

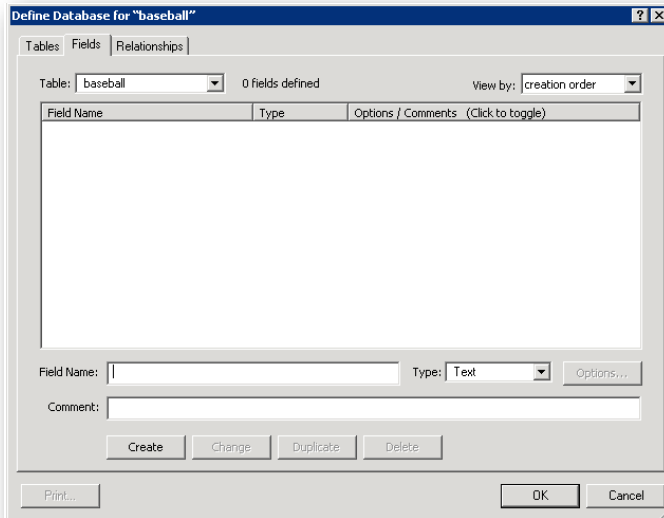
C&NS Source Guide

FILEMAKER: CREATING A NEW DATABASE

Creating a new database in FileMaker is easy; the program practically walks you through the process when you first open it.

Just choose the option to **Create a new empty file** and click the **OK** button at the bottom of the dialog box. A new box will appear asking you to name your database and choose the location on your computer where it should be saved.

Once you've decided what to call your database and where to save it, you'll see a new box appear that will ask you to start defining the fields that will be in your database (FileMaker has already created a table in the database, and given it the same name as the database itself).



You can now start creating the fields you'll need in your first table. Just enter a **Field name** for the first field, choose a field **Type**, and click the **Create** button.

WHAT DO THE DIFFERENT FIELD TYPES MEAN?

Text: Any information - letters, numbers, a combination - can be entered into a text field

Number: Numbers only, up to a total of 800 digits

Date: Any date from 01/01/0001 to 12/31/4000

Time: The time of day, in hours, minutes, and seconds

Timestamp: The date and time together, to refer to a fixed point in time (e.g., 10/25/2003 2:39:46 AM)

Container: A field that can hold a file, such as a Word document or PDF, an image file, or a multimedia file (e.g., a QuickTime movie)

Once you complete your list of fields, click the **OK** button and you'll find yourself with a blank white **Layout** that has all your database fields and is ready for records to be added.