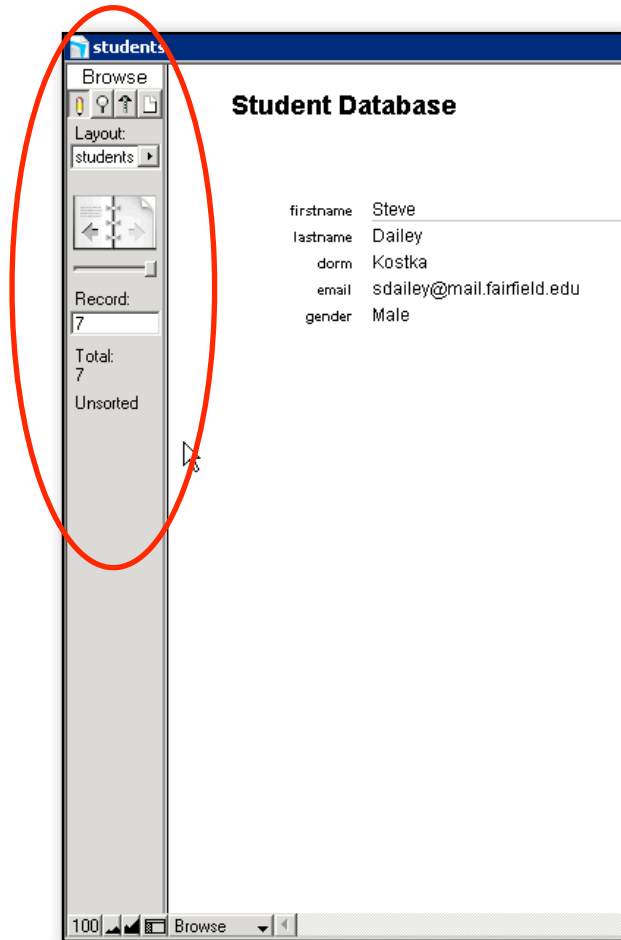


C&NS Source Guide

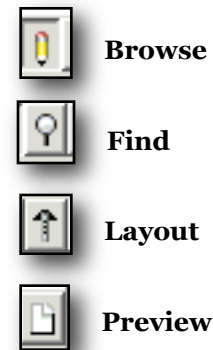
FILEMAKER: BASICS OF THE INTERFACE



The area on the left side of a FileMaker window is called the **Status Area**. This is where you'll find the tools you'll use most often when creating and working with databases.



The tools at the top of the status area tell you which **mode** you are working in:



The second portion of the status area provides a pop-up list



of all layouts you have in your database. Each layout repre-

sents a different way to view the fields and data in your file.



The final section of the status area displays information about the records in your database and an easy means for navigating among them.

The **total** entry tells you how many records there are in the set that you're working with (this can be the total number of records in your database, or the number in a found set that resulted from a search you did).

The **record** field tells you which record of that total number you're currently viewing.

The **book** icon allows you click on the right- or left-hand page to "flip through" the records in your current total set. (Dragging the slider below the book will also move you along more rapidly in your set of records, which is very convenient if you're working with a large number of records and can't afford to flip through them one at a time.)