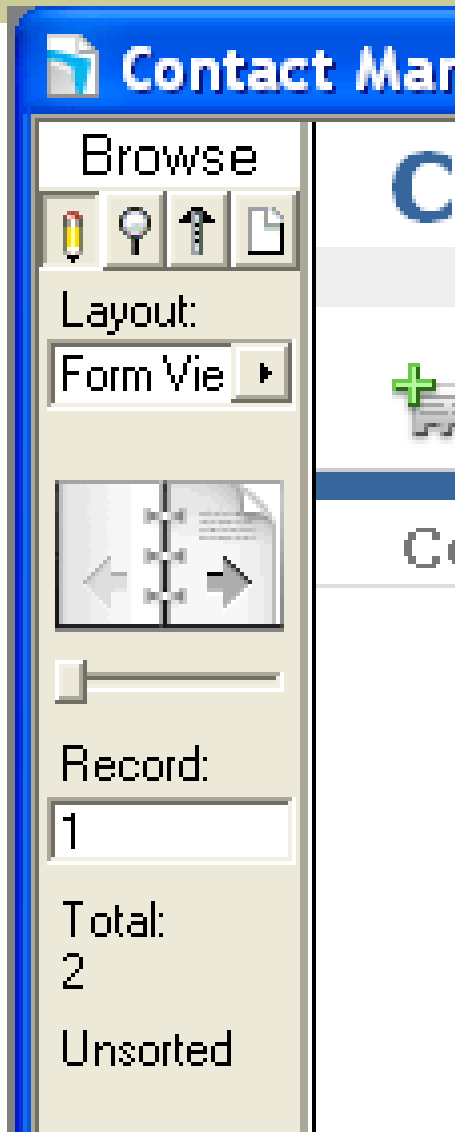


# FileMaker 8 User Tips

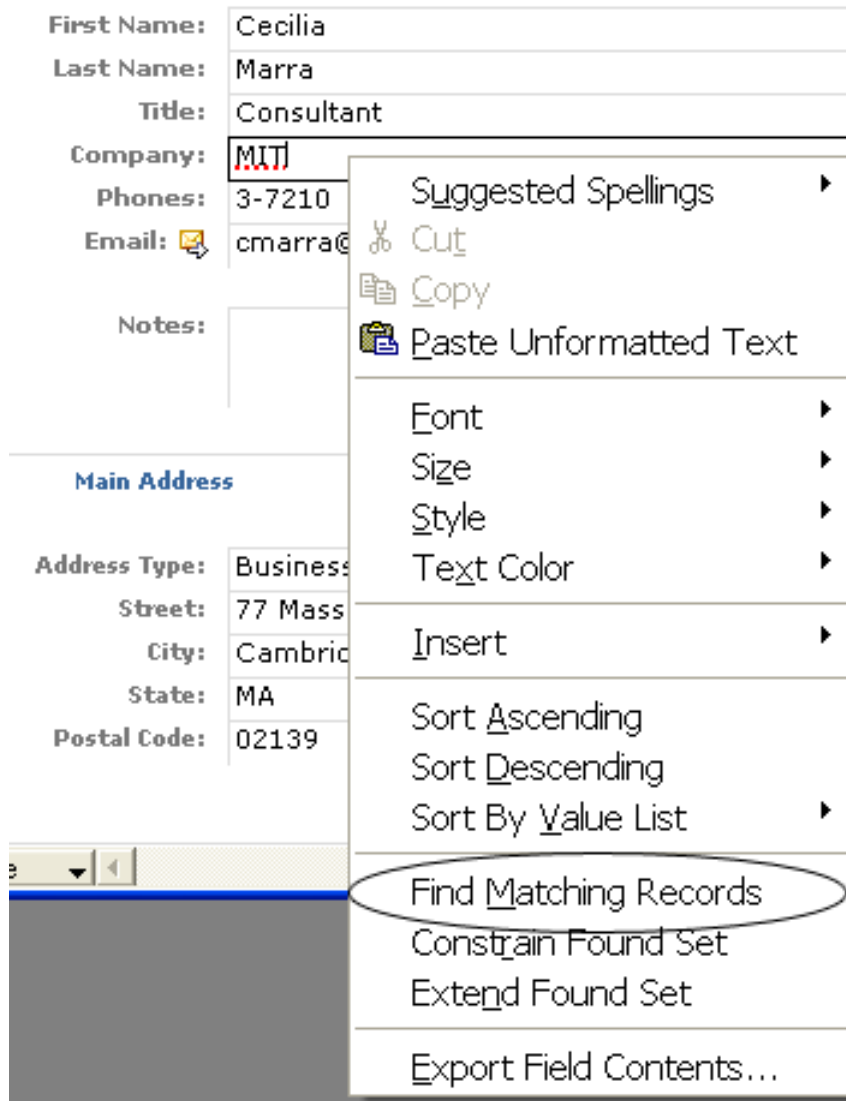
FMUG meeting  
February 10, 2006

# Status Area



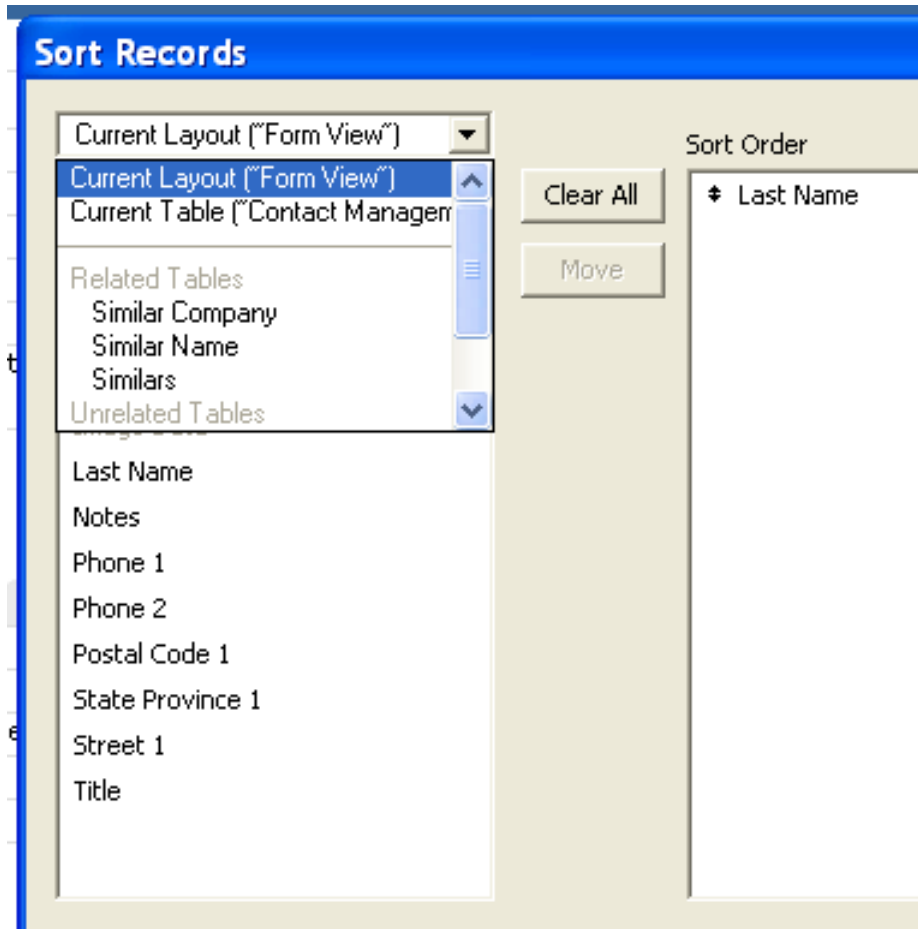
- Rolodex icon has been replaced by a book icon
- Above the book icon is a row of buttons that allow you to switch modes

# Fast Match



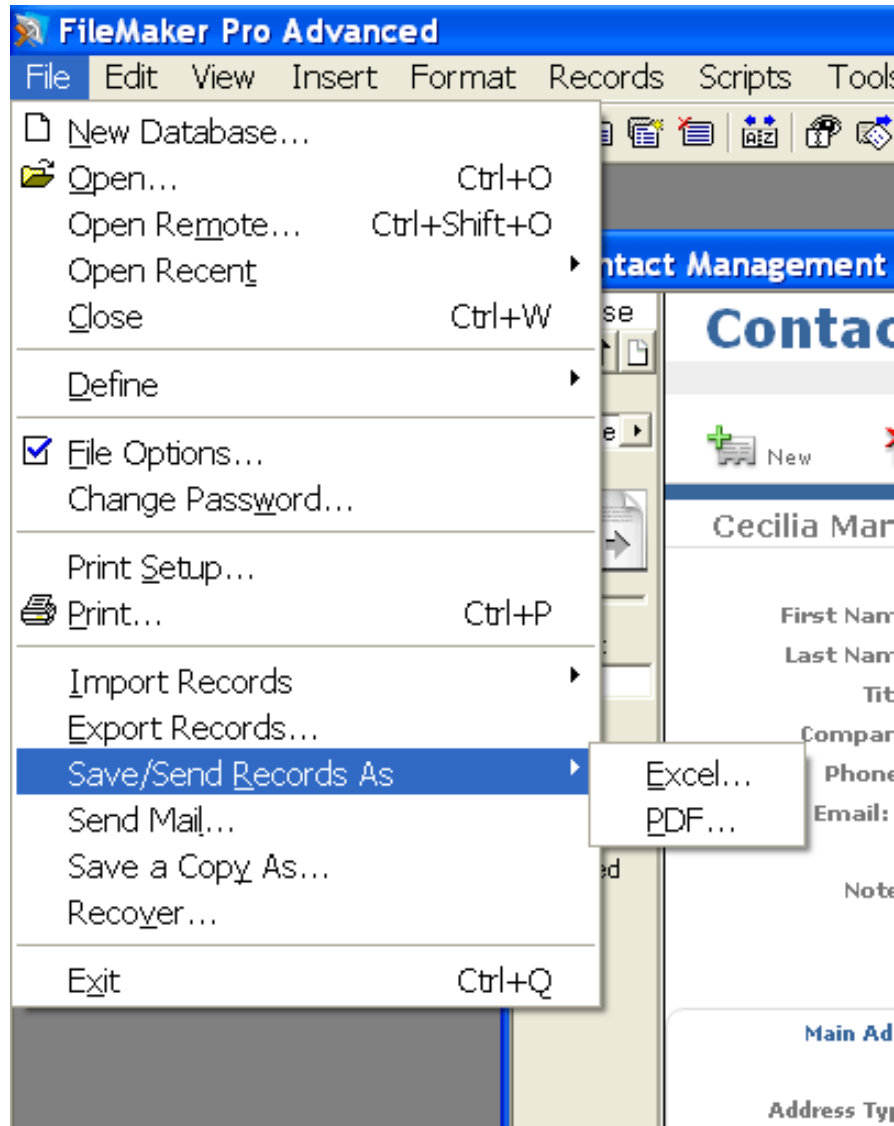
- Select information from the current field and find all matching records.
  - Click in any field
  - Right-click (or control-click on Mac) and select “Find Matching Records” to perform a Find for that field using its content as the search criterion.
- “Omit Record” keyboard shortcut is now Ctrl+T, not Ctrl+M

# Sorting



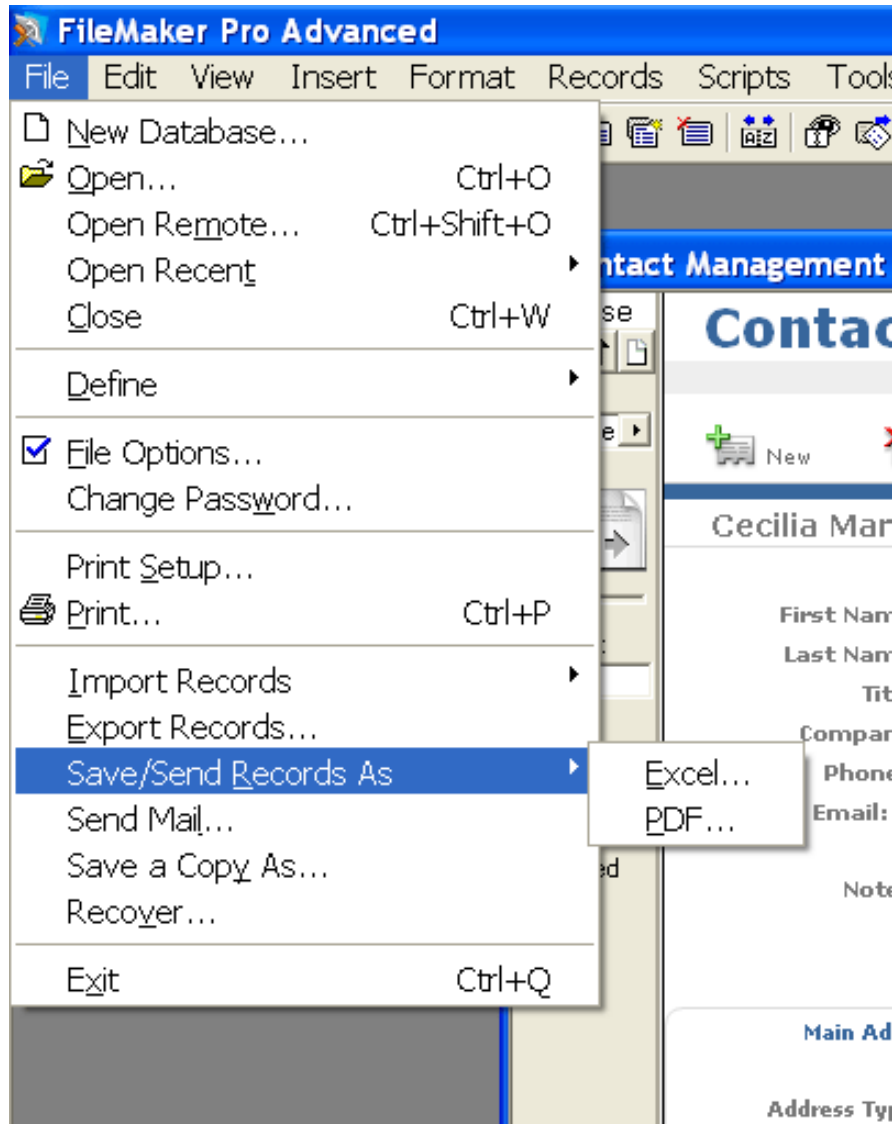
- By default, fields on the current layout are listed first when you sort records.
- To include other fields, you must select another table or table occurrence to access those fields.

# Exporting to Excel



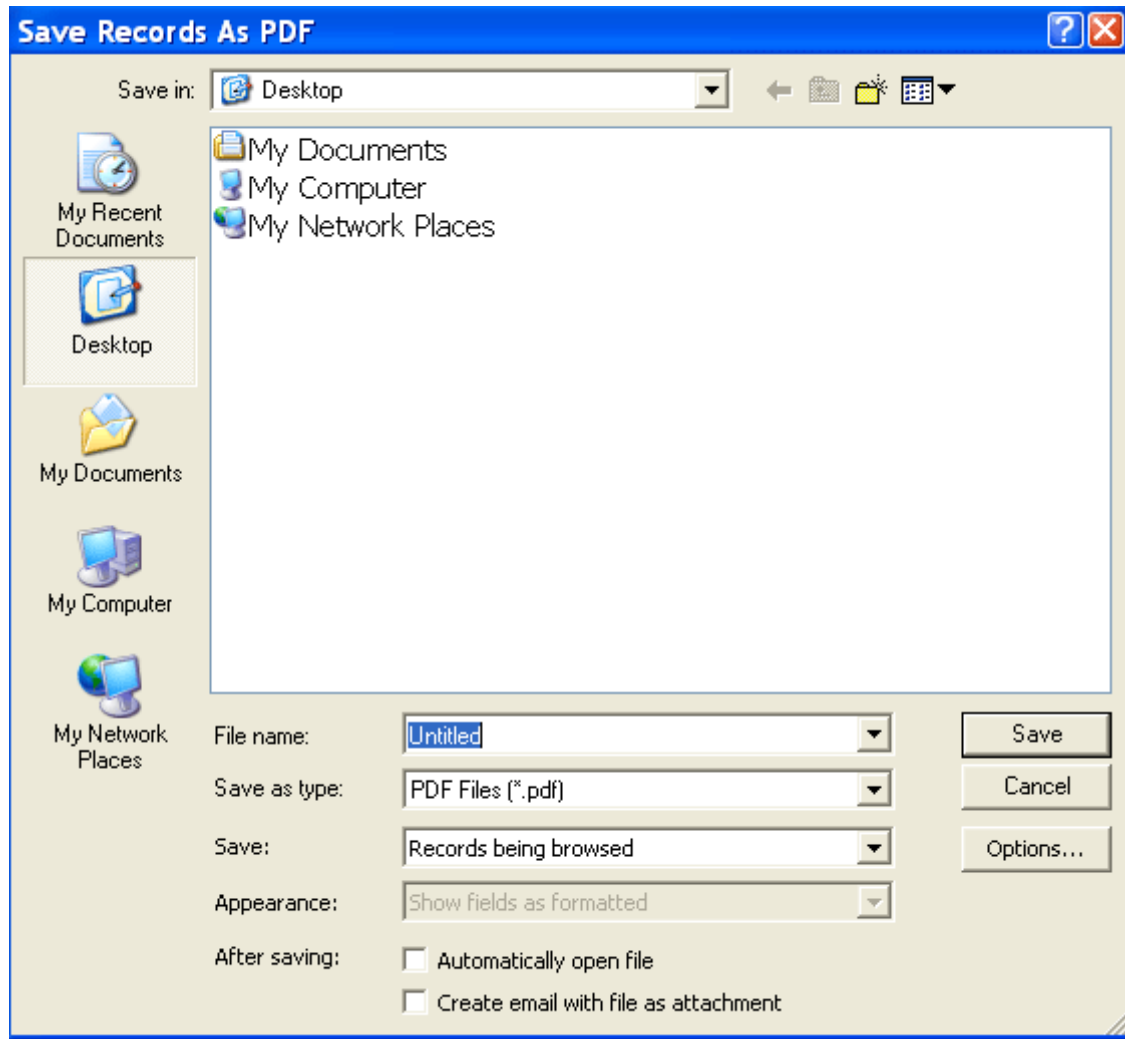
- File > Export Records:
  - Allows you to select which fields you want to export.
  - Automatically brings up dialog box to set meta data and header row
  
- Save/Send Records As:
  - Automatically exports all fields for current record or records being browsed
  - Must click “Options” for dialog box to set meta data and header row

# Exporting to PDF



- If you have Adobe Acrobat installed, you may print to PDF
- Or you can select File > Save/Send Records As > PDF
- Do Print Setup first to set orientation

# Emailing



## • Save/Send Records As

- Use Print Setup to set orientation
- Under File menu: pdf or Excel; current record or found set.
- Next to “After saving,” check off “Create email with file as attachment”
- Will open your email client but will not automatically send

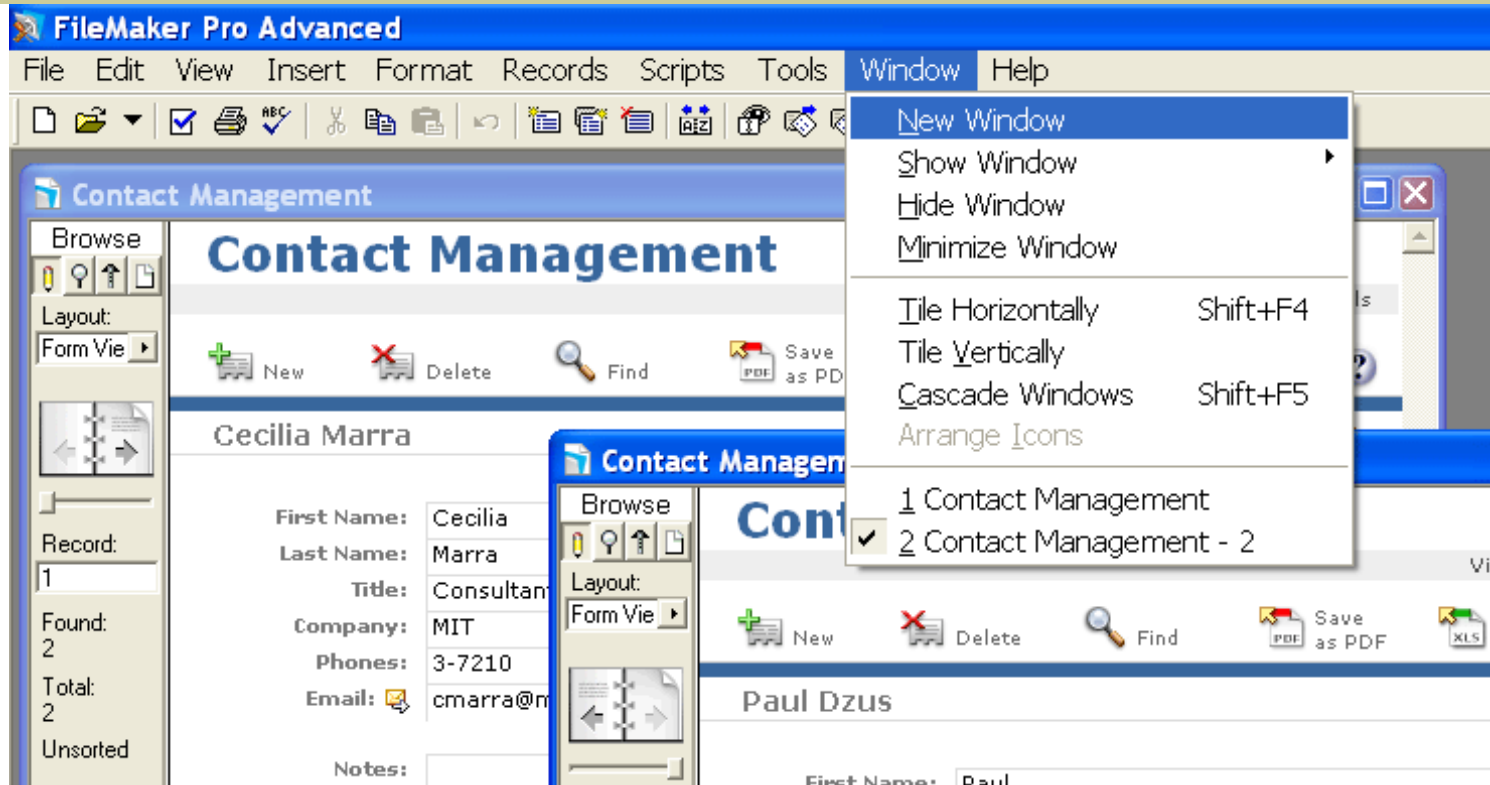
# Emailing – Send Mail

- Send Mail menu item under File (formerly available only as a script step).
- Can specify values with calculations or pull from your address book
- Will send message!

# Committing records

- Not all Enter keys are created equal. Main keyboard Enter key will insert a paragraph break; Number pad Enter Key will save your current record
- You must take the focus off the field you are editing in order to save the record and release the record lock.

# Windows



- Under the Window menu, you will notice options to manage multiple windows.
- You can now open more than one window to the file you are in; this does NOT open windows to other files

# Things you might start to see...

- Consolidation effects:
  - Many layouts listed in sidebar
  - You may need to select a different table to grab the field you want to sort or export
  - Related files may not appear at the bottom of the Window menu. Select Window > Show Window

# More things ...

- Spelling (v8 only) – Spell checking can be turned on or off, on a file-specific basis.
  - To set, go to File > File Options, and select the Spelling tab.
- Tooltips (v8 only)
- Calendar drop-down (v8 only)

# Questions?

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