

# FileMaker Pro 6.0 Contents

---

<b>Users' Notes.....</b>	<b>i</b>
Software Requirements .....	i
The FMP SUPPORT FILES .....	i
Copying the FMP SUPPORT FILES.....	i
Windows Systems .....	i
Macintosh Systems.....	i
Using the Activities in Schools .....	ii
The Chapter Format.....	ii
<b>Introduction to Databases .....</b>	<b>1-1</b>
Loading FileMaker Pro.....	1-2
For Macintosh Users .....	1-2
For Windows Users.....	1-2
Creating a Database .....	1-3
Defining the Fields .....	1-3
Entering the Fields .....	1-4
Adding Extra Records .....	1-5
Changing Some Data .....	1-6
Different Views of the Data .....	1-6
Changes the Contents of a Field .....	1-7
Scrolling Through the Records.....	1-8
Adding New Records .....	1-9
Deleting Records .....	1-9
Adding a Calculation Field.....	1-10
Formatting Fields .....	1-11
Adding Toolbars and Rulers to the Screen.....	1-12
Setting Field Alignments.....	1-12
Formatting Numbers to Currency .....	1-13
Printing the Database .....	1-14
Adjusting the Layout.....	1-14
Previewing the Database.....	1-15
Placing the Records in Columns .....	1-16
Adding a Header.....	1-19
Formatting the Date.....	1-21
Adding a Footer .....	1-21
Printing .....	1-23
<b>Databases Assignment 1 .....</b>	<b>1-25</b>

---

## **Columnar Reports and Tables .....2-1**

Loading the Database .....	2-1
Creating a Columnar Report Layout.....	2-1
Creating a New Layout .....	2-1
Selecting the Fields.....	2-2
Looking at the Layout .....	2-4
Setting the Layout Font .....	2-5
Adjusting the Field Widths.....	2-5
Moving the Fields .....	2-6
Formatting the Layout.....	2-7
Shading the Field Labels .....	2-9
Adding a Heading .....	2-10
Duplicating the Layout.....	2-11
Renaming the Layout .....	2-11
Combining Two Fields into One .....	2-12
Placing the New Field in the Layout .....	2-13
Using the Table View .....	2-14
Creating the Table Layout.....	2-14
Setting the Table View .....	2-15
Formatting the Table Fields .....	2-16
Previewing the Table .....	2-17
<b>Databases Assignment 2.....</b>	<b>2-18</b>

## **Sorting and Finding Information .....3-1**

Sorting.....	3-1
Loading the Prepared File.....	3-1
Alphabetical Sorting .....	3-1
Practice Exercise 3.1 .....	3-3
Numerical Sorting.....	3-4
Chronological Sorting.....	3-5
Unsorting.....	3-6
Table Sorting .....	3-7
Turning on the Table Sort Option .....	3-7
Sorting by Columns .....	3-7
Sorting by More Than One Column.....	3-8
Finding Information.....	3-9
Single Selection Searches.....	3-10
Practice Exercise 3.2 .....	3-11
Multiple Selection Searches .....	3-12
Omitting Records .....	3-13
Finding Blank Entries .....	3-14

---

Finding Ranges of Data .....	3-16
Wildcard Characters .....	3-17
Practice Exercise 3.3 .....	3-18
Finding Duplicate Records .....	3-18
Adding Duplicate Records .....	3-19
Finding the Duplicate Records.....	3-19
<b>Databases Assignment 3 .....</b>	<b>3-21</b>

**Creating Data Entry Screens .....4-1**

Loading the Prepared File.....	4-1
Creating a Blank Layout.....	4-2
Removing the Header and Footer Parts.....	4-2
Showing the Graphics Tools .....	4-2
The Graphics Rulers .....	4-3
The Text Ruler.....	4-3
Page Margins .....	4-4
Ruler Lines .....	4-5
T-Squares .....	4-5
The Object Size Box.....	4-5
Completing the Data Entry Screen .....	4-6
Inserting Fields With Labels .....	4-6
Inserting Fields Without Labels .....	4-9
Inserting the Ordering Fields .....	4-10
Formatting the Layout.....	4-12
Formatting the Field Labels.....	4-13
Aligning Objects.....	4-13
Formatting Numbers .....	4-15
Formatting Dates.....	4-15
Adding Fields Borders .....	4-16
Using the Drawing Tools.....	4-17
Adding a Shaded Rectangle .....	4-17
Copying the Rectangle .....	4-19
Shading the Background.....	4-21
Adding a Graphic to the Layout .....	4-22
Setting the Field Entry Order .....	4-22
Entering Some Data .....	4-23
Formatting the Container Field.....	4-24
Creating a Pop-up List.....	4-25
Entering a Record Using the Pop-up List .....	4-26
Using Radio Buttons, Check Boxes or Pop-up Menus .....	4-27
Pop-up Menus .....	4-28
<b>Databases Assignment 4 .....</b>	<b>4-30</b>

---

**Using Buttons .....5-1**

Loading the Prepared File..... 5-1  
Looking at the Layouts..... 5-2  
Inserting Some Graphics ..... 5-2  
Formatting the Buttons..... 5-3  
    The New Record Button..... 5-3  
    The Find and Find All Buttons..... 5-4  
    The Delete Records Button ..... 5-5  
    Buttons that Open Other Layouts..... 5-6  
Creating a Tabbed Interface ..... 5-7  
    Inserting a Button..... 5-7  
    Formatting the Button ..... 5-9  
    Copying the Button..... 5-9  
    Duplicating the Layouts.....5-11  
    Adding the Library Entry Fields.....5-11  
    Highlighting the Selected Tab Button ..... 5-14  
    Formatting the Library Entry Buttons ..... 5-14  
    Completing the Subject Entry Layout..... 5-15  
    Formatting the Subject Entry Buttons ..... 5-17  
    Exercise 5.1 ..... 5-18  
Copying Buttons Between Layouts ..... 5-20  
    Collecting the Button ..... 5-20  
    Formatting the Button ..... 5-20  
    Setting the Button Not to Print..... 5-21  
    Testing the Button ..... 5-21  
    Copying the Button..... 5-22  
Setting the Opening Layout..... 5-23  
Protecting the File with a Password ..... 5-23  
**Databases Assignment 5 ..... 5-24**

**Creating Scripts .....6-1**

Loading the Database ..... 6-1  
Creating a Script to Sort Items..... 6-1  
    Carrying Out the Sort ..... 6-1  
    Creating the Script ..... 6-2  
    Testing the Script ..... 6-3  
Creating a Second Sort Script ..... 6-5  
    Setting the Sort..... 6-5  
    Creating the Script ..... 6-5  
Scripts That Find Data ..... 6-6  
    Finding the History Books..... 6-6  
    Sorting the Records..... 6-7  
    Creating the Script ..... 6-7  
    Testing the Script..... 6-8

---

Exercise 6.1 .....	6-8
The Books Not Yet Received Script.....	6-9
Finding the Books Not Yet Received .....	6-9
Sorting the Books Found.....	6-9
Creating the Script .....	6-10
Testing the Script.....	6-10
Editing Scripts.....	6-11
The Print Script.....	6-11
Changing the Order of Scripts.....	6-12
Using Buttons to Run Scripts.....	6-13
Adding a Footer Part .....	6-13
Setting the Buttons .....	6-14
Exercise 6.2 .....	6-15
Using Graphics to Run Scripts .....	6-16
Collecting the Graphic.....	6-16
Formatting the Button .....	6-16
Setting Buttons Not to Print.....	6-17
Exercise 6.3 .....	6-17
Printing Script Definitions .....	6-18
<b>Databases Assignment 6.....</b>	<b>6-19</b>

**Layouts That Total Items .....7-1**

Loading the File.....	7-1
Creating the Subject Area Purchases Report .....	7-1
Starting a New Layout .....	7-1
Choosing the Report Layout .....	7-2
Adding the Fields.....	7-2
Grouping the Records.....	7-3
The Copies Field Sub-Total.....	7-3
The Amount Field Sub-Total .....	7-4
Inserting the Grand Totals .....	7-5
Setting the Layout Theme .....	7-6
Header and Footer Information.....	7-6
The Script Section.....	7-6
Looking at the Layout.....	7-7
Running the Script .....	7-7
Updating the Script.....	7-9
Adjusting the Layout.....	7-10
Looking at the Layout Parts .....	7-10
Adding the Header Text.....	7-10
Formatting the Fields.....	7-11
Adjusting the Fields.....	7-12
Displaying the Subject Area Next to the Other Fields .....	7-14
Adjusting the Lines.....	7-15

---

Updating the Subject Purchase Totals Script.....	7-17
The Daily Orders Report .....	7-17
Duplicating the Subject Purchases Layout.....	7-17
Modifying the Daily Orders Layout.....	7-18
Adjusting the Layout and Script.....	7-19
Testing the Daily Totals Script.....	7-20
<b>Databases Assignment 7.....</b>	<b>7-21</b>

## **Looking Up Data From Other Files .....8-1**

Loading the Prepared Files .....	8-1
Creating a Relationship Between the Two Files.....	8-2
Creating the Relationship .....	8-2
Setting a Lookup Field .....	8-3
Checking the Linking of the Item Field .....	8-5
Importing Data into the Price Field.....	8-6
Defining the Lookup Field.....	8-6
Checking the Linking of the Price Field.....	8-6
Allowing for Multiple Entries .....	8-7
Defining the Repeating Fields .....	8-7
Displaying the Repeating Fields .....	8-8
Checking the Repeating Fields.....	8-9
Completing the Invoice .....	8-10
Completing the Sold To Section .....	8-10
Placing a Rectangle Around the Date .....	8-11
Placing Borders Around the Repeating Fields.....	8-12
Completing the Totals Section.....	8-13
Vertically Centring the Fields .....	8-13
Using the Invoice.....	8-15
Adding a Pop-up List .....	8-16
Defining the Value List.....	8-16
Using the Value List.....	8-17
Linking a Client's List to the Invoice.....	8-18
Loading the Clients File .....	8-18
Defining the Relationship .....	8-19
Defining the Lookup Fields .....	8-19
Defining the Value List.....	8-20
Using the Relationship .....	8-21
Updating Lookup Values .....	8-22
Turning off Lookup Fields .....	8-22
<b>Databases Assignment 8.....</b>	<b>8-24</b>

---

**Relational Databases .....9-1**

Creating a Relational Database System..... 9-2  
Loading the Prepared Files ..... 9-2  
Defining the Relationship ..... 9-3  
The Link Options..... 9-4  
Completing the Suppliers File..... 9-5  
    Adding the Product Fields..... 9-5  
    Formatting the Objects ..... 9-7  
    Deleting a Supplier ..... 9-9  
    Adding a Supplier..... 9-10  
Portals .....9-11  
    Duplicating a Layout.....9-11  
    Setting the Portal Frame..... 9-12  
    Inserting the Portal Fields..... 9-14  
    Formatting the Portal Fields..... 9-15  
    Using the Portal Fields ..... 9-16  
Editing Portals ..... 9-17  
Using the Portal Frame..... 9-18  
    Adding Records..... 9-18  
    Deleting Records ..... 9-19  
Printing Portal Records ..... 9-21  
Advantages of Relational Database Systems ..... 9-21  
**Databases Assignment 9 ..... 9-22**

**Creating a Business Invoice System.....10-1**

The Customer to Invoice Link..... 10-1  
The Invoice to Products Link..... 10-1  
An Updated File Relationship Diagram ..... 10-2  
A File Structure Diagram ..... 10-2  
The Required Reports ..... 10-3  
Loading the Prepared Files ..... 10-3  
    Loading the Customers File..... 10-3  
    Looking at the Customers File ..... 10-3  
    Loading the Products File ..... 10-4  
    Looking at the Products File..... 10-5  
Creating the Items Sold File..... 10-5  
    Defining the Fields..... 10-6  
    Adding a Calculation Field..... 10-6  
    Adding a Lookup Field ..... 10-7  
    Calculating the Sale Amount..... 10-8

---

Formatting the Items Sold File .....	10-9
Creating a Columnar Report .....	10-9
Formatting the Layout.....	10-10
Creating the Invoice File .....	10-11
Defining the Fields .....	10-11
Setting an Auto-Enter Field .....	10-11
Defining the Invoice Relationships.....	10-12
Laying out the Invoice.....	10-13
Designing the Invoice .....	10-14
Completing the Logo Section .....	10-15
Completing the Customer Section.....	10-16
Inserting the Customer Fields .....	10-16
Sliding the Customer Fields .....	10-18
Adding a Rectangle Around the Customer Fields .....	10-19
Adding a Customer Value List.....	10-21
Completing the Invoice Details Section .....	10-22
Completing the Products Section.....	10-24
Creating the Portal .....	10-24
Inserting the Portal Frame .....	10-24
Formatting the Portal Fields.....	10-27
Setting a Product ID Value List .....	10-28
Completing the Totals Section.....	10-29
Defining the Sub-Total Field.....	10-29
Defining the GST Field .....	10-30
Defining the Overall Total Field.....	10-31
Placing the Total Fields in the Layout.....	10-31
Adding Some Finishing Touches to the Invoice .....	10-32
Adding Buttons to the Invoice .....	10-35
A New Invoice Button .....	10-35
A New Customer Button.....	10-36
A New Product Button .....	10-36
Setting the Buttons Not to Print.....	10-38
Checking the Performance of the Buttons .....	10-38
Resetting the Files .....	10-39
The Invoice File .....	10-39
The Items Sold File.....	10-39
Inserting the Date Field into the Items Sold Layout .....	10-40
Using the Invoice System.....	10-41

---

Reporting on the Items Sold .....	10-44
Creating the Products Sales Totals Layout .....	10-44
Setting the Summary Fields and Parts .....	10-45
Adjusting the Layout .....	10-46
Sorting the Data .....	10-48
The Monthly Sales Report .....	10-49
Sorting the Data .....	10-51
Adding Another Month's Sales .....	10-52
<b>Databases Assignment 10 .....</b>	<b>10-53</b>

**Useful Features .....** 11-1

Importing Data From Other Data Sources .....	11-1
Loading the Prepared Page .....	11-1
Importing Records .....	11-1
Creating Mailing Labels .....	11-3
Loading the Prepared File .....	11-3
Creating the Labels Layout .....	11-3
Specifying Label Contents .....	11-4
Formatting the Labels Layout .....	11-6
Sliding the Layout Options .....	11-6
Access Privileges .....	11-7
Setting the Administrator's Password .....	11-8
Setting the Data Entry Operator's Password .....	11-8
Setting the Guest Password .....	11-8
Using the Passwords .....	11-9
Defining Groups of Users .....	11-10
Defining the Passwords .....	11-10
Defining the Groups .....	11-10
Using the Groups .....	11-12
Charting the Data .....	11-13
Loading the Prepared File .....	11-13
Creating the Total Sales Field .....	11-13
Formatting the Total Sales Field .....	11-14
Adding the Percentage Fields .....	11-15
Adding Chart Bars .....	11-16
Formatting the Chart Fields .....	11-17