

## FileMaker Pro Tutorial

This brief tutorial will allow you to use the basics of the 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 Hester (1998)<sup>1</sup>.

There are two database versions; *S417.FP3* for those using the MS Windows platform and *S417.MAC* for the Macintosh platform. These databases are runtime modules and contain all the software you require. Ownership of FileMakerPro software is unnecessary. First, read the license agreement on the last page of this volume. Provided you accept this agreement, you may copy the appropriate files to your hard disc and launch it as you would any normal application. A splash screen with the license agreement appears. On accepting the terms of the license, the data may be accessed. All the data in these databases has been secured. However, in the extremely unlikely event of file corruption, reload the file from the CD.



Figure 1. The appearance of the Record Card layout. Stepping through the database is achieved with the booklet icon and scroll bar in the top left.

### Layouts and getting around

The first layout is the Record Card layout as in Figure 1. In the top left is a booklet icon on edge with a mini-scroll bar. The number of records is stated (141 in this database) and the database is sorted according to LEME Open File Report Numbers. You may scroll up and down the database, report by report, by clicking on the upper or lower pages of the booklet icon or by dragging the scroll bar for gross changes.

Three other layouts may be accessed by selecting from a menu activated by clicking on the Layout box. These other layouts are Bibliographic, Index Listing and Reference. The Index Listing is a similar layout to the listings given elsewhere in this volume. The Reference layout is

<sup>1</sup> Hester, N. 1998. FileMaker Pro for Windows and Macintosh. Peachpit Press. Website <http://www.peachpit.com>. This quickstart guide gives details of the full implementation of FileMaker Pro.

used for a list of the *original* references; this will require editing to suit the required format. The Bibliographic layout contains information that might be required by librarians.

Note that, in the Record Card layout, some fields contain more information than their field initially shows. Click on the field to read all its contained information. Click and drag in the Abstract field to read large abstracts.

### **Searching**

Select **Find** from the **Mode** menu. 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 26 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 **New Request** from the **Mode** 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 Hester (1998) for details of more sophisticated searches.

To return to *all* the records, select **Find All** from the **Select** menu.

### **Sorting**

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

### **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 **Import/Export** from the **File** menu and selecting **Export Records** *but read and ensure compliance with the license agreement before doing this*. Give the export file a name and, under **Type**, select the export file format required. Be aware of the severe limitations in field sizes imposed by Excel and MS Access if the abstracts are to be exported. ASCII text is selected as comma-delimited text or tab-delimited text. Output to Excel may be achieved with SYLK. 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.