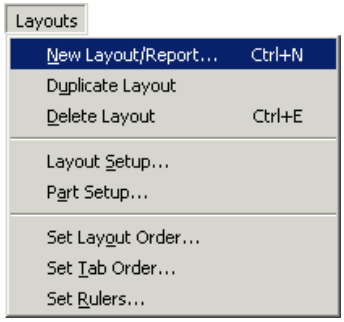
Information Technology Services

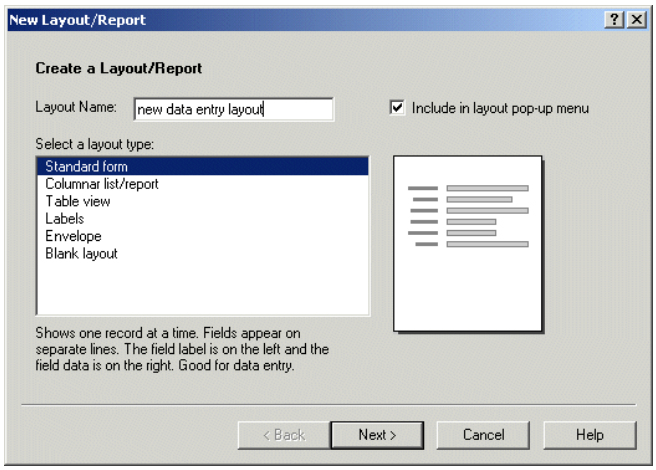
FileMaker Pro 5: Layouts
Learning Guide

Creating a new layout with the layout wizard

- To create a new layout, first choose **Layout Mode** from the **View** menu.
- Next, from the **Layouts** menu, select **New Layout/Report**.



- Select the kind of layout to be created, and name your new layout. Click on **Next**.



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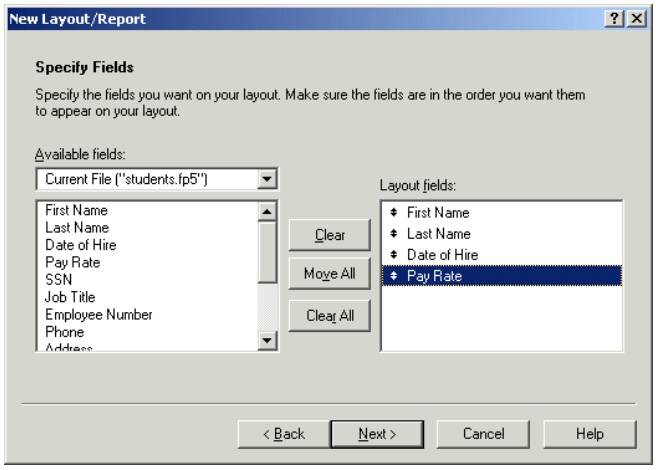
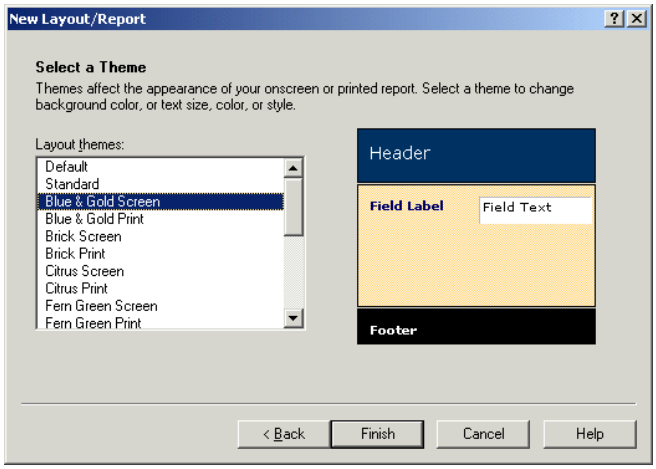
- Select the fields to be included in your layout. Doubleclick on a field in the list of **Available Fields** (on the left) to add that field to the list of **Layout fields**. Click on **Next**.



- Finally, select a **theme** (an already created design) for your layout. To preview the various available themes, click on each name in the **Layout themes** list to see a version of that theme at the right of the dialog box. Once you have decided on a theme, click on **Finish**.

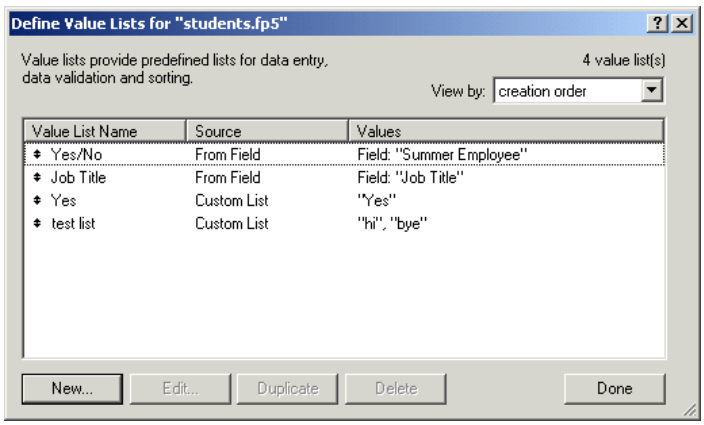


Creating a pop-up menu

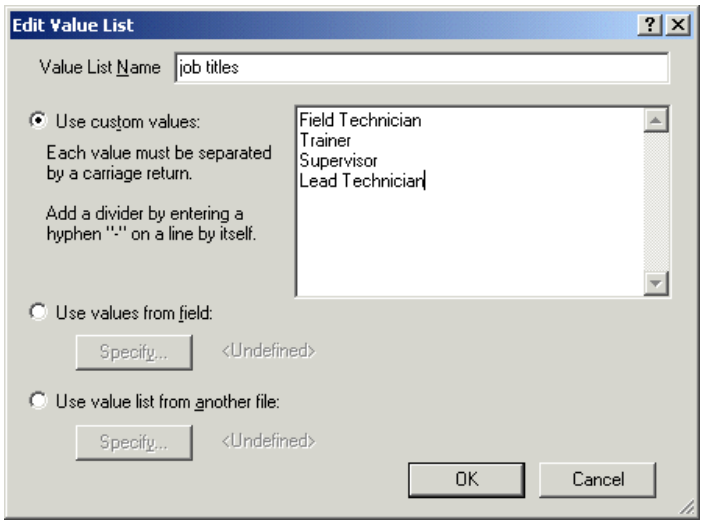
FileMaker makes it easy to add drop-down menus, check boxes, and radio buttons to your layouts. These data entry tools are especially useful with fields that may contain only a small group of values. In these situations, a well-placed menu or checkbox can greatly speed the data entry process or reduce the amount of error in your data.

Creating a value list

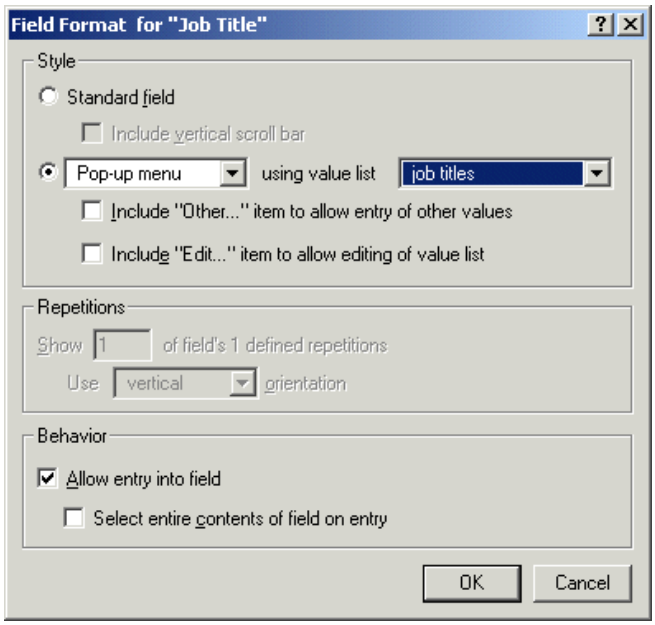
- First, create a value list by selecting **Define Value Lists** from the **File** menu. This list contains the values that will appear in your menu or next to your checkboxes and radio buttons.
- Next, click on **New** in the **Define Value Lists** dialog box.



- Name the list, and enter a list of custom values in the box at the right. Alternatively, select **Use values from field** to fill your menu with the values already entered in that field. Click **OK**, and then click **Done** to return to your layout.



Creating the menu for your field

- Right-click on the field in your layout that will be associated with the new menu. From the drop-down menu, choose Field Format.

- Click on the lower radio button in the **Style** box.
- From the drop-down menu next to the radio button, select **pop-up menu**.
- From the **value list** drop-down menu, select the name of the value list you just created. Click **OK**. Switch back to the **Browse** mode (using the **View** menu) to test your new pop-up menu.