FileMaker Pro Tutorial

LEME Open File Database

This brief tutorial will allow you to use the basics of this run-time 'FileMaker Pro' Database, which is stored on the CD in the back of this volume. For more elaborate operation of a FileMaker Pro database, see their on line help (http://www.filemaker.com/register/learning_center.html).

Installation

Load the LEME OpenFile directory from the CD onto a suitable place on your hard drive. Open the directory and launch the application from the LEMEOpenFile.exe file (you could create a shortcut on your desktop to the .exe file to make access easier in future).

This database is a runtime module and contains all the software you require to run it. Ownership of FileMakerPro software is not necessary. This run-time module has been compiled for the Windows operating environment only.
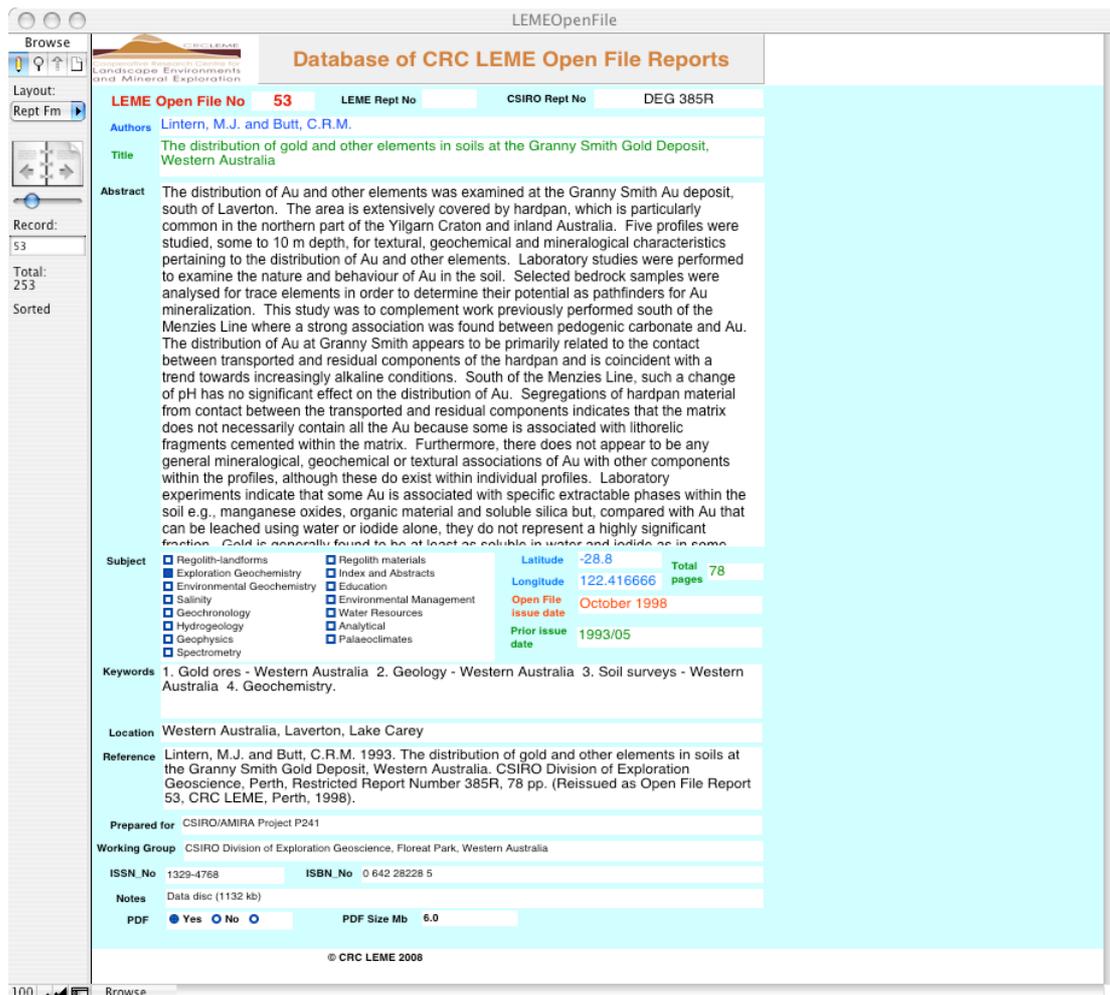

Figure 1. The appearance of the Rept Fm (Report Form) layout. Stepping through the

database is achieved with the arrows on the booklet icon and scroll bar all in the top left.

Layouts and getting around

The first layout is the Rept Fm layout as in Figure 1. In the top left is a booklet icon with a mini-scroll bar. The number of records is stated (253 in this database) and the database is sorted according to LEME Open File Report Numbers. You may scroll through the database, report by report, by clicking on the right and left arrows on the booklet icon or by dragging the scroll bar for gross changes. This layout shows one report record at a time. Clicking on the **Abstract** reveals a scroll bar.

Two other layouts may be accessed by selecting from a menu activated by clicking on the **Layout** box above the booklet icon. These other layouts are **Reference** and **Table** and show several records at a time. The Reference layout is used for a list of the *original* references; this will require editing to suit any required format but the essential facts are there.

Figure 2. The search menu. Type the search criteria into the blank fields and click **Find**.

Searching

Select **Find Mode** from the **View** menu (see Figure 2). Click in the Abstract box, type the word 'calcrete' and click the **Find** button. This will search all abstracts for the word 'calcrete'. There are 44 reports with this specification. Step through them with the book icon.

A more complex search can be achieved by typing different criteria into different boxes before initiating the **Find**. In this case, the search will find only those records that match all these criteria. To include an extra search criterion (where *either* one *or* the other (or both) will be met) select **Add New Request** from the **Requests** menu for the second or subsequent criterion before starting the **Find**. A * may be used as a wild-card for zero or more unknown characters. In numeric fields (only the number of pages and the Open File Report Number are numeric fields) <, or > etc may be used to set criteria. See on line help for details of more sophisticated searches.

To return to *all* the records, select **Show All Records** from the **Records** menu.

Sorting

The **Sort Records** command is found in the **Records** menu. Select the required sort fields and **>>Move>>** them from the LH menu to the RH menu and click **Sort** when ready.

Printing

Print from your chosen layout using the **Print** command in the **File** menu. It may be necessary to scale the size of the printed output, using the **Page Setup or Printer Setup**, to suit your printer and paper size.

Exporting

Exporting of selected records is achieved by selecting **Export Records** from the **File** menu and selecting. Give the export file a name and, under **Type**, select the export file format required (Excel is one of the easiest). Select the fields to be exported from the LH Menu and **>>Move>>** these to the RH menu. Click **Export** to write the file in the chosen format.

In general, basic operation of this secure database is easy and intuitive but more complex use will require a little reading and use of FileMaker on-line help (http://www.filemaker.com/register/learning_center.html). A number of good third-party books are available.

All the data in the database has been secured. However, in the extremely unlikely event of file corruption, reload the file from the CD.