

Introduction to Filemaker

Exercise One

You view, enter or change data in Browse mode. This is the simplest way to interact with your database.

In this lesson you will:

- open a database with information already in it
- move between records
- view information in different ways by switching layouts
- see the difference between form view, list view and table view

Open a database and move between records

1. Open the Tutorial folder on your hard drive.
2. Open the Sample Files folder.
3. Open Sample02.fp7
4. Notice that the database is in Browse mode. FileMaker Pro defaults to Browse mode when a database is opened.

In the status area, notice there are 30 records and that the first record is displayed.

5. Click the right page of the book icon to move forward one record at a time, and click the left page to move back one record at a time.
6. Drag the slider to the right and release to move forward a number of records at one time. Drag the slider to the left and release to move backward a number of records at one time.

You can also type a record number in the area immediately below the book icon to change the current record displayed.

View information in different ways

Even though you enter information only once in FileMaker Pro, you can use that information in many ways.

Because it is not necessary to see all of your fields in each layout, layouts are a powerful tool for working with or printing



just the information you need to accomplish a particular task.

See a different layout

To see some layouts in action, use the Sample02.fp7 sample file you have just opened.

1. Click the Layout pop-up menu, located above the book icon. A list appears showing the layouts available in this file.
2. Notice the check mark next to the Data Entry layout, your current layout. The Data Entry layout shows all of the fields in the Sample02.fp7 table.
3. Choose the List of Members layout from the Layout pop-up menu.

This layout shows each record as one row in a columnar list. Notice that the List of Members layout contains only four of the fields that were present in the Data Entry layout, some data is simply not displayed, however, no data has been removed from the database.

4. Go to the Layout pop-up menu and

return to the Data Entry layout. No data has been lost.

View your layout as forms, lists and tables

You can view your layouts in three different ways: as a form, as a list, and as a table.

- Form view displays your current layout one record at a time.
- List view shows your current layout as a list, with one record appearing beneath another.
- Table view shows you many records at one time in a grid.

Generally, layouts can be toggled between form view, list view, and table view while the database is in Browse mode.

Switch between form view, list view and table view in the same layout to see how they are different.

1. In Sample02.fp7, switch to the List of Members layout. You see many

About this exercise

From *Filemaker Pro 7 Tutorial*, © 2004 Filemaker, Inc.