

Navigating FileMaker Pro Advanced 11



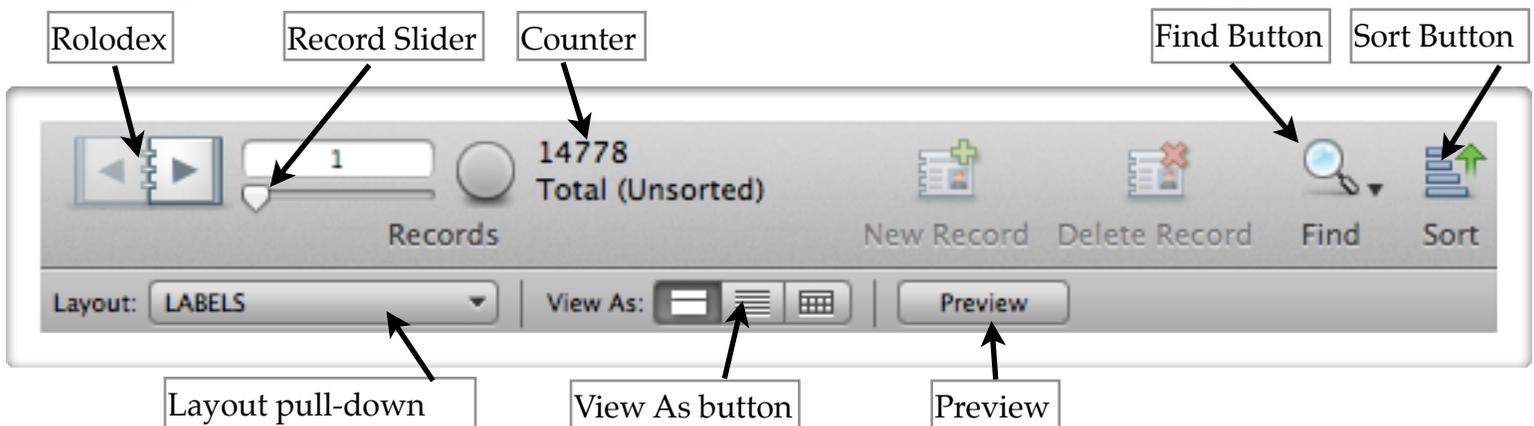
In FileMaker Pro, there are four different modes in which you can choose to view a database. They are **Browse Mode**, **Find Mode**, **Layout Mode**, and **Preview Mode**. Each of these modes will generate a different Menu bar with different options. This tutorial handout will mostly be focusing on the **Browse** and **Find** Modes, but will little emphasis on the **Layout** and **Preview** Modes.

Browse Mode

The most common mode you will want to use to navigate through your database is the **Browse Mode**. When Filemaker opens an existing file, most often it is already in this mode. If it is not, you will want to go to **View ... Browse Mode** (pull down from the menu bar) or use the keyboard shortcuts: **Command-B**.

When in **Browse Mode**, the **Status Tool Bar** will appear in the upper portion of the window. Outlined below are the parts of that menu:

Rolodex - moves you through records linear (one-by-one)
Record Slider - moves quickly to any record by sliding the button
Counter - indicates how many records are in view. (sorted or unsorted)
Find Button - moves you to find mode, to do a search
Sort Button - a shortcut to sort the records



Layout pull-down - pull down listing all the layouts created for the database
View As buttons - short-cut to view as a Form, List or Table
Preview - toggles a print preview on/off

And at the bottom of the screen you will find:

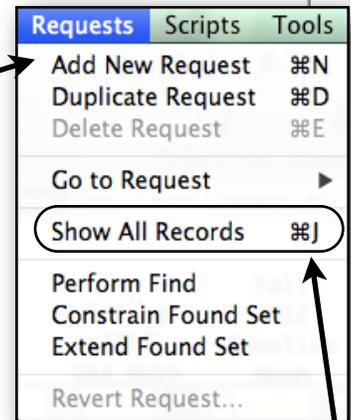
Window Zoom button →
Mode Pull-down →

Find Mode

To perform a **Find** in your database, you need to go to **Find Mode**. Go to **View ... Find Mode** (pull down from the menu bar) or use the keyboard shortcuts: **Command-F**.

There is also the option to use the **Request Menu**. When using the Request Menu, you can create multiple requests. These requests include the “this AND that” request (multiple find fields on the same find request) and the “this OR that” request (multiple find requests, same field).

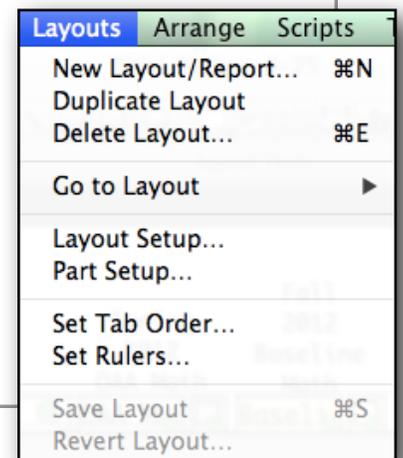
After you have made a request you will see how many records fit the request in the **Count** section of the **Status Tool Bar**. Once you have viewed your request, you can either perform another **Find**, show those that were omitted from the request or click **Show All Records** to bring all records back to view.



Layout Mode

To create a new layout in your database, you need to go to **Layout Mode**. Go to **View ... Layout Mode** (pull down from the menu bar) or use the keyboard shortcuts: **Command-L**.

From the **Layout Menu**, you can create many types of layouts (table, list, blank layout, even labels). You can become as creative as you like when in this environment. It is your design mode when in FileMaker Pro. You can create Merging Fields, add Linking buttons, insert Headers/Footers, create the body of the layout, and many more advanced features. Your options are endless.



Sorting Records

To perform a sort on your database, go to **Records....Sort Records** (pull down from the menu bar) or use the keyboard shortcuts: **Command-S**.

You can sort by any field, and by multiple fields. You can specify **Ascending/Descending** order or by other advanced sorts. When you have configured your sort information, just click on **Sort**. In the same window you can perform the “Unsort” function also.

