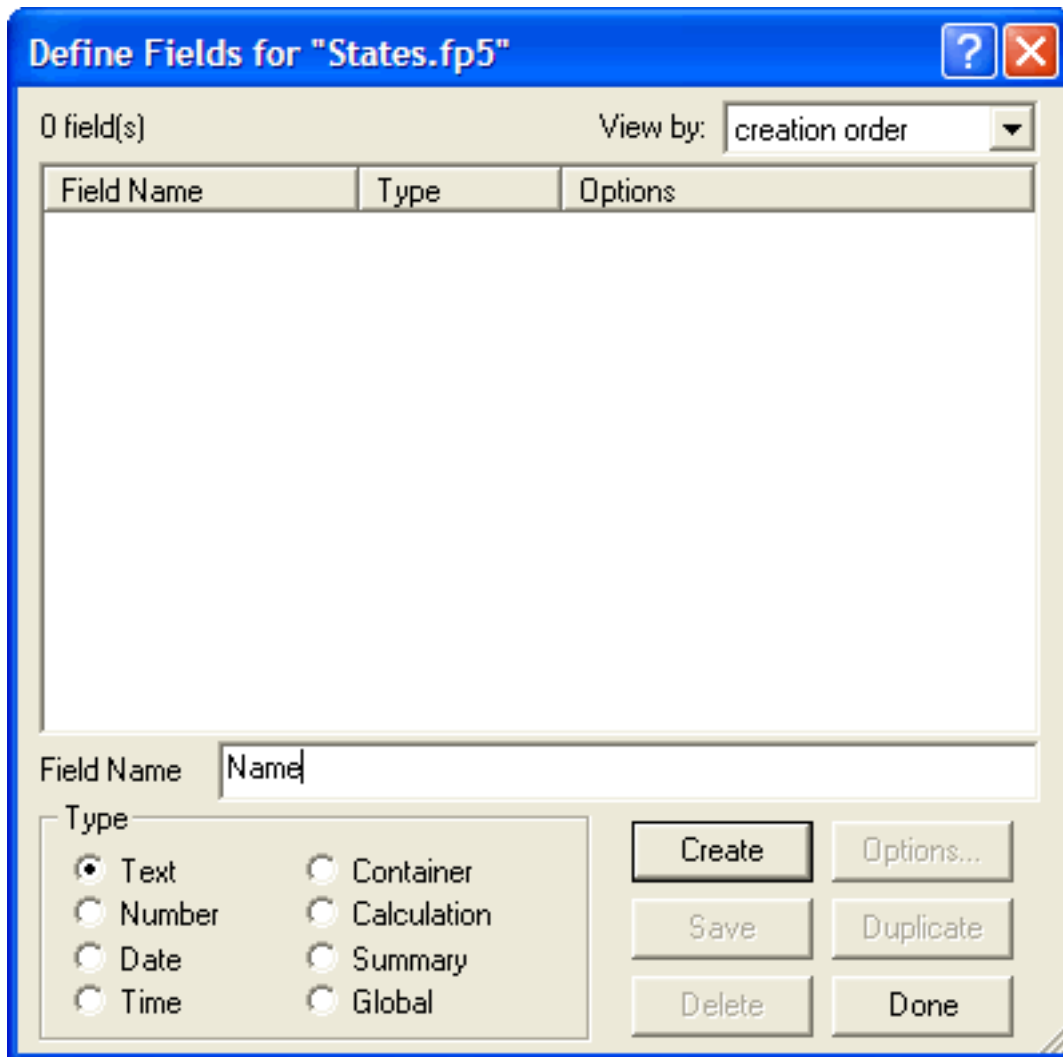


Locate a place to save the file.

In the File name field, type a name for the new database.

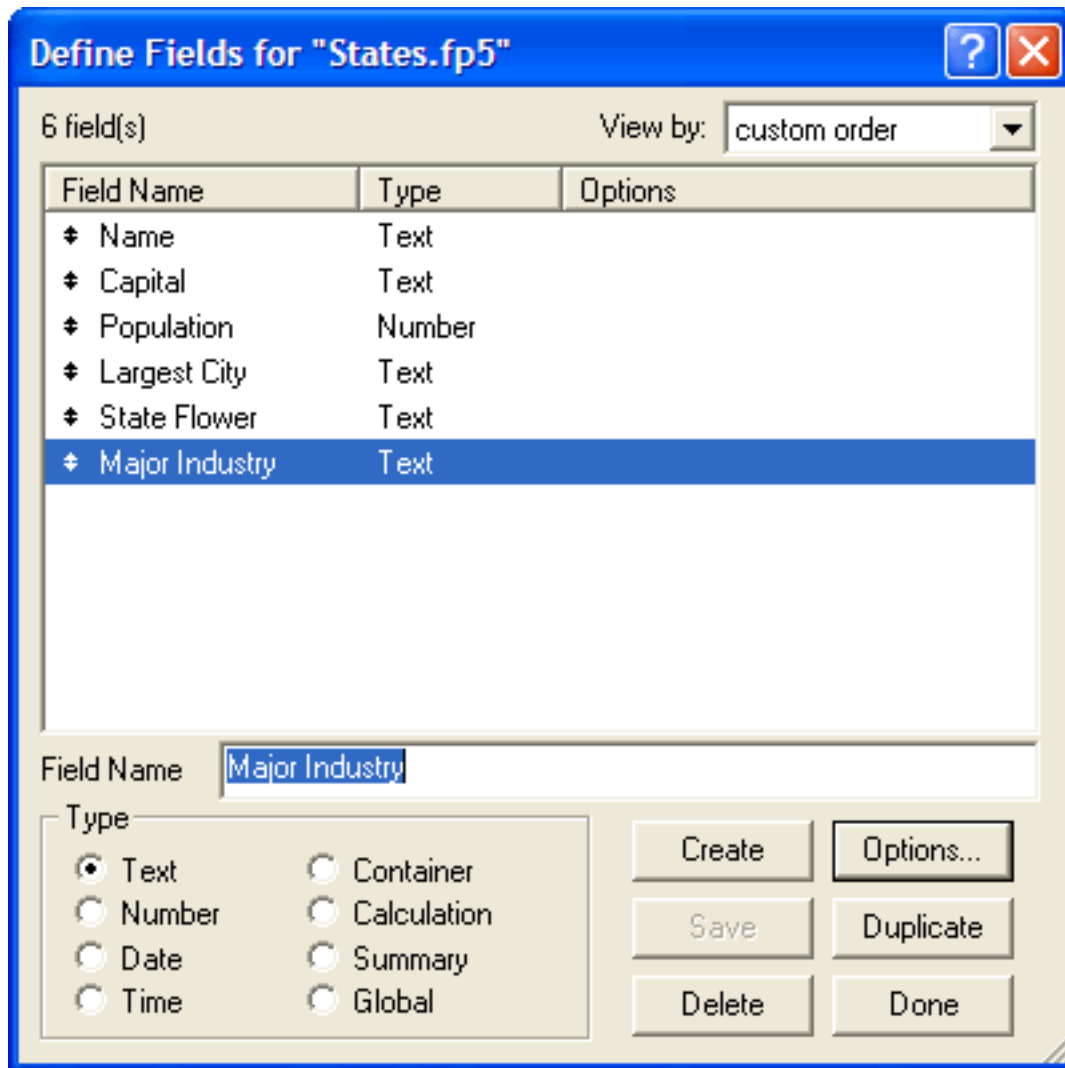
Click the Save button.

The new database will be created and a dialog will open asking you to define the fields for the database.



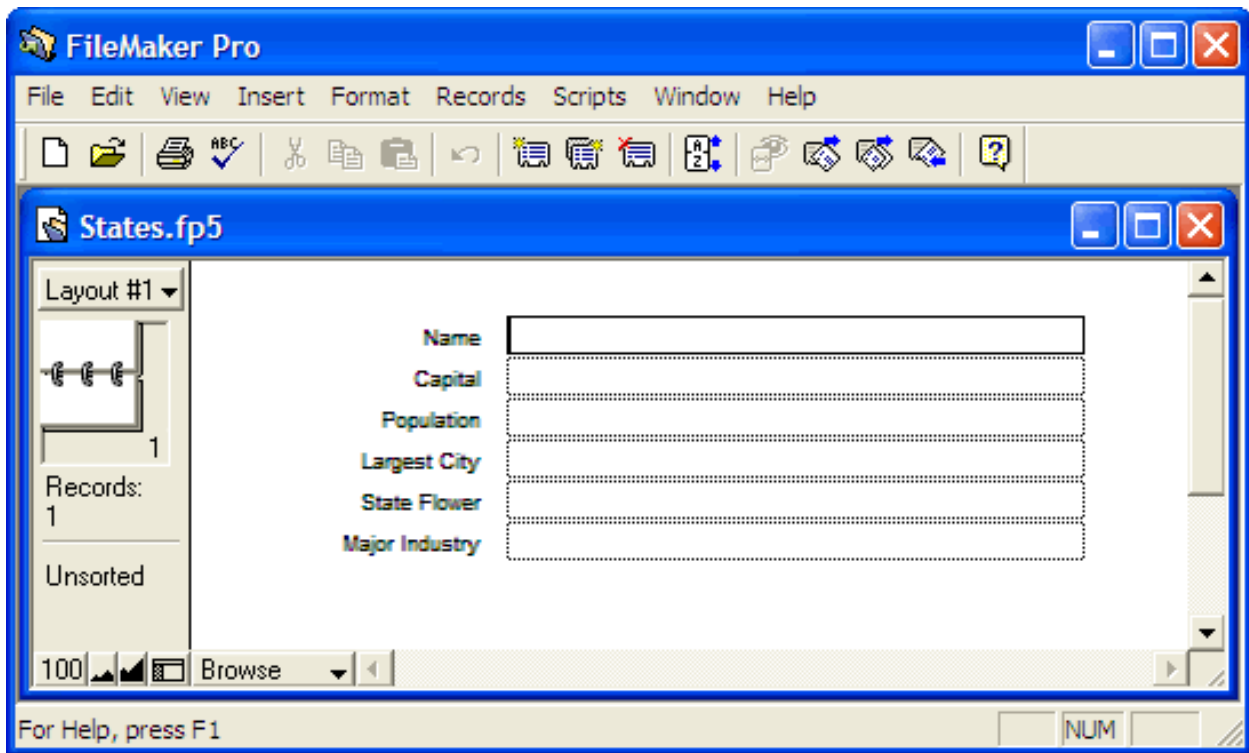
Type the name of the first field in the Field Name field.

Click the Create button.



Repeat this process for each of the fields you want to create.

When you are finished, click the Done button.



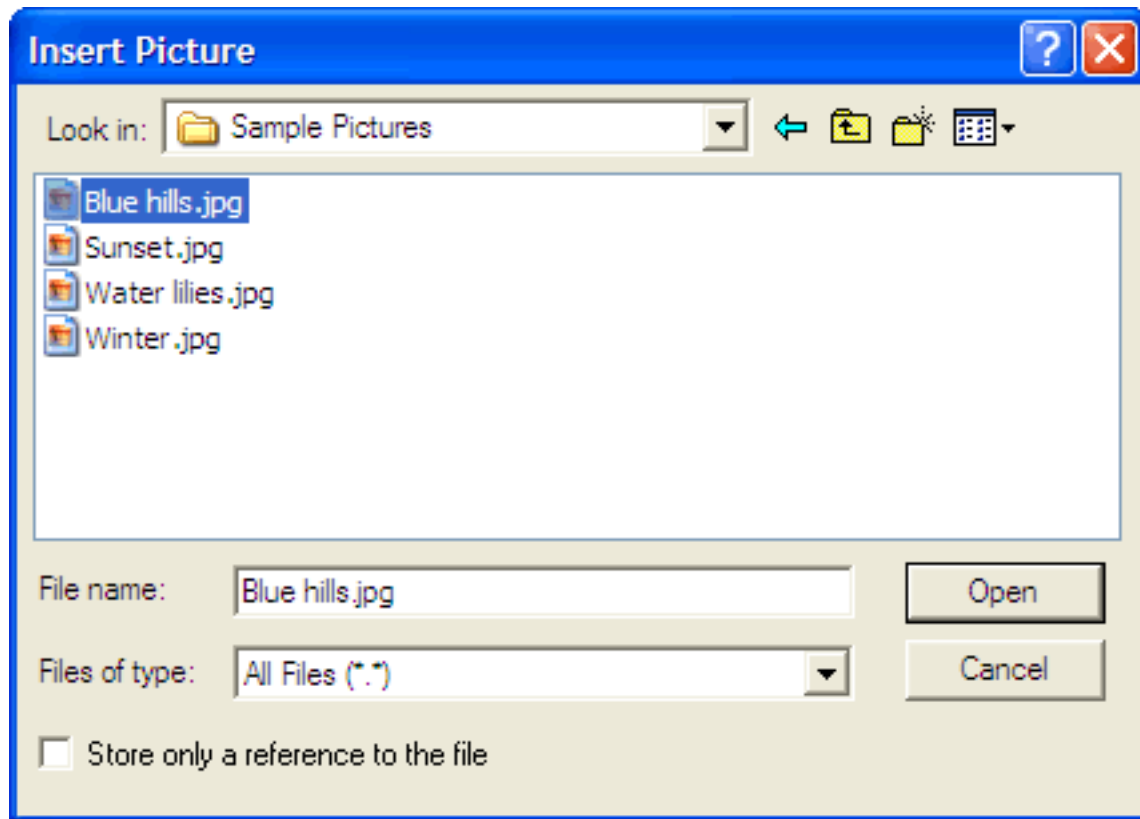
You can now begin entering data into the new database.

Add a Picture to a Layout FileMaker Pro 6

Go to the View menu and choose Layout Mode.

Go to the Insert menu and choose Picture.

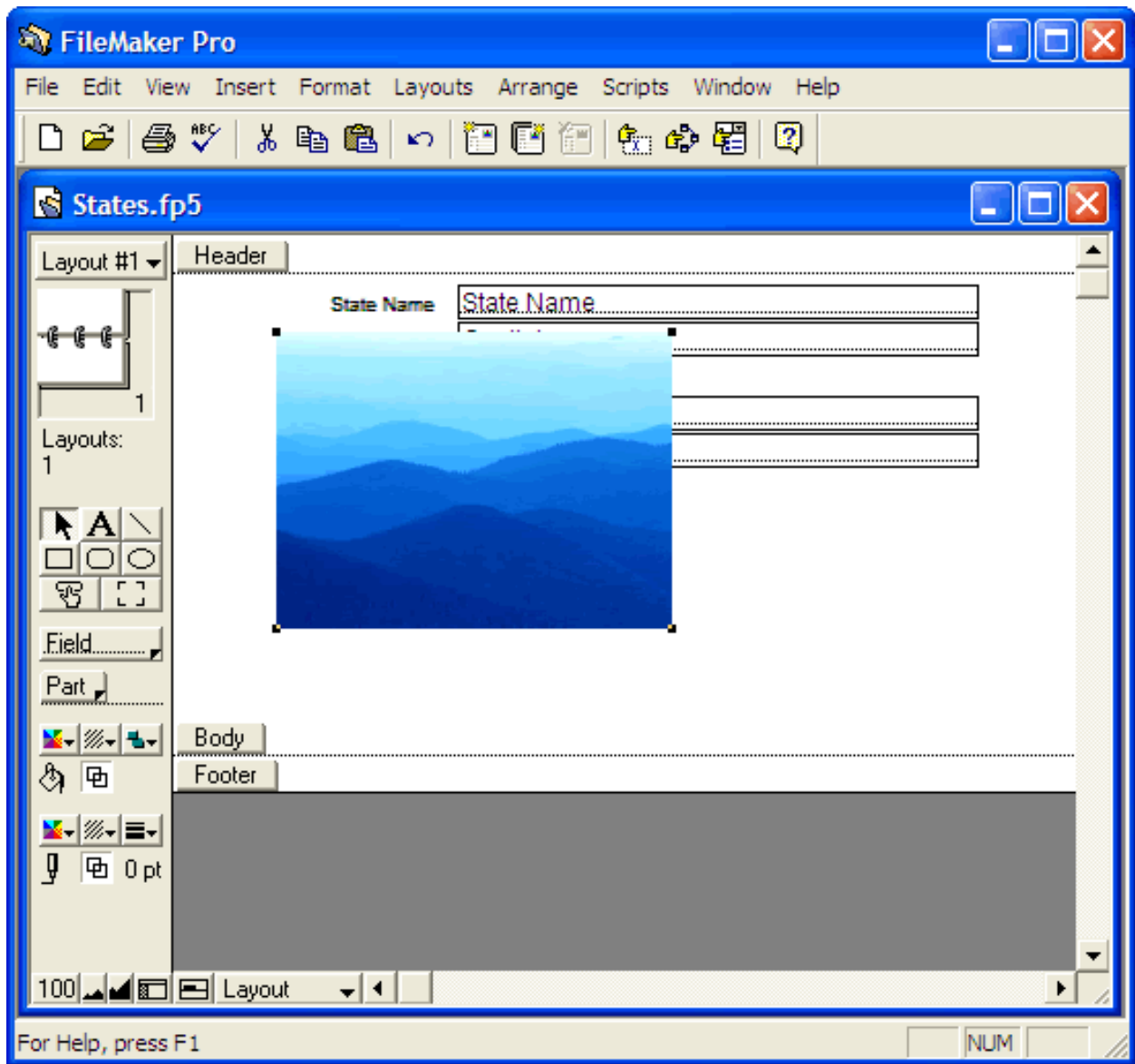
At the Insert Picture dialog, navigate to the location of the picture.



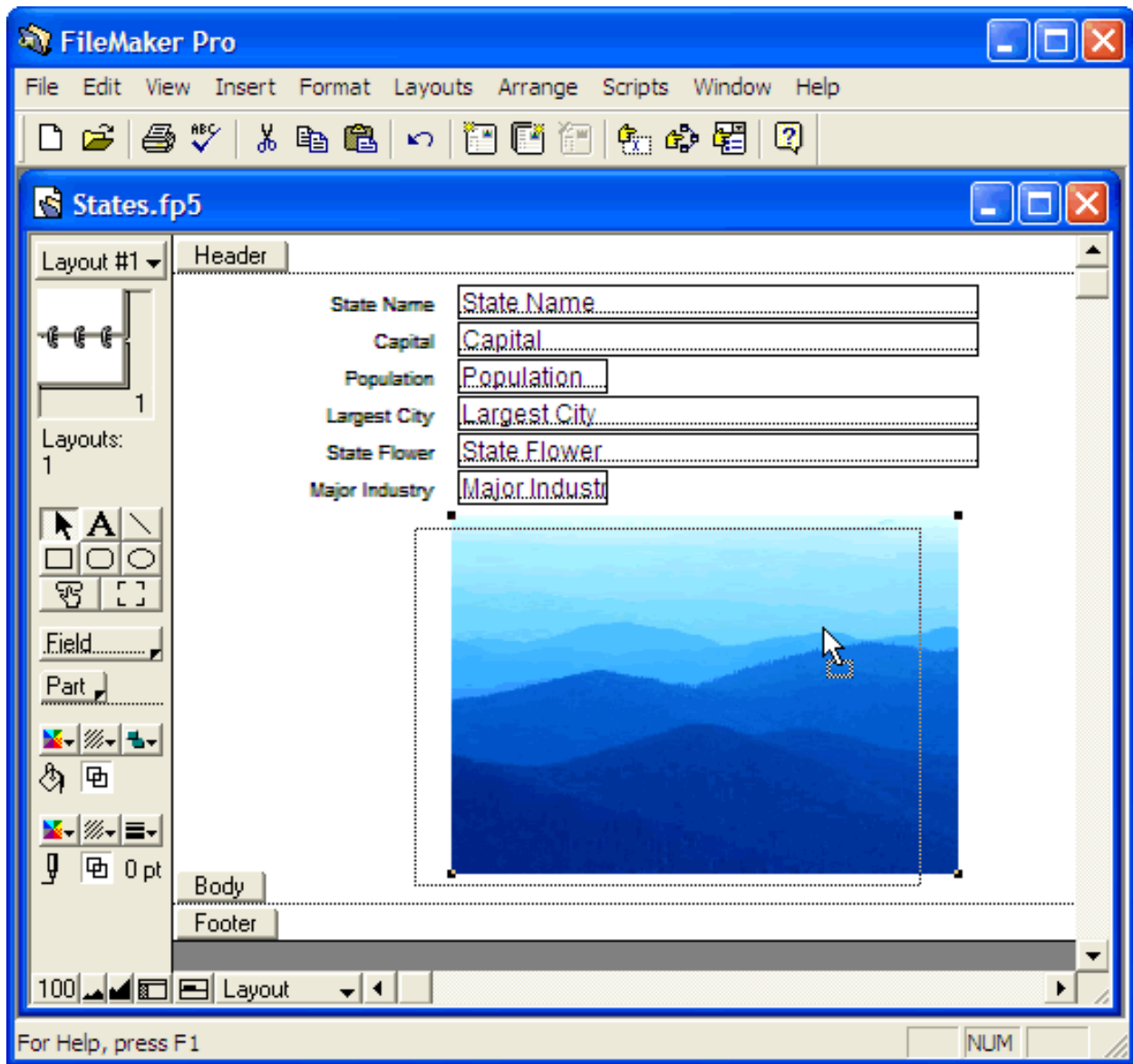
Click the file you want to use.

Click the Open button.

The picture will appear in the layout.

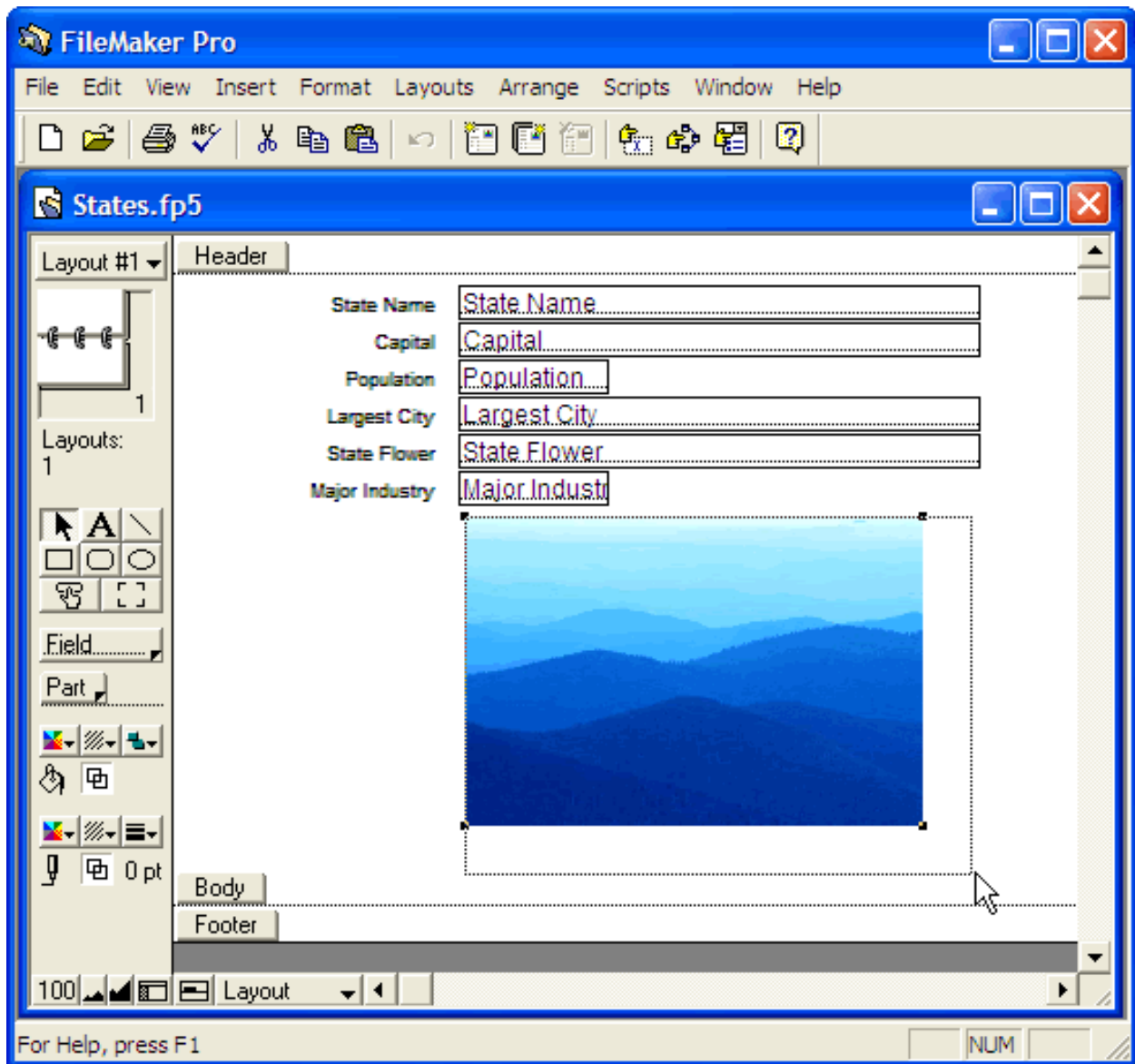


To move the picture, click and drag the picture to a new location in the layout.



To resize the picture, click it.

A handle will appear at each corner of the picture.



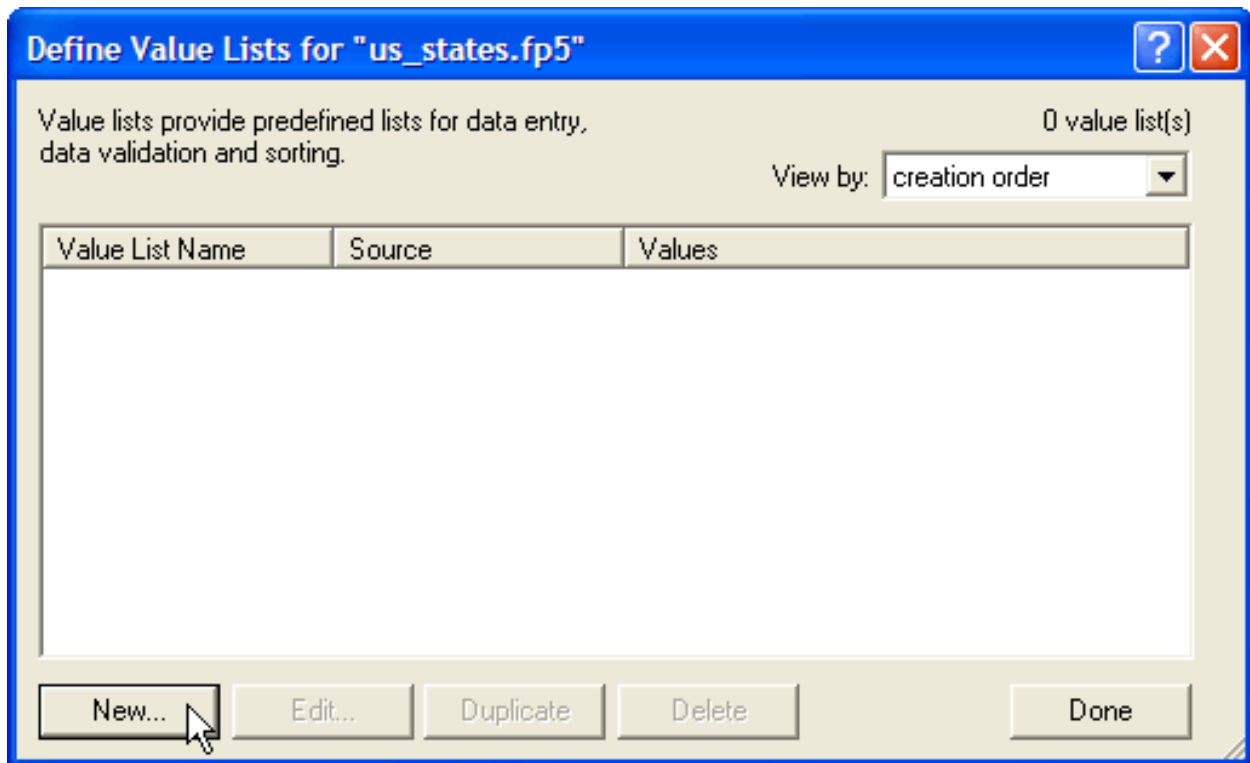
Click and drag one of the handles to resize the picture.

Define a Value List

FileMaker Pro 6

Go to the File menu and choose Define Value Lists.

At the Define Value Lists dialog, click the New button.



At the Edit Value List dialog, type a name in the Value List Name field.

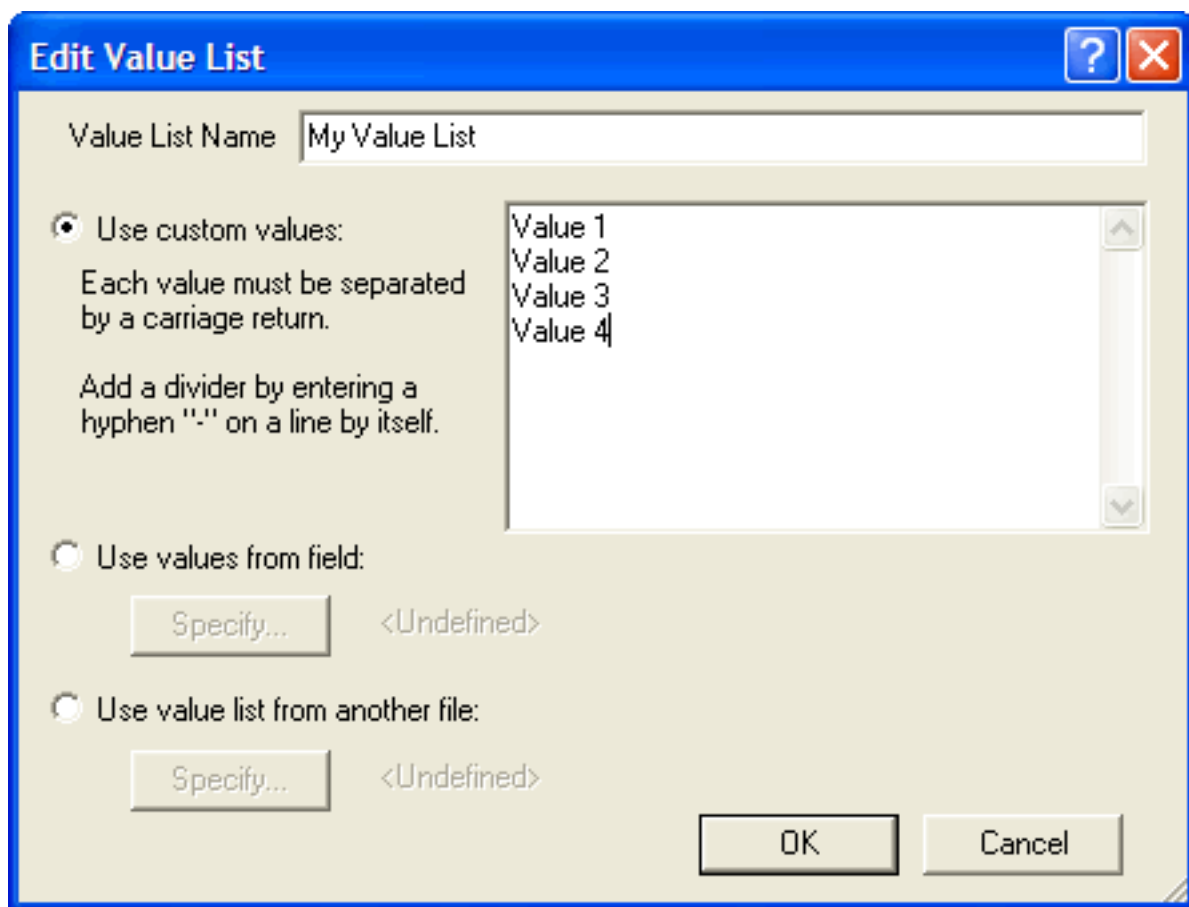
Click the Custom Value field and type the first value.

Press the Enter key on the keyboard.

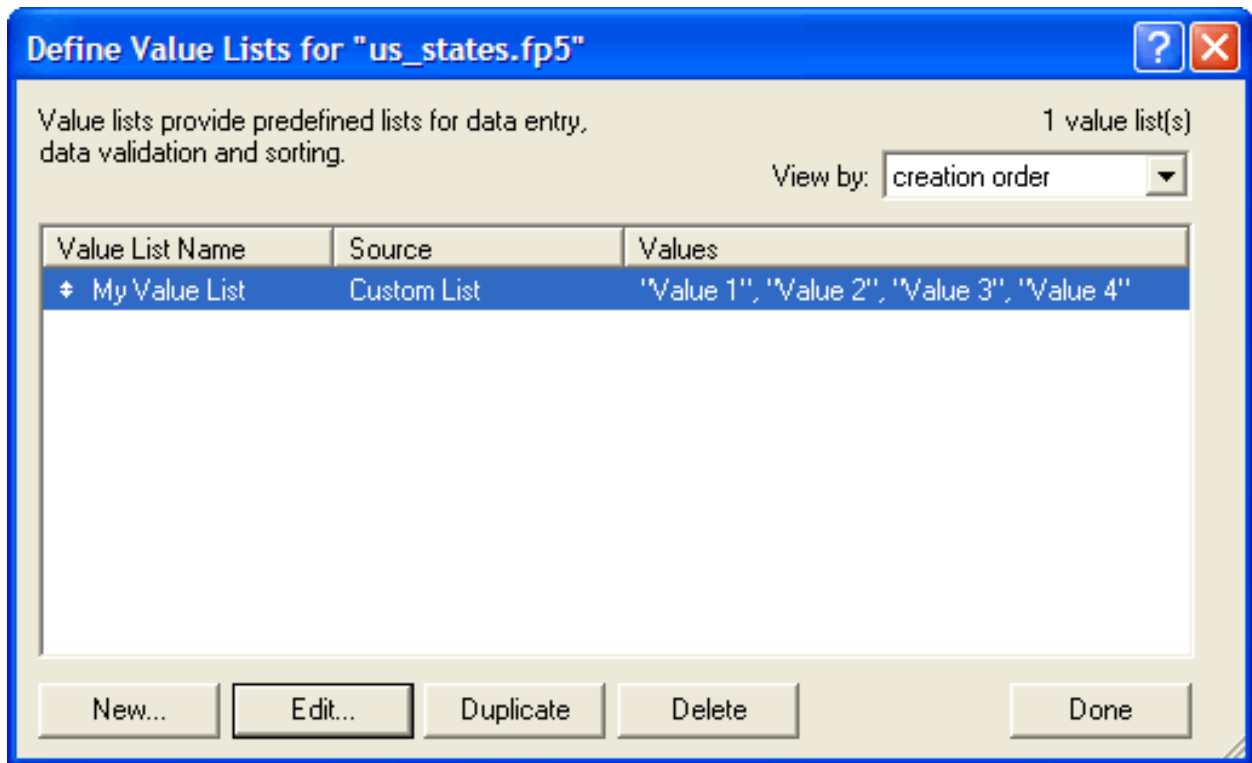
Type the second value.

Press the Enter key on the keyboard.

Continue entering values.



When you are finished, click the OK button.



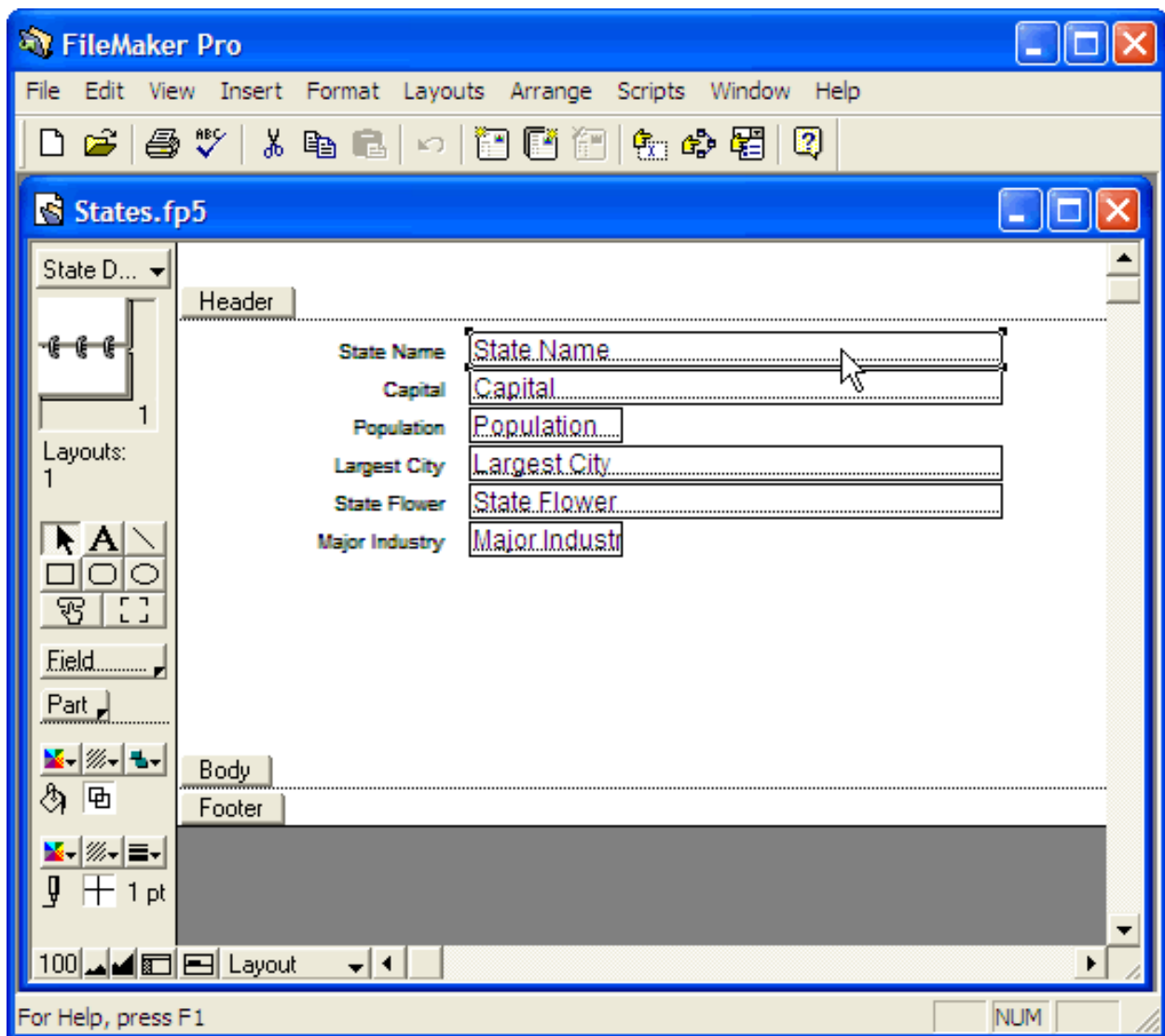
At the Define Value Lists dialog, click the Done button.

Format Text in a Field

FileMaker Pro 6

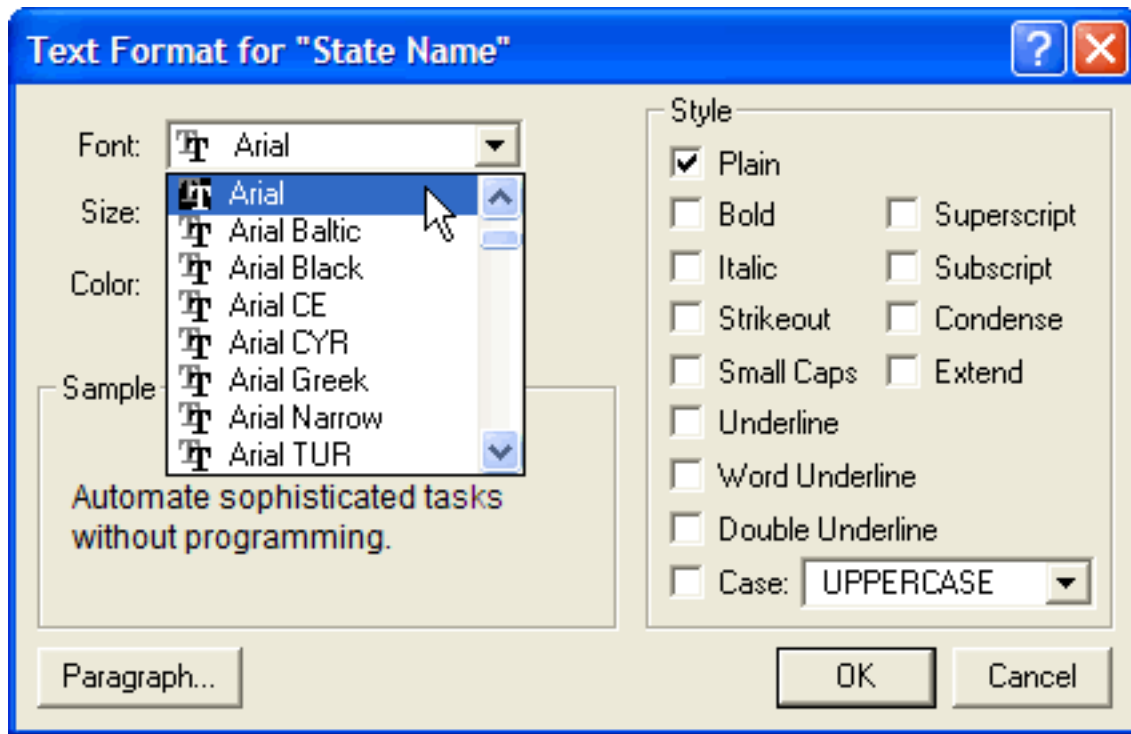
Go to the View menu and choose Layout mode.

Click the field that you want to change.

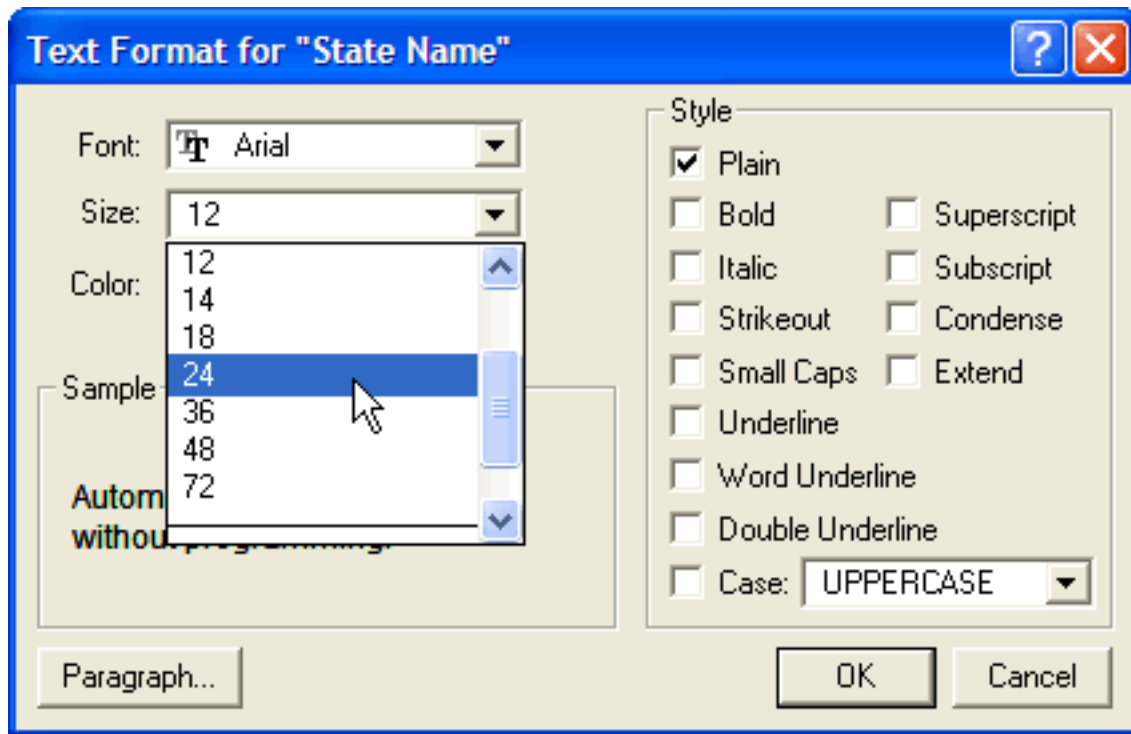


Go to the Format menu and choose Text.

At the Text Format dialog, select a font using the Font pull-down menu.

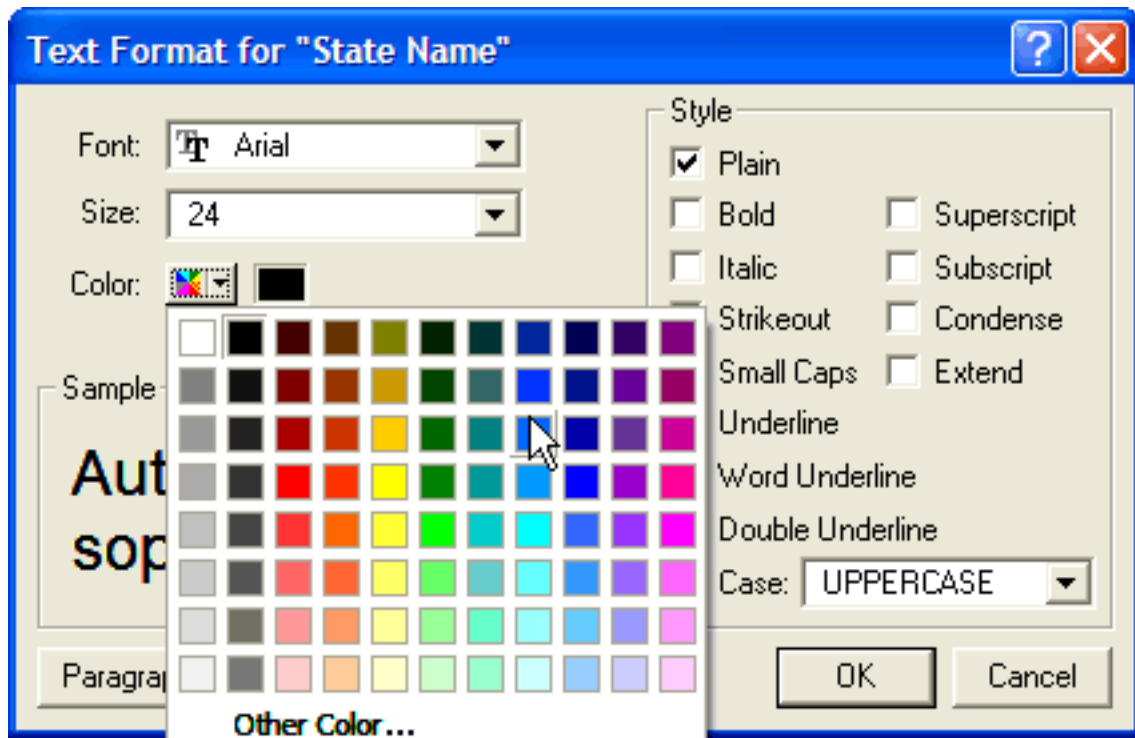


Select a font size using the Size pull-down menu.



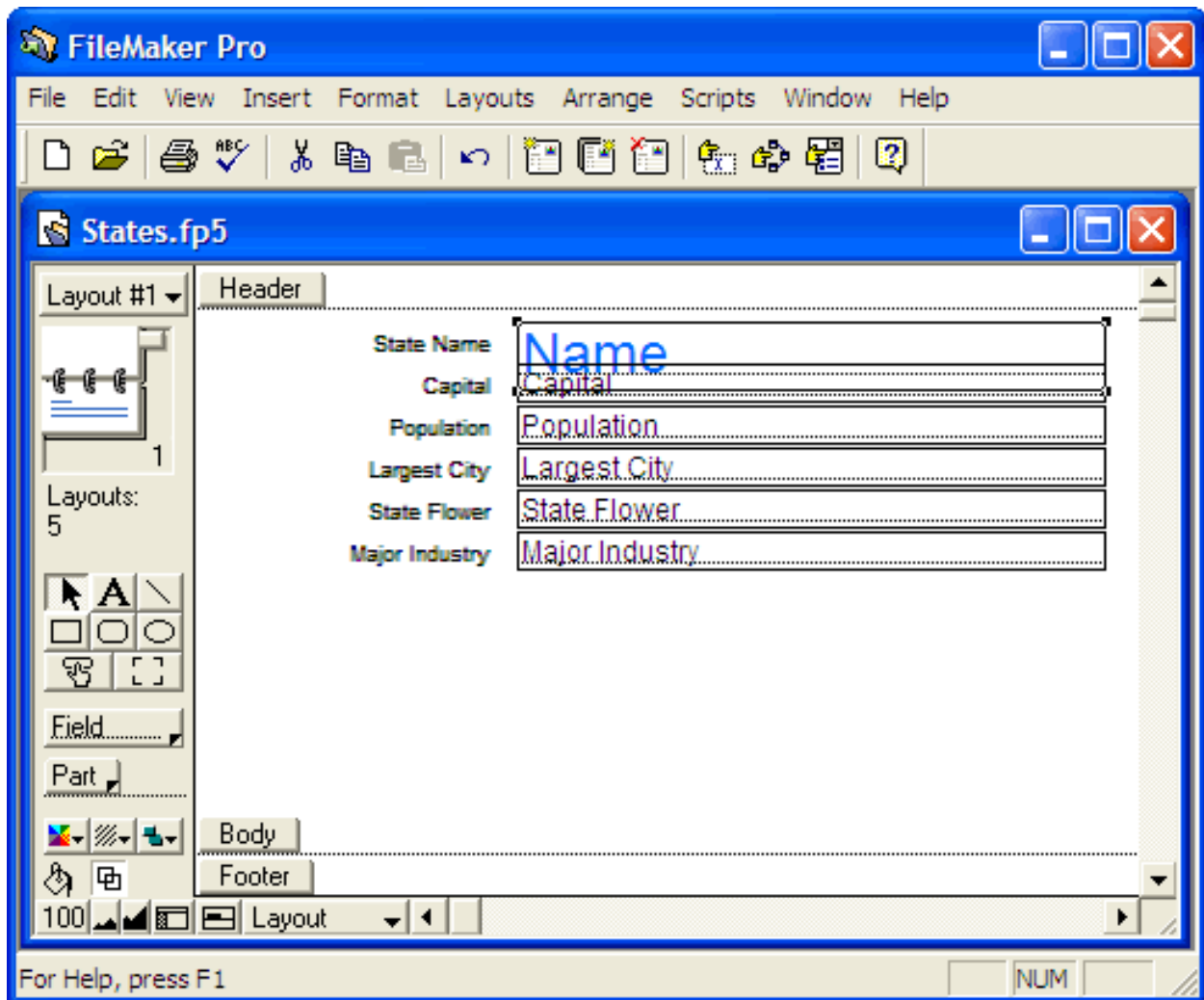
You will see a sample of your text format in the Sample area.

Click the Color pull-down menu to view a color palette. Click a color.

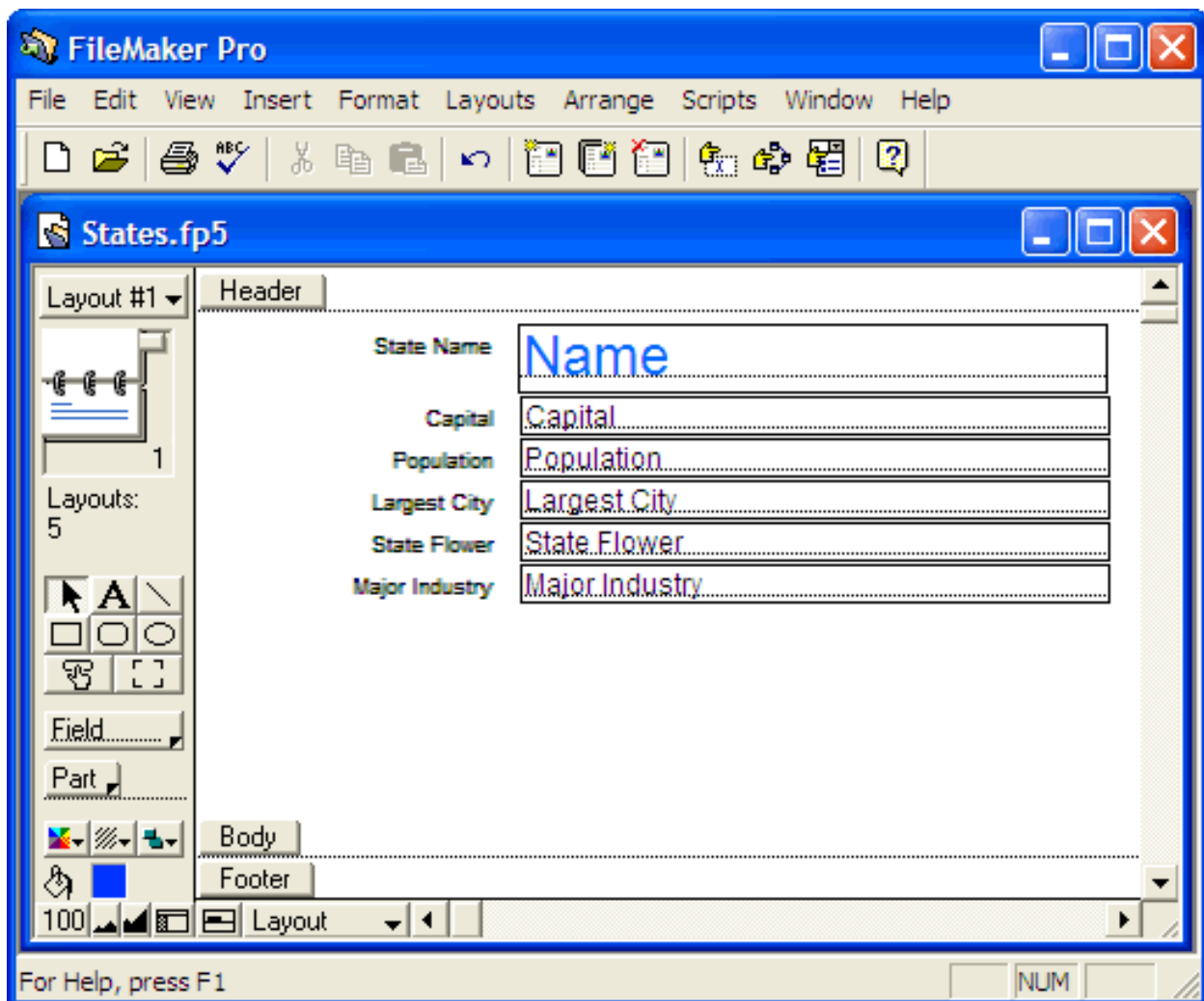


In the Style area, click a check box to select a style for your text.

When you are finished, click the OK button.



You may need to rearrange the fields so that your new text style fits in the layout. To move a field, click and drag the field to a new location.



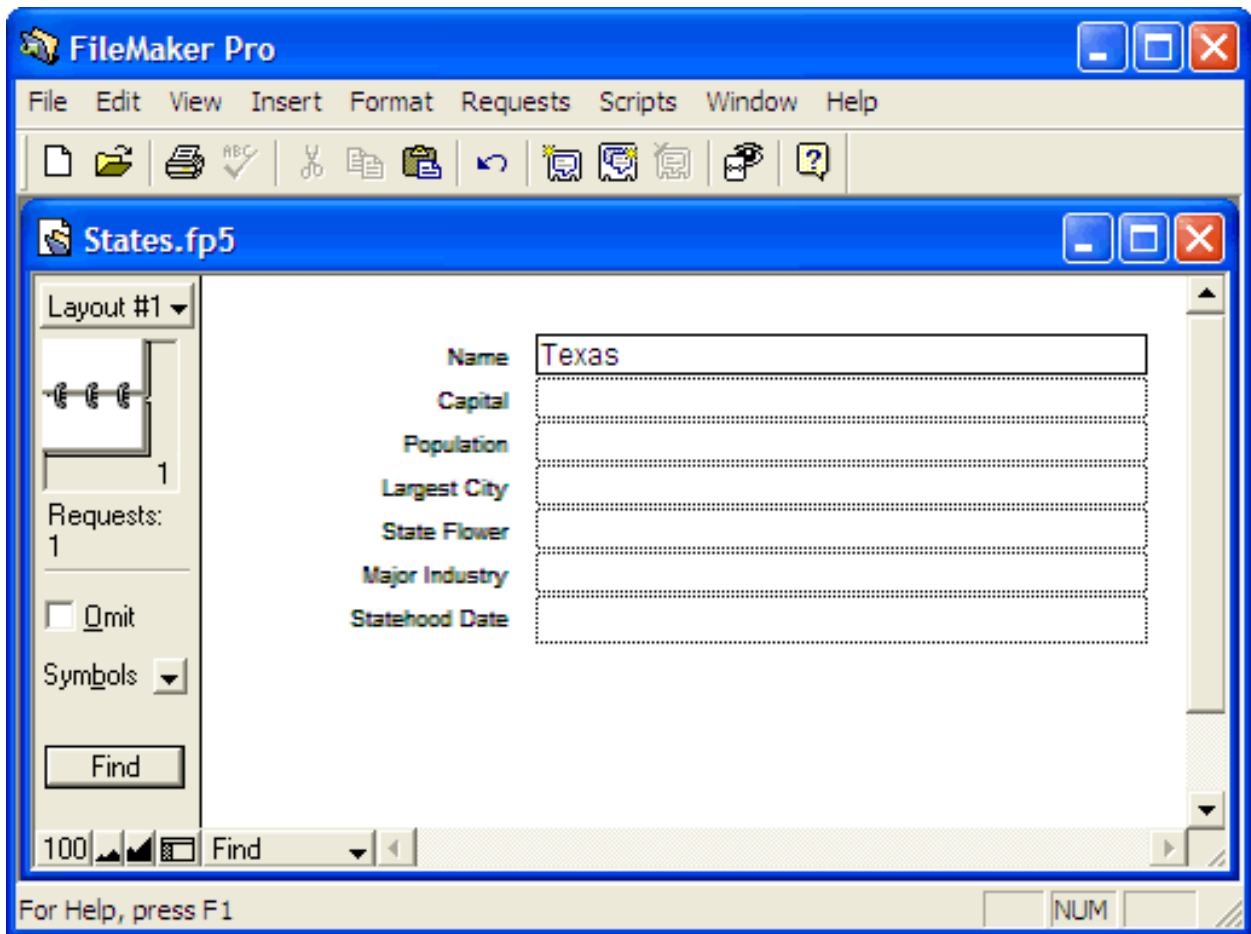
Perform a Find

FileMaker Pro 6

Go to the View menu and choose Find Mode.

Click the field you want to use.

Type the information that you are looking for.



Press the Find button on the left side of the screen.

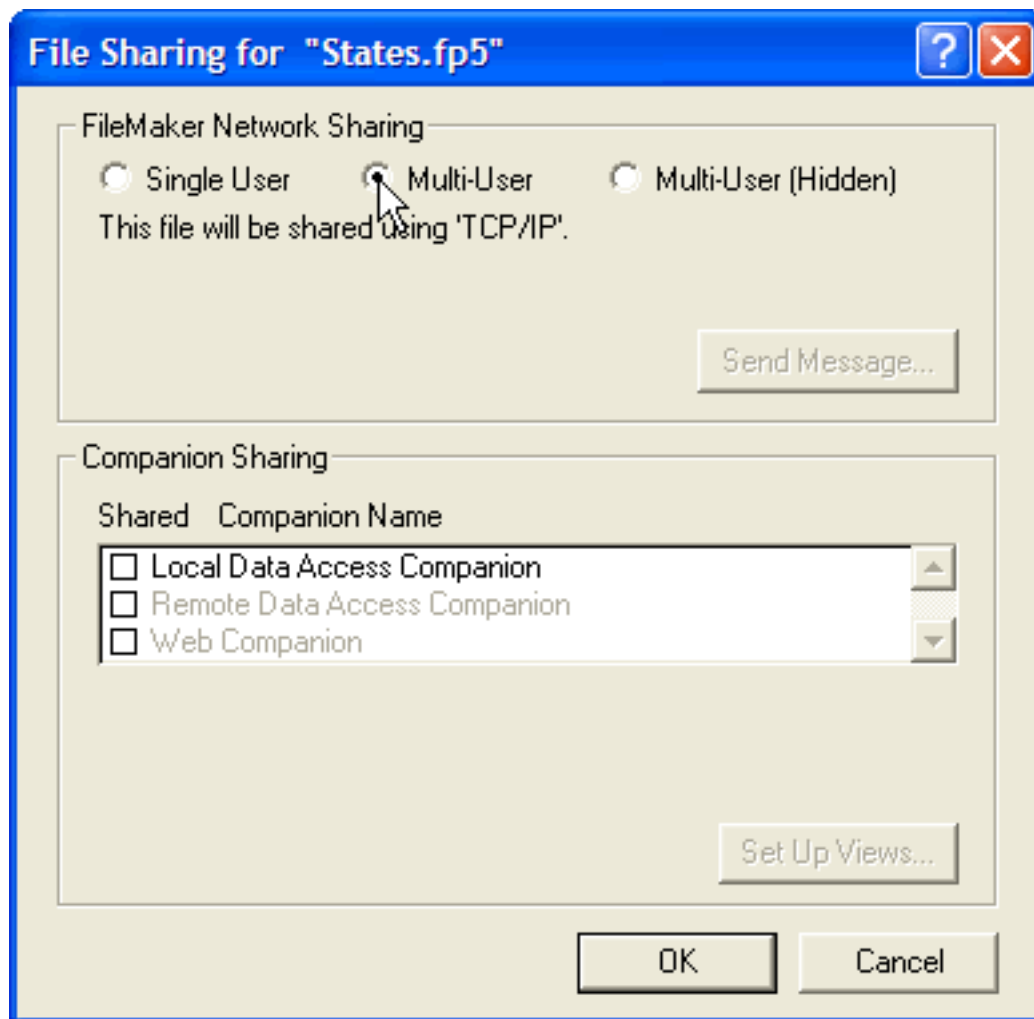
FileMaker Pro will display the records that match your search criteria.

Share a Database

FileMaker Pro 6

Go to the File menu and choose Sharing.

At the File Sharing dialog, click the Multi-User radio button.



Click the OK button.

To access a shared database from another computer, you must put the database in a location that is accessible from multiple computers, such as on a networked file server.

The first person to open the shared database will be the host for all users. The host must also be the last person to close the database.

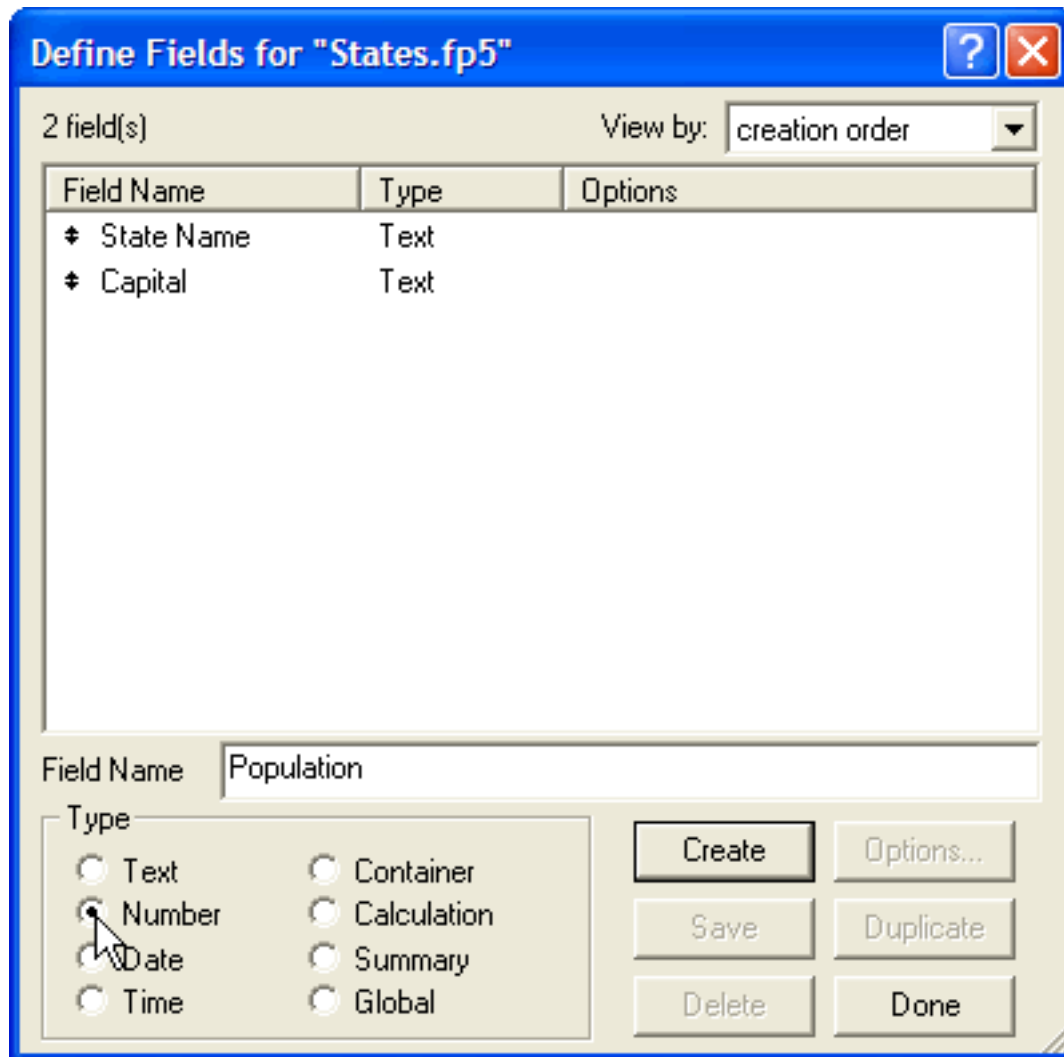
Define a Number Field

FileMaker Pro 6

Go to the File menu and choose Define Fields.

At the Define Fields dialog, type the name of the number field in the Field Name field.

In the Type area, click the Number radio button.



Click the Create button.

Click the Done button.

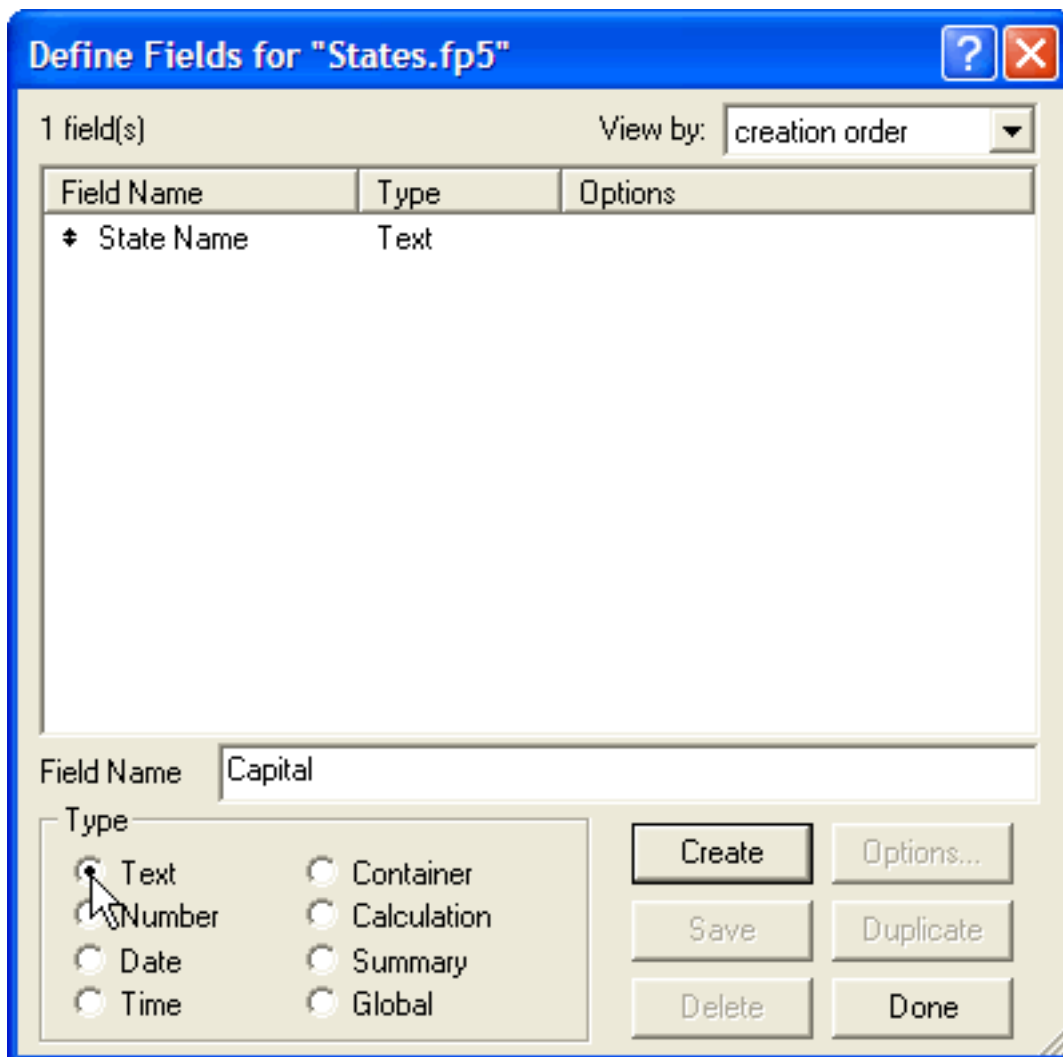
Define a Text Field

FileMaker Pro 6

Go to the File menu and choose Define Fields.

At the Define Fields dialog, type the name of the text field in the Field Name field.

In the Type area, click the Text radio button. This will allow you to enter any type of text in this field.



Click the Create button.

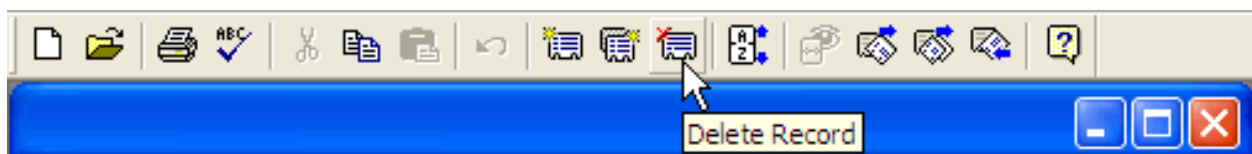
Repeat this process to create additional fields.

When you are finished, click the Done button.

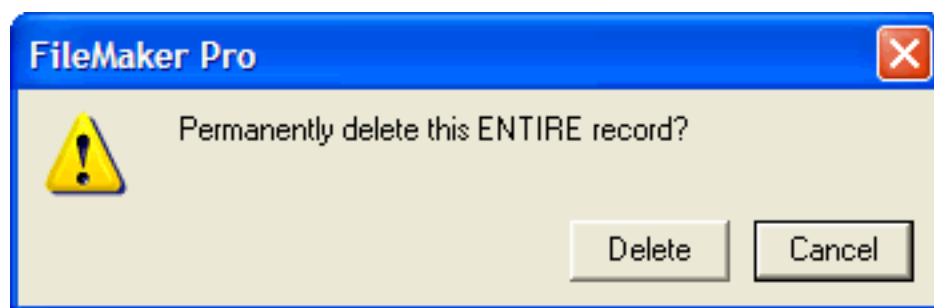
Delete a Record FileMaker Pro 6

Locate the record that you want to delete.

Go to the Toolbar and click the Delete Record button.



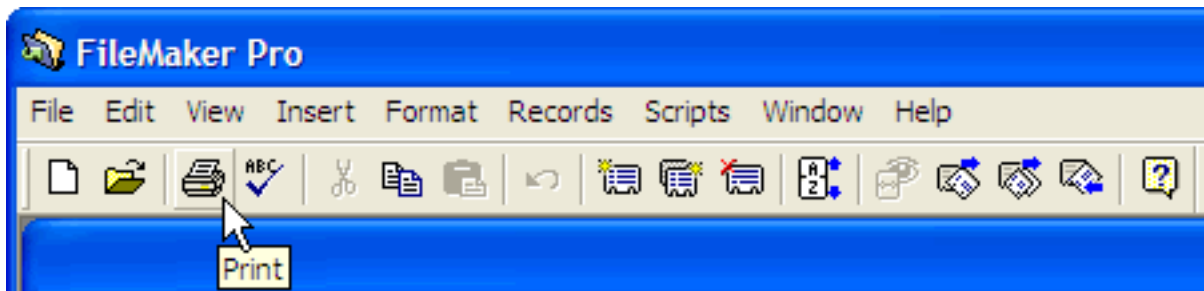
At the dialog, click the Delete button.



This will remove the current record from the database.

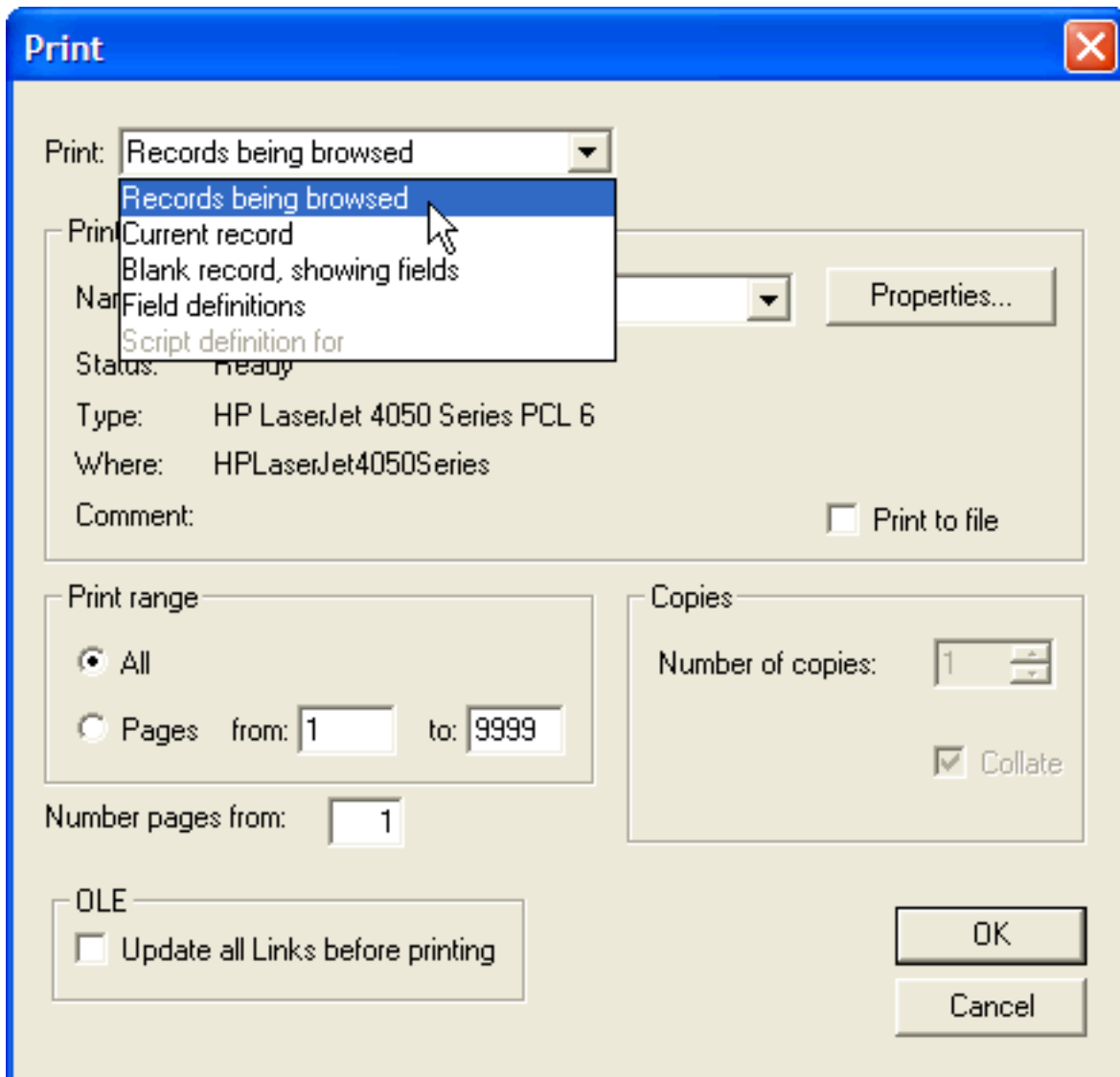
Print FileMaker Pro 6

Go to the Toolbar and click the Print button.

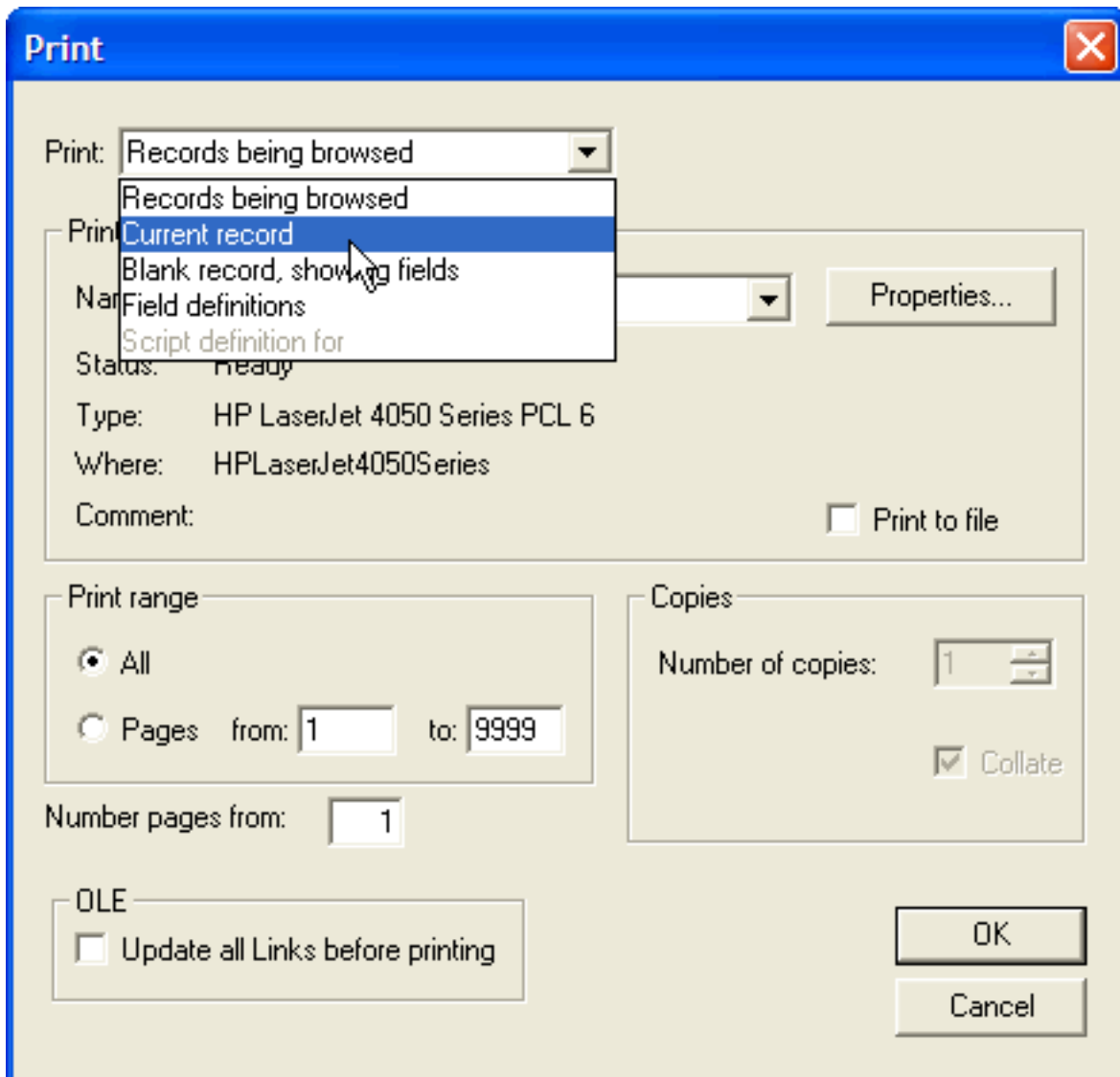


The Print dialog will appear.

To print all of the records in the database, use the Print pull-down menu and choose Records being browsed.



To print only the record you are viewing, use the Print pull-down menu and choose Current record.



Click the OK button.