Creating a Database

To see how to create your own database let's create a database about old actors.

Loading FileMaker Pro

1   Load FileMaker Pro, or close the current file and display the FILE menu and select NEW DATABASE. You should receive the NEW DATABASE dialogue box.
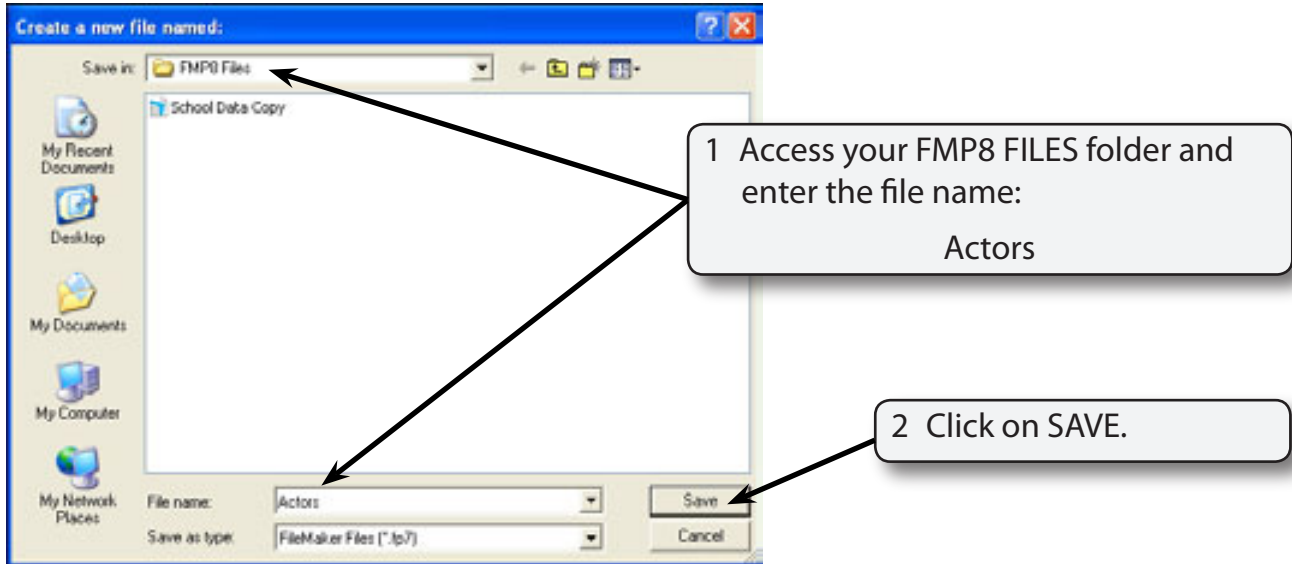

2 In this case we wish to start a NEW EMPTY DATABASE so click on the second radio button.

3 Select OK to start the database.

Saving the Database

FileMaker Pro automatically saves your work as you enter data so you will be asked to name and save the file before you start using it.

A   For Windows Users

1 Access your FMP8 FILES folder and enter the file name:

Actors

2 Click on SAVE.

B   For Macintosh Users

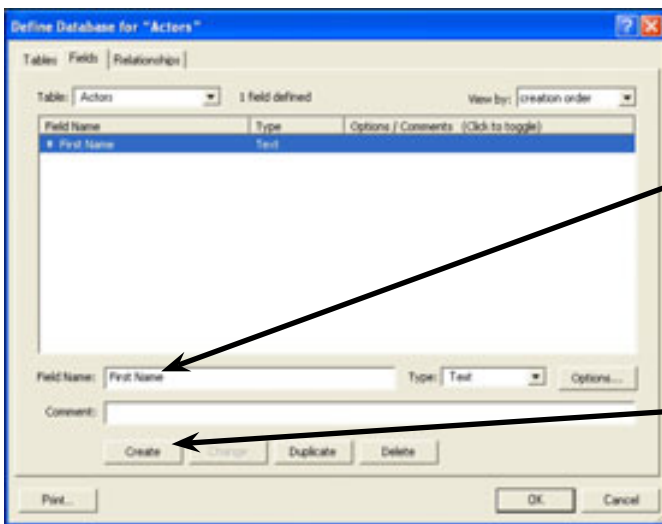1 Access your FMP8 FILES folder and enter the file name:

Actors

2 Click on SAVE.

Creating a Database

The database about famous actors will record their First Name, Last Name, Real Name, Year of Birth, Country of Birth and the number of Academy Awards that they have won.
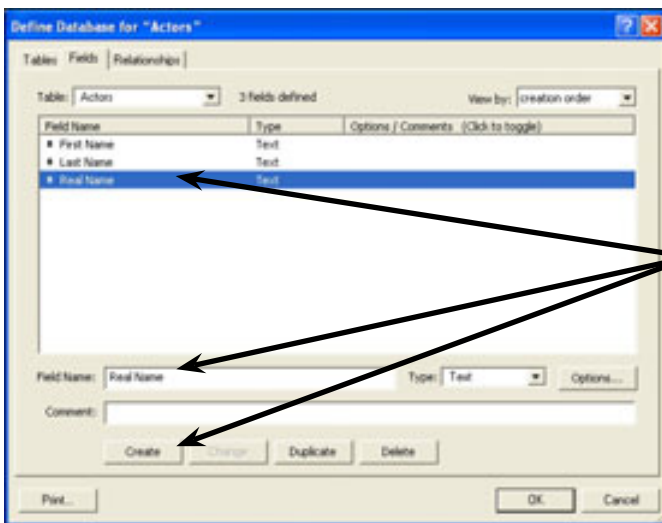
The first step in creating a database is to enter the FIELDS (the categories or sections into which the data is divided).
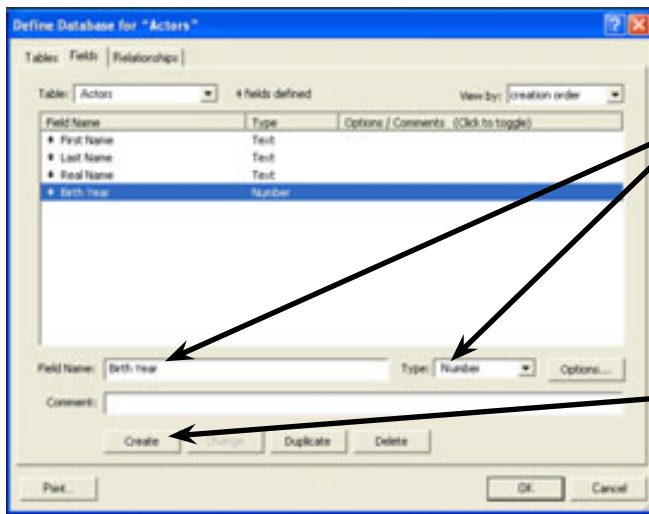
A   Entering the Fields

1 In the FIELD NAME box enter:

FIRST NAME

2 Click on the CREATE button. FIRST NAME will be placed in the FIELD LIST frame and its TYPE will be set to the TEXT.
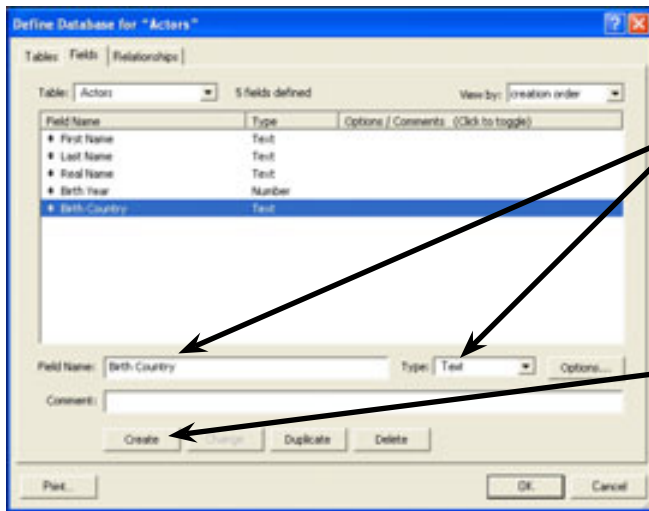
3 Enter LAST NAME and click on CREATE, then enter REAL NAME and click on CREATE. Both fields will be added to the FIELD LIST as TEXT fields.

4 Enter BIRTH YEAR and set the TYPE box to NUMBER.

5 Click on the CREATE button to add the BIRTH YEAR field to the FIELD LIST frame as a DATE field.

NOTE: **The BIRTH YEAR field will only allow numbers to be entered into it.**

6 Enter BIRTH COUNTRY in the FIELD NAME box and set its TYPE box to TEXT.

7 Click on CREATE and the BIRTH COUNTRY text field is added to the Field List.