

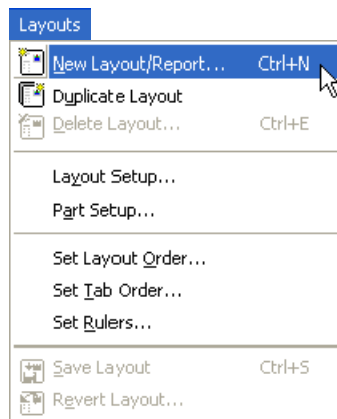


FileMaker Pro 7.0: Layouts Learning Guide

Creating a new layout with the layout wizard

To create a new layout:

- From the **View** menu, select **Layout Mode**.
- From the **Layouts** menu, select **New Layout/Report**.



- The **New Layout / Report** menu will appear

- In the area labeled **Select a layout type**, select the type of layout you wish to create.
- In the box labeled **Layout Name**, type in a name for your new layout.

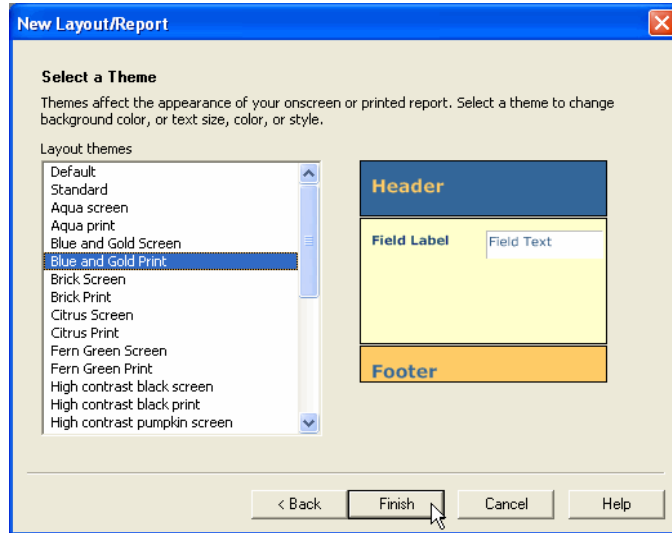
The screenshot shows a dialog box titled "New Layout/Report" with a close button (X) in the top right corner. The main heading is "Create a Layout/Report". Below this, there is a "Show records from:" dropdown menu set to "CDs-full". The "Layout Name:" text box contains "new data entry layout". A checkbox labeled "Include in layouts menu" is checked. Under "Select a layout type", a list box contains several options: "Standard form" (highlighted), "Columnar list/report", "Table view", "Labels", "Vertical labels", "Envelope", and "Blank layout". To the right of the list is a preview window showing a simple form layout with horizontal lines. Below the preview, a small text block reads: "Shows one record at a time. Fields appear on separate lines. The field label is on the left and the field data is on the right. Good for data entry." At the bottom, there are four buttons: "< Back", "Next >" (with a mouse cursor over it), "Cancel", and "Help".

- Click on the button labeled **Next** to continue.

The screenshot shows the same "New Layout/Report" dialog box, now in the "Specify Fields" step. The heading is "Specify Fields" with the instruction: "Specify the fields you want on your layout. Make sure the fields are in the order you want them to appear on your layout." Below this, there is an "Available fields" section with a dropdown menu set to "Current Table ('CDs-full')". A list box contains: "Tracking Number", "Artist", "Album Name" (highlighted), "Released", "Location", and "Notes". To the right of this list are three buttons: "> Move >", "Move All", and "Clear All". Further right is a "Layout fields" section with a list box containing "♦ Tracking Number". At the bottom, there are four buttons: "< Back", "Next >" (with a mouse cursor over it), "Cancel", and "Help".

- Select the fields to be included in your layout.
- In the list of **Available Fields** (on the left), double-click on a field to add it to the list of **Layout fields**.
- In the list of **Layout fields** you can re-order the fields by clicking on the double-headed arrows and dragging up or down.
- Click on **Next**.

- Select a **Theme** (an already created design) for your layout.
- Preview the various available themes by clicking on each name in the **Layout themes** list. A version of that theme will appear at the right of the dialog box.
- Once you have decided on a theme, click on the button labeled **Finish**.

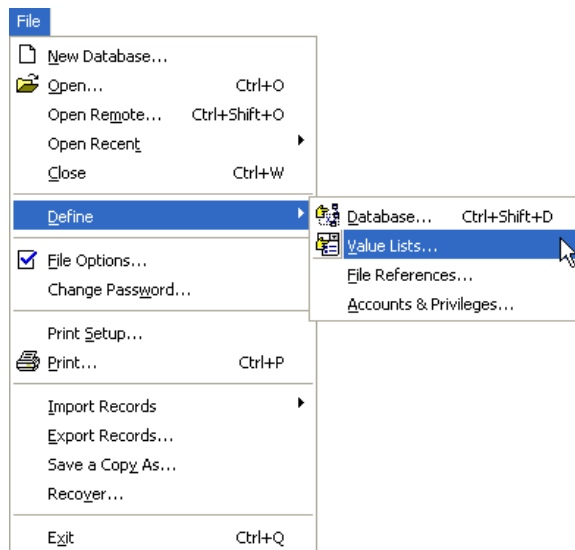


Creating a pop-up menu

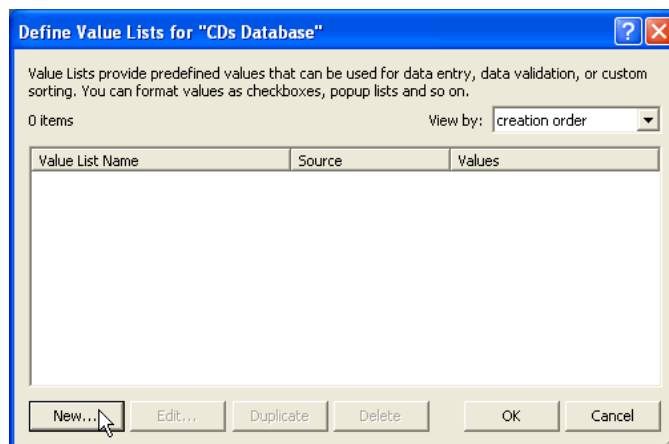
FileMaker Pro makes it easy to add drop-down menus, check boxes, and radio buttons to your layouts. These data entry tools are especially useful with fields that may contain only a small group of values. In these situations, a well-placed menu or checkbox can greatly speed the data entry process or reduce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

Creating a value list

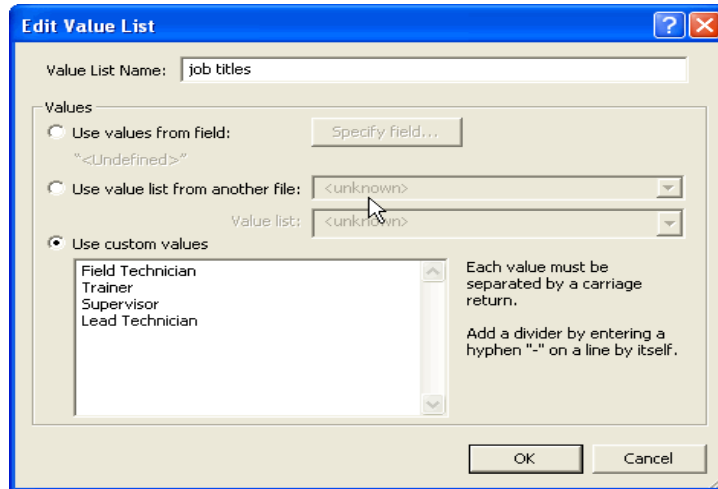
- From the **File** menu, select **Define Value Lists**.



- The **Define Value Lists** window will appear.
- Click on the button labeled **New**.



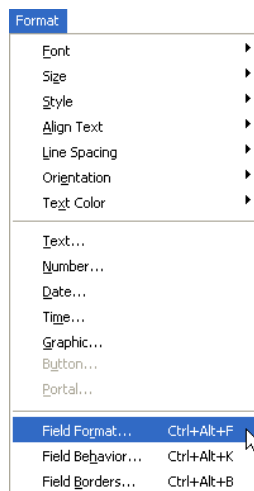
- The **Edit Value List** window will appear



- In the box labeled **Value List Name**, type in a name for the list.
- 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 on the button labeled **OK** to return to the **Define Value Lists** dialogue.
- Click on the button labeled **OK** to return to your layout.

Creating the menu for your field

- In **Layout mode**, select the field in your layout that will be associated with the new menu.
- From the **Format** menu, select **Field Format**.



- The **Field Format** window will appear.
- From the **Format field as** drop-down menu, select **Pop-up Menu**.
- From the **Display values from** drop-down menu, select the name of the value list you just created.
- Click on the button labeled **OK**.
- Switch back to the **Browse** mode (using the **View** menu) to test your new pop-up menu.

