

C&NS Source Guide

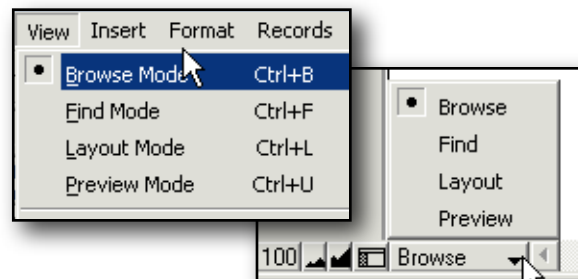
FILEMAKER: WORKING WITH LAYOUTS

A **layout** is FileMaker's term for a graphical representation of a particular table and set of fields. Multiple layouts can -- and probably will -- exist for each table in a database, because each layout is just a different way to work with the fields in that table. Not all fields need to exist on any one layout; the data in each field is still stored in the database, even if you haven't put a specific field on your layout.

Whenever you create a new table and set of fields, FileMaker will automatically create a layout for it. The layout will appear as a **form**, meaning that it will display all the fields for one record, like a form to be filled out. You can also have a layout appear as a **list**, with all of your records listed in rows on the screen; or as a **table**, which looks very similar to an Excel spreadsheet.

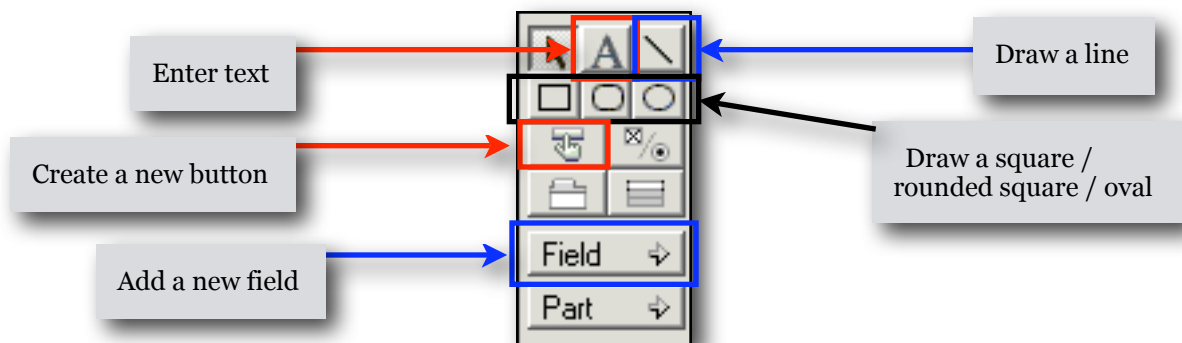
EDITING AN EXISTING LAYOUT

FileMaker has four different **modes** that you can select from: **Browse**, for adding, deleting, and browsing through your records; **Find**, for searching for records; **Layout**, for editing the look of your screens; and **Preview**, for printing records. You can change between modes by choosing the desired mode from the **View** menu, or by selecting the mode from the pop-up list at the bottom left of the FileMaker window.



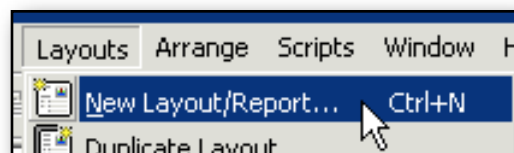
Tools for Editing Layouts

The left-hand side of the FileMaker window contains a set of tools that become activated when you enter Layout mode. Just click on the tool of your choice and begin "drawing" on your layout. The most-often used tools and their functions are:



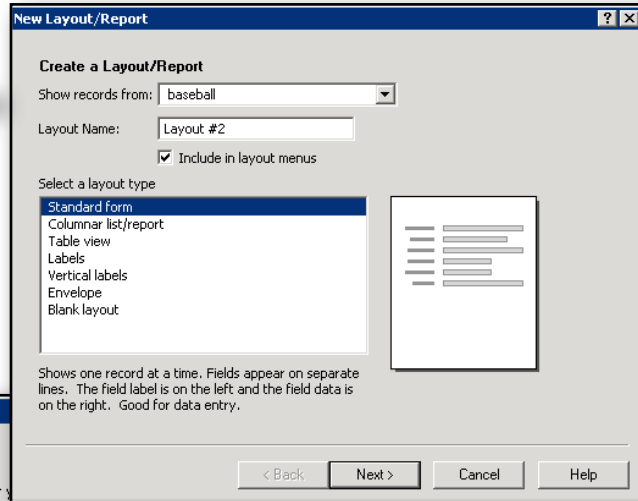
CREATING A NEW LAYOUT

To create a new layout, enter Layout mode and choose **New Layout/Report** from the Layouts menu.

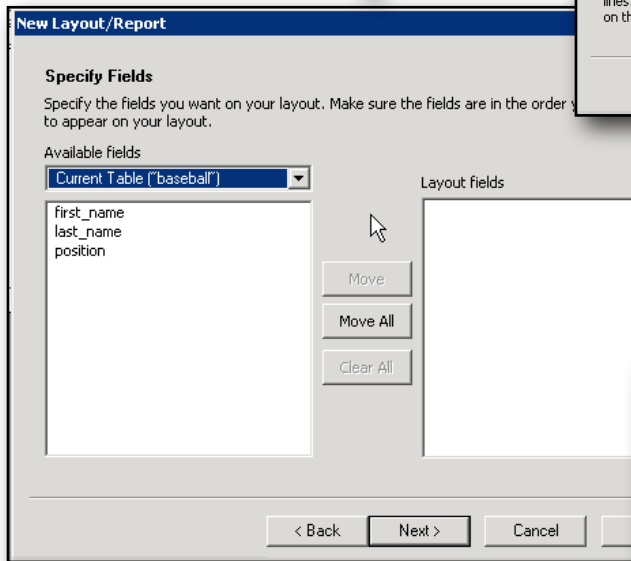


A wizard will open up that will take you through the three steps necessary to create a new layout:

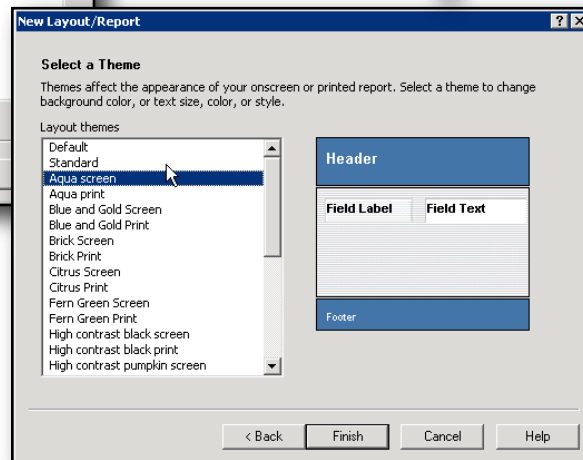
1) What table should the fields be pulled from, and what type of layout would you like it to be (form, table, list, etc.)?



2) Which of the fields from the table you've chosen should appear on this new layout?



3) What look should FileMaker give to your new layout?



Once FileMaker creates this new layout for you, you can always go back to the Layout mode and make further edits to the look, color scheme, etc. You can also add more fields to your database and to your layout at any time.

To switch between layouts, use the menu that's located on the left-hand side of the FileMaker window. All of your layouts will appear in this list when you're in either Browse or Layout mode.

