Closes this dialog box without saving any changes made to the settings.

Displays onscreen Help about using this dialog box.

Closes this dialog box and saves any changes made to the settings.

Pastes the value selected in the list into a field.

Displays the Define Fields dialog box, where you can add a field to the file (and this list).

Displays the Open File dialog box, where you choose a file.

Displays the Define Fields dialog box, where you can add a field to the file (and this list).

Starts omitting records. To cancel before omitting is finished, press Esc.

Displays the Open File dialog box, where you choose a file.

Displays the Specify Field dialog box, where you choose a field.

Sends a message to users of your shared file, asking them to close the file. If guests don't respond to the message (by clicking **Close Now**) and the file can be closed safely, FileMaker Pro closes the shared file in 30 seconds.

Sends a message to users of your shared file, asking them to disconnect from the file.

Displays a dialog box where you can set options for disconnecting guests from the file you want to change.

Displays options for sending a message to users of the shared file.

Displays options for setting up your database for viewing, searching, sorting, and so on in the browser.

Describes other actions needed to set up the plug-in.

Displays the Specify Field dialog box, where you choose a field.

Click **Yes** to format dates and times according to the current system formats. (Using the current system formats does not change the formats saved with the file; you simply work with the data in a familiar format.)

Click **No** to use the date and time formats associated with the file.

Click **No** to use the date and time formats associated with the file.

Click **Yes** to format dates and times according to the current system formats. (Using the current system formats does not change the formats saved with the file; you simply work with the data in a familiar format.)

When this button is **Replace,** clicking it starts replacing records. To cancel before replacing is finished, press Esc.

When this button is **OK,** clicking it closes this dialog box and saves any changes made to the settings.

Displays the Specify Calculation dialog box, where you define a calculation.

Closes the file or files listed at right immediately. If you don't respond to the request and the file can be closed safely, FileMaker Pro will close the file in 30 seconds.

Closes this dialog box.

Disconnects the modem immediately. If you don't click this button, the connection will be stopped after the interval of time shown above.

Displays the Specify Calculation dialog box, where you define a calculation.

Displays the Lookup dialog box, where you define a lookup.

Displays the Specify Calculation dialog box, where you define a validation calculation.

The mathematical operator that performs addition on numerical data (as in **5 + 5).**

The mathematical operator that performs subtraction (as in **10 - 5).**

The mathematical operator that performs multiplication (as in **3 * 4).**

The mathematical operator that performs division (as in **12 / 4).**

Enclose an expression in the ( ) operator to change the operator order of precedence and have the expression enclosed in ( ) calculated first.

Use the ¶ operator to insert a text constant containing a paragraph carriage return or to place a carriage return between the contents of two fields used in a calculation (as in **field1 "¶" field2).** Always surround ¶ with "" (as in **"¶").**

Enclose text in the "" operator to have the text treated as a text constant (as in **"95129").** If you enter text into a formula without using "", FileMaker Pro interprets the text as a field or function name.

Use the & operator to concatenate (join) text expressions (as in **"toy" & "boat"** to result in **"toyboat").**

Displays options for storing and indexing field values.

Displays options for changing the font, size, style, color, line spacing, and alignment of values in a field.

Displays options for changing the font, size, style, color, line spacing, and alignment of values in a field.

Displays text in the color at right. To change the color, click this button and choose from the palette.

Displays options for formatting paragraphs in text fields and text in layouts.

Displays the color palette. To change the color of a field's borders, baseline, or background fill, choose what you want to change from the list above, click this button, and choose from the palette.

Displays the pattern palette. To change the pattern of a field's borders, baseline, or background fill, choose what you want to change from the list above, click this button, and choose from the palette.

Displays the line width palette. To change the line width of a field's borders or baseline, choose what you want to change from the list above, click this button, and choose from the palette.

Closes this dialog and applies the settings to the selected objects in the layout.

Before you click **OK,** examine the **Sample** area to make sure the result is what you want.

Displays the Table View Properties dialog box, where you choose options for formatting and using the table.

For help on using this option, close this Help window, then press F1. In FileMaker Pro onscreen Help, click the link labeled "Script steps," then click the link for the script step you're interested in.

Starts sorting records in the order specified and closes the dialog box. To cancel before sorting is finished, press Esc.

When this button is **Move,** clicking it moves the field selected in the list at left to the list at right.
When this button is **Clear,** clicking it removes the field selected in the list at right.

Restores records to the order in which they were added to the file and closes the dialog box.

Clears all fields from the list at right.

Starts sorting records in the order specified and closes the dialog box. To cancel before sorting is finished, press Esc.

Closes the dialog box without sorting, and saves the settings.

When this button is **Move,** clicking it moves the field selected in the list at left to the list at right.

When this button is **Clear,** clicking it removes the field selected in the list at right.

Restores records to the order in which they were added to the file and closes the dialog box.

Clears all fields from the list at right.

Displays options for setting tabs for data in fields and text on layouts.

Applies the current settings to a selected field without closing the dialog box.

In Browse mode, applies your settings without closing the dialog box.

Adds a new tab setting to the list. To define a tab, for **Position,** type the position, choose additional options, then click **New.** (Use the text ruler to help you measure.)

Clears the tab setting selected in the list above.

Updates changes to a tab setting without closing the dialog box. To change a tab, select the setting in the list, make your changes, then click **Set.**

When selected, displays negative numbers in a different color from positive numbers. Click this button and choose a color from the palette.

Displays the current color. To change the color, click the button at left and choose from the palette.

To choose a background color for the table, click this button and choose from the palette.

To choose a background pattern for the table, click this button and choose from the palette.

Opens the selected file over the network.

Closes this dialog box.

Opens the selected file over the network.

Closes this dialog box.

Saves the current settings and closes the dialog box.

Allows you to create a layout part. To create a new layout part, click **Create.**

Allows you to change a layout part. Select the part in the list and click **Change.**

To change the order of parts on the layout, drag the double arrow next to a part to the new position. (You can't change a locked part, indicated by the lock symbol next to a part name.)

Permanently deletes a part from the layout. Select the part from the list at left and click **Delete**. (You can't delete a locked part, indicated by the lock symbol next to a part name.)

Starts importing records.

To cancel before importing is finished, press Esc. (To delete the records already imported, choose **Records** menu > **Delete All.**)

Click to see the data in the previous record in the file you're importing from.

Click to see the data in the next record in the file you're importing from.

Displays the Define Fields dialog box, where you can create, delete, or change a field in the file that you're importing into. (If the file you're importing into is shared, you can do this only if you're the host.)

Starts exporting records. To cancel before exporting is finished, press Esc.

When this button is **Move,** clicking it moves the field selected in the list at left to the list at right.

When this button is **Clear,** clicking it removes the field selected in the list at right.

Displays a dialog box where you choose a field to group records by, in order to export summary data.

Moves all fields from the list at left to the list at right. Click **Move All** to export data from all fields in the current or related file.

Clears all fields from the list at right.

Adds a field name to **Envelope contents.**

Clears all fields from **Envelope contents.**

When this button is **Move,** clicking it moves the field selected in the list at left to the list at right.

When this button is **Clear,** clicking it removes the field selected in the list at right.

Moves all fields from the list at left to the list at right.

Clears all fields from the list at right.

When this button is **Move,** clicking it moves the field selected in the list at left to the list at right.

When this button is **Clear,** clicking it removes the field selected in the list at right.

Clears all fields from the list at right.

When this button is **Move,** clicking it moves the field selected in the list at left to the list at right.

When this button is **Clear,** clicking it removes the field selected in the list at right.

Clears all fields from the list at right.

Adds a grand total to the report.

Removes a grand total from the report. Select the grand total to remove from the list below and click **Remove Grand Total.**

Adds a subtotal to the report.

Removes a subtotal from the report. Select the subtotal to remove from the list below and click **Remove Subtotal.**

When this button is **Move,** clicking it moves the field selected in the list at left to the list at right.

When this button is **Clear,** clicking it removes the field selected in the list at right.

Moves all fields from the list at left to the list at right.

Clears all fields from the list at right.

Adds a field name to **Label contents.**

Clears all fields from **Label contents.**

Displays the Specify Field dialog box, where you choose a field.

Lets you select an address from the address book of your email application.

Displays the Specify Field dialog box, where you choose a field.

Lets you select an address from the address book of your email application.

Displays the Specify Field dialog box, where you choose a field.

Displays the Specify Field dialog box, where you choose a field.

Displays the Open File dialog box, where you choose a file.

Displays the Specify Field dialog box, where you choose a field.

Displays the Specify Field dialog box, where you choose a field.

Displays the Open File dialog box, where you choose a file.

Displays the Specify Field dialog box, where you choose a field.

Displays the Specify Field dialog box, where you choose a field.

Displays the Specify Field dialog box, where you choose a field.

Displays the Specify Field dialog box, where you choose a field.

Saves the current settings and closes the dialog box.

Adds a new or changed field definition to the file. When you're finished creating fields, click **Done.**

Permanently deletes the field definition and all the data contained in that field. Select the field in the list above and click **Delete.**

Specify options for a selected field, according to its type. You can have data entered automatically, validated, indexed, and stored according to your instructions.

To choose options for a field, select the field in the list and click **Options.**

Saves your changes without closing the dialog box.

Duplicates a field definition. Select the field name in the list and click **Duplicate.** The new name, with **Copy,** is added to the list. To change the name, type a new name for **Field Name** and click **Save.**

Creates a new script. For **Script Name,** type a name for a new script, then click **Create.**

Saves the current settings and closes the dialog box.

Renames a script. Select the script name in the list, type a new name for **Script Name,** then click **Rename.**

Permanently deletes a script. Select the script name in the list, and click **Delete.**

Performs a script. Select the script name in the list and click **Perform.**

Displays options for editing a script. Select the script name in the list and click **Edit.**

Duplicates a script. Select the script name in the list, then click **Duplicate.** The new name, with **Copy,** is added to the list. To change the name, type a new name for **Script Name** and click **Rename.**

Adds or removes the selected script name in the **Script** menu. Select a script name in the list and click the checkbox.

Imports scripts from other FileMaker databases.

Displays options for printing a script. Select the script name in the list and click **Print.**

For help on using this option, close this Help window, then press F1. In FileMaker Pro onscreen Help, click the link labeled "Script steps," then click the link for the script step you're interested in.

When this button is **Move,** clicking it adds a script step to the script definition.

When this button is **Clear,** clicking it removes the script step selected in the script definition.

Clears all script steps from the list at right.

For help on using this option, close this Help window, then press F1. In FileMaker Pro onscreen Help, click the link labeled "Script steps," then click the link for the script step you're interested in.

Duplicates the script step selected in the definition. (To change the order of a duplicated step, drag the double arrow next to the step to the new position.)

Saves the current settings and closes the dialog box.

Displays the Open File dialog box, where you choose the file you want to define a relationship to.

Displays the Edit Relationship dialog box, where you change an existing relationship. Select the relationship in the list above, and click **Edit.**

Duplicates a relationship and adds **Copy** to the name. Select the relationship from the list above and click **Duplicate.**
To change the name, select it in the list and click **Edit.**

Permanently deletes a relationship. Select the relationship in the list above, and click **Delete.**

Displays the Open File dialog box, where you choose a file.

Displays the Specify Sort dialog box, where you define sort instructions.

Displays the color palette. To change the background color of a portal row, click this button and choose a color from the palette.

Displays the pattern palette. To change the background pattern of a portal row, click this button and choose a pattern from the palette.

Saves the current settings and closes the dialog box.

Displays the Edit Value List dialog box, where you define a new value list.

Displays the Edit Value List dialog box, where you change an existing value list. Select the value list above, and click **Edit.**

Duplicates a value list and adds **Copy** to the name. Select the value list above and click **Duplicate.**
To change the name, select it in the list and click **Edit.**

Permanently deletes a value list. Select the value list in the list above, and click **Delete.**

Displays the Specify Fields for Value List dialog box, where you choose a field for the value list.

Displays the Specify External Value List dialog box, where you choose a file.

Displays the Open File dialog box, where you choose a file.

Displays the Open File dialog box, where you choose a file.

Displays information about the FileMaker Pro templates.

Saves the current settings and closes the dialog box.

Creates a new group. For **Group Name,** type a name, and click **Create.**

Renames a group. Select the group name in the list, type a new name, and click **Rename.**

Permanently deletes a group. Select the group name in the list, and click **Delete.**

Displays options for defining or changing access privileges for a group. Select the group name in the list, and click **Access.**

Displays the Define Passwords dialog box, where you can define or change password access privileges.

Saves the current settings and closes the dialog box.

Creates a new password.

Changes a selected password.

Permanently deletes a password. Select the password in the list above and click **Delete.**

Displays options for associating passwords with existing groups and changing the access levels for groups.

Displays options for defining groups of users.

Saves the current settings and closes the dialog box.

Saves the current settings without closing the dialog box.

Restores the settings to what they were when last saved.

Clears all items from the list at right.

Moves all items from the list at left to the list at right. To then remove an item you don't want, click the item and click **Clear.**

When this button is **Move,** clicking it moves the font selected in the list at left to the list at right.

When this button is **Clear,** clicking it removes the font selected in the list at right.

Applies a selected font to the text selected in the file and closes the dialog box.

When selected, displays each word rather than each field value. (For example, the first name and last name in a Fullname field appear separately.)

When selected, enters auto-entered values -- instead of imported values -- in fields that have auto-entry options defined for them.

When selected, brings the specified application to the foreground of the computer screen when the script step is run.

When selected, allows you to move selected text between applications that support drag and drop. When the option is cleared, you can move text between applications by using the Clipboard.

When selected, displays a horizontal bar containing context-sensitive help at the bottom of the application window.

When selected, displays a list of database templates each time you start FileMaker Pro or choose **File** menu > **New.**

When selected, displays the keyboard shortcuts (such as Ctrl+B to browse records) and underlined keyboard accelerators in the menus.

When selected, displays the names of FileMaker Pro files (up to nine files) recently opened. Filenames appear at the bottom of the **File** menu. Type the number of filenames to display at right.

When selected, single-clicking a layout tool keeps the tool active until you click on a different tool or press Enter. When the option is cleared, single-clicking a tool makes it active only for one task (for example, you draw one oval and release the mouse button).

When selected, adds fields to a layout in the order in which they are defined. When the option is cleared, you must select new fields in the Specify Field dialog box to place them on a layout.

When selected, automatically enters a default password when you open the file named above. (When the password isn't valid, you're asked to type another one.) After you select this option, type a default password at right.

When selected, displays the layout selected at right whenever you open the file named above. When this option is cleared, the last layout used, or a layout specified in a startup script, is opened. After you select this option, choose a layout at right. (The layout must already be defined.)

When selected, displays typographic (curly) quotation marks and apostrophes instead of straight quotation marks (") and apostrophes (').

When selected, stores graphics (including OLE objects) in Windows, and Mac OS (PICT, GIF, and JPEG) formats. When this option is cleared, only the Windows format is stored, to save disk space. Changing this option affects only graphics inserted after the change.

When selected, performs the startup script selected at right whenever you open the file named above. After you select this option, choose a script at right.

When selected, performs the shutdown script selected at right whenever you close the file named above. After you select this option, choose a script at right.

When selected, resets the **next value** serial number (in the field's Auto-Enter options) so that the next value automatically entered for this field -- after the replace defined in this dialog box is performed -- follows in sequence. When this option is cleared, the serial number settings are left unchanged in the Auto-Enter options, and the next automatically entered value is the next available value based on those settings (not in sequence with the records reserialized by the replace defined in this dialog box).

(To display Auto-Enter options for a field, choose **File** menu > **Define Fields.** Select the field, click **Options,** then click the **Auto-Enter** tab.)

When selected, assigns the original filename to the new file, and adds **Old** to the original filename.

When the option is cleared, the original file keeps the original name, and **Converted** is added to the new filename. (You can change this name in the dialog box that appears next.)

When you click **OK,** the file is converted with the name specified by your choice.

When selected, enters the data selected at right into the field.

When selected, enters a number that is incremented from the previous record. Type instructions about the serial numbers below.

When selected, enters the field value from the previous record. (Or, on the Web, the value from the last record accessed by a FileMaker Pro user.)

When selected, enters the value you type in the text box at right into the field.

When selected, enters the result of a calculation. When you select this option, you see the Specify Calculation dialog box, where you define the calculation.

When selected, enters a value that is looked up (copied) from a field in any record or file, under conditions you specify. When you select this option, you see the Lookup dialog box, where you define a lookup.

When selected, prevents users from changing an auto-entered value in the field.

When selected, checks that the data in the field matches the specified criteria. Choose **Numeric Only, 4-Digit Year Date,** or **Time of Day** at right.

When selected, checks that the field contains a value.

When selected, checks that no other record in the file contains the same value in the field. (Capitalization and punctuation are ignored.)

When selected, checks that the value entered matches another value in the same field in any other record in the file. (Capitalization and punctuation are ignored.)

When selected, checks that the field contains a value that's in a value list. Choose or define the value list at right.

When selected, checks that the field's value falls within a range that you specify in the text boxes at right.

When selected, calculates a True result (valid data) or False result (invalid data). When you select this option, you see the Specify Calculation dialog box, where you define the validation calculation.

When selected and users enter data that violates a validation rule defined above, they see a message requiring that they adhere to the validation requirements. When this option is cleared, users see a similar message, but they have the option of overriding the warning and entering data that doesn't meet the validation requirements.

When selected, a custom message is displayed whenever data entered into the field does not meet the validation requirements. Type the message below.

When selected, makes the field a repeating field that holds multiple separate values. Type the maximum number of repetitions that you want the field to have -- up to 1000 -- at right.

Values in repeating fields can't be sorted or directly summarized.

A repeating field can display fewer repetitions than the value set here. To define the number of repetitions visible on a layout, set options in the Field Format dialog box (in Layout mode, choose **Format** menu > **Field Format).**

When selected, the calculation is performed only when all fields the formula refers to contain a value.

When selected, checks a field's validation requirements (set in the Auto-Enter dialog box) only when the field's data has changed.

When selected, the container field displays the graphic with the proportions of the original graphic file. When this option is cleared, the graphic may appear stretched to fill the frame's dimensions.

When selected, displays a scroll bar at the right of a field. A scroll bar is useful when you're entering or viewing more data in a field than is visible at one time. (Text that isn't viewable doesn't print.)

When selected, displays an **Other** option in the value list, so that users can enter values other than those provided. This option is not available for fields formatted as pop-up (drop-down) lists.

When selected, displays an **Edit** option in the value list, so that users can change the values provided.

You can't select this option for fields formatted as checkboxes or radio (option) buttons, or for value lists based on a different field's values.

When selected, users can enter data into a field on the layout. When the option is cleared, users can't enter data. Prevent data entry when you want users to see a field but not enter data into it. (To prevent data entry, create a layout that doesn't contain that field, or create groups with limited access privileges.)

When selected, the entire value of a field is selected when users click or press Tab into a field. (When the option is cleared, users must manually select all or part of the value.)

When selected, formats text in the selected style.

When selected, formats text in the selected style.

When selected, formats text in the selected style.

When selected, formats text in the selected style.

When selected, formats text in the selected style.

When selected, formats text in the selected style.

When selected, formats text in the selected style.

When selected, formats text in the selected style.

When selected, formats text in the selected style.

When selected, formats text in the selected style.

When selected, formats text in the selected style.

When selected, formats text in the selected style.

When selected, formats text in a style. Choose the way you want uppercase and lowercase letters displayed from the list at right.

When selected, places a border at the top of a field.

To divide repetitions in repeating fields, also select **Between repeating values.**

When selected, places a border at the left of a field. This option is especially useful when you want to create a visual division between repeating fields placed side by side on the layout, to look like columns.

When selected, places a border at the bottom of a field.

To divide repetitions in repeating fields, also select **Between repeating values.**

When selected, places a border at the right of a field. This is especially useful when you want to create a visual division between repeating fields placed side by side on the layout, to look like columns.

When selected, places a baseline (a line in a field on which type rests) in text fields.

When selected, places a border between repetitions of a repeating field.

When selected, displays a label (a descriptive name for the field that displays and prints) next to a field. The label has the same name as the field. To change the label, select the label on the layout and type a new name.

When selected, displays the layout name in the layout pop-up menu (at the top of the status area on the left of the screen).

When selected, displays and prints records in columns. Type the number of columns at right, and choose to print records across or down.

When selected, sets margins for displaying and printing records, using the values in the boxes below.

Displays and prints records on alternating pages. The inside margin prints on the left side for the first page, on the right for the second page, and so on.

When selected, displays the layout as a form, with field labels on the left and field data on the right.

When selected, displays the layout as a list, with field names arranged horizontally in rows at the top of the page and field values vertically in columns.

When selected, displays selected fields on the layout in tabular format, as in a spreadsheet. To choose options for formatting and using the table, click **Properties.**

For help on using this option, close this Help window, then press F1. In FileMaker Pro onscreen Help, click the link labeled "Script steps," then click the link for the script step you're interested in.

For help on using this option, close this Help window, then press F1. In FileMaker Pro onscreen Help, click the link labeled "Script steps," then click the link for the script step you're interested in.

For help on using this option, close this Help window, then press F1. In FileMaker Pro onscreen Help, click the link labeled "Script steps," then click the link for the script step you're interested in.

For help on using this option, close this Help window, then press F1. In FileMaker Pro onscreen Help, click the link labeled "Script steps," then click the link for the script step you're interested in.

When selected, reduces the width of the selected fields to the minimum needed for their data, and slides all selected objects left based on the amount of space the fields shrink. View the results in preview mode. (Before selecting this option, select the object to slide and the field to the left of the object to slide left.)

When selected, reduces the height of the selected fields to the minimum needed for their data, and slides all selected objects up based on the fields above that shrink the least. View the results in preview mode. (Before selecting this option, select the object to slide and the field above the object to slide up.)

When selected, prevents an object, such as a button, from appearing when you print or preview records. (Before selecting this option, in Layout mode, select the object or objects that you don't want printed.)

When selected, closes up the space on the layout part that contains the fields. To slide up the part relative to all objects, select this option for all the objects that are sliding up. To slide up the part relative to a single object, select this option for that object only.

When selected, displays the layout name in the layout pop-up menu (at the top of the status area on the left of the screen).

When selected, makes summary fields available for sorting. When you select a summary field from the list at left, you must also include a nonsummary field in the sort.

Choose a value list. Or define a value list by choosing **Define Value Lists** from this list.

Choose a language for sorting, if you want to use a language different from the current one.

When selected, makes summary fields available for sorting. When you select a summary field from the list at left, you must also include a nonsummary field in the sort.

Choose a value list. Or define a value list by choosing **Define Value Lists** from this list.

Choose a language for sorting, if you want to use a language different from the current one.

Type what you want displayed when a Boolean value of 0 (zero) is entered in the field.

Type the number of places at right. Type the number of decimal places to display to the right of the decimal separator.

Type the symbol to use for currency.

Type the character (such as . or ,) to use as the decimal separator.

Choose a format for displaying negative numbers.

When selected, displays a horizontal (side to side) grid in the table.

When selected, displays a vertical (top to bottom) grid in the table.

When selected, includes a header layout part at the top of the screen or page.

When selected, includes a footer layout part at the bottom of the screen or page.

When selected, includes a header at the top of each column of each screen or page.

When selected, allows you or a user to resize the width of individual columns.

When selected, allows you or a user to change the order of columns by dragging them to their new positions in the table.

When selected, allows you to sort data in columns by clicking the column headers in the table.

When selected, uses a specified height for all rows. Type a value in the box and choose a unit of measure. When this option is cleared, the text style determines the row height.

When selected, starts a new page before printing the contents of the part selected above.

When selected, starts a new page after printing the contents of the specified occurrences of the part selected above.

When selected, starts page numbering from the beginning after printing the part selected above. (For example, print a title page, then print page 1.)

When selected, prints the entire contents of the part selected above even if it doesn't fit on one page. To not print the remainder of the contents, select **Discard remainder of part before new page.**

When selected, prints as much of the contents of the part selected above as fits on one page but doesn't continue printing the contents on the next page. When the option is cleared, the remainder is printed on the next page.

When selected, adds non-matching records from the file you're importing from to the end of the file you're importing into.

Displays the layout or report name in the layout pop-up menu (at the top of the status area on the left of the screen). When the option is cleared, you can go to the layout by clicking the book icon in Layout mode.

When selected, sets margins for displaying and printing records, using the values in the boxes below.

When selected, creates a columnar list. If there are many fields, they might wrap at the right page margin.

When selected, calculates a separate result for each category in the field being summarized. For example, you can calculate the total amount of sales made by each salesperson.

When selected, calculates grand totals (a total of subtotals) in your report.

When selected, attaches a file to the email message. To choose the file, click **Specify.**

When selected, uses the current phone dialing preferences, based on the user's location.

For Windows 95 or Windows NT 4.0, modem and dialing preferences are set in the Phone Dialer accessory application. For Windows 98, modem preferences are set in the Modems control panel, and dialing preferences are set in the Phone Dialer communications accessory application.

When selected, prevents empty (null) data in the lookup source field from being copied into the lookup destination field.

For help on using this option, close this Help window, then press F1. In FileMaker Pro onscreen Help, click the link labeled "Script steps," then click the link for the script step you're interested in.

For help on using this option, close this Help window, then press F1. In FileMaker Pro onscreen Help, click the link labeled "Script steps," then click the link for the script step you're interested in.

For help on using this option, close this Help window, then press F1. In FileMaker Pro onscreen Help, click the link labeled "Script steps," then click the link for the script step you're interested in.

For help on using this option, close this Help window, then press F1. In FileMaker Pro onscreen Help, click the link labeled "Script steps," then click the link for the script step you're interested in.

When selected, deletes all records from the related file whenever a record in the current (master) file that contains a matching value (in the match field) is deleted.

When selected, allows you to add records to the related file by typing or entering data into related fields in the master file.

When selected, sorts records in the related file before accessing and displaying them in the master file. Sort related records to access a particular record (such as the highest or lowest value) or to arrange multiple records in a portal in sorted order. Sorting here does not affect the order in the related file.

When you select this option, you see the Specify Sort dialog box, where you define sort instructions.

When selected, displays a scroll bar at the right of the portal, with which users can enter and see more records (in rows) than are visible in the portal at one time.

When selected, displays a different background in alternating portal rows, for contrast and easy identification. After you select this option, choose a color and fill pattern at right.

When selected, allows you to delete records stored in the related file by selecting the related row of data in the portal and choosing **Records** menu > **Delete Record.**

When selected, indexes the field's data only when necessary, such as establishing a relationship between fields.

When selected, calculates and displays a result only when needed, such as when browsing or printing records. Select this option when you want the result to change as data used by the calculation changes.

When this option is cleared, calculates and stores a result in the file. Clear this option when you want a result calculated once and then to remain unchanged. Storing results uses additional disk space.

When selected, indexes the field's data only when necessary, such as establishing a relationship between fields.

When selected, performs this option on the selected summary calculation.

When selected, performs this option on the selected summary calculation.

When selected, lets you select a second field whose values display in the value list. For example, to make entering part numbers easier, choose to also display the corresponding descriptions.

When selected, prevents this dialog box from displaying when you start the FileMaker Pro application. To redisplay the dialog box, select **Templates in New File dialog** in General Application Preferences.

When selected, indexes the field's data only when necessary, such as establishing a relationship between fields.

When selected, makes the field a repeating field that holds multiple separate values. Type the maximum number of repetitions that you want the field to have -- up to 1000 -- at right.

Values in repeating fields can't be sorted or directly summarized.

A repeating field can display fewer repetitions than the value set here. To define the number of repetitions visible on a layout, set options in the Field Format dialog box (in Layout mode, choose **Format** menu > **Field Format).**

When selected, makes the field a repeating global field that holds multiple separate values. Type the maximum number of repetitions that you want the field to have -- up to 1000 -- at right.

Values in repeating fields can't be sorted or directly summarized.

A repeating field can display fewer repetitions than the value set here. To define the number of repetitions visible on a layout, set options in the Field Format dialog box (in Layout mode, choose **Format** menu > **Field Format).**

When selected, allows users of the password to do all tasks with the file. To limit access, clear this option and select the tasks that users may do.

One of the defined passwords must be able to access the entire file.

When selected, allows users of this password to do this task. Clear this option to prevent users from doing this task.

When selected, allows users of this password to do this task. Clear this option to prevent users from doing this task.

When selected, allows users of this password to do this task. Clear this option to prevent users from doing this task.

When selected, allows users of this password to do this task. Clear this option to prevent users from doing this task.

When selected, allows users of this password to do this task. Clear this option to prevent users from doing this task.

When selected, allows users of this password to do this task. Clear this option to prevent users from doing this task.

When selected, allows users of this password to do this task. Clear this option to prevent users from doing this task.

When selected, allows users of this password to do this task. Clear this option to prevent users from doing this task.

When selected, allows users of this password to do this task. Clear this option to prevent users from doing this task.

When selected, allows users of this password to do this task. Clear this option to prevent users from doing this task.

When selected, displays each font in the list at right in its typeface.

Choose a file or relationship for displaying fields in the list below. To display fields that are in this file, choose **Current File.** To display fields that are in a different file, choose or define a relationship (choose **Define Relationships).**

Choose or define a script that's associated with the file named above. To choose a file, click **Change File.**

Choose a script that's associated with the file named above. To choose a file, click **Change File.**

Choose a file or relationship for displaying fields in the list below. To display fields that are in this file, choose **Current File.** To display fields that are in a different file, choose or define a relationship (choose **Define Relationships).**

Choose the type of message to send. You can start another application, open a document in another application, or print a document in another application.

Choose the network protocol to use for connecting to host databases and for opening shared databases.

Choose an interval of time at which you want file changes saved from the cache to the hard disk.

Choose a layout to display when you open the file named above. The layout must already be defined.

Choose a script to use whenever you open the file named above. The script must already be defined.

Choose a script to use whenever you close the file named above. The script must already be defined.

Choose the name of the layout whose fields you want displayed in the Web browser. To display all fields (except related fields), choose **All Fields (no layout).** To display related fields, choose a layout that contains them.

If the layout contains related fields, they appear when users view the database, even when the related file is protected with FileMaker Pro access privileges.

Choose the name of the layout whose fields you want displayed in the Web browser. To display all fields (except related fields), choose **All Fields (no layout).** To display related fields, choose a layout that contains them.

If the layout contains related fields, they appear when users view the database, even when the related file is protected with FileMaker Pro access privileges.

Choose the name of the layout whose fields you want displayed in the Web browser. To display all fields (except related fields), choose **All Fields (no layout).** To display related fields, choose a layout that contains them.

If the layout contains related fields, they appear when users view the database, even when the related file is protected with FileMaker Pro access privileges.

Choose how you want your database to appear in the browser.

Choose an option for replacing with serial numbers. **Entry options** uses the instructions specified in the field's Auto-Enter options for serial numbers. **Custom values** uses instructions you specify in this dialog box. When you choose **Custom values,** type values for **Initial value** and **Increment by,** below.

(To display Auto-Enter options for a field, choose **File** menu > **Define Fields.** Select the field, click **Options,** then click the **Auto-Enter** tab.)

Choose the data you want entered into the field.

Choose the type of data the field must contain. **Numeric Only** requires field values that are purely numeric. **4-Digit Year Date** requires a date with numeric values for day and month and a 4-digit year. **Time of Day** requires a time with numeric values for hours and minutes between 00:00 and 23:59 (seconds are optional).

Choose a value list. Or define a value list by choosing **Define Value Lists** from this list.

Choose a data type for the calculation result.

Choose a file or relationship for displaying fields in the list below. To display fields that are in this file, choose **Current File.** To display fields that are in a different file, choose or define a relationship (choose **Define Relationships).**

Choose the way you want functions displayed in the functions list.

Choose a format for displaying dates.

Choose a leading character for the date format.

Choose a separator to display between the previous and next date parts.

Choose a separator to display between the previous and next date parts.

Choose a separator to display between the previous and next date parts.

Choose a separator to display between the previous and next date parts.

Choose the date part you want displayed in this position of the format.

Choose the date part you want displayed in this position of the format.

Choose the date part you want displayed in this position of the format.

Choose the date part you want displayed in this position of the format.

Choose what you want displayed before one-digit days.

Choose what you want displayed before one-digit months.

Choose a format for displaying times.

Choose to display the notation before or after the time value.

Choose to display the notation before or after the time value.

Choose what you want displayed before one-digit hours.

Choose what you want displayed before one-digit minutes and seconds.

Choose the way in which you want this graphic displayed in the container field. To keep the graphic's proportions as stored in the graphic file, select **Maintain original proportions.**

Choose the way you want this graphic aligned horizontally (side to side).

Choose the way you want this graphic aligned vertically (top to bottom).

Choose the way you want field values displayed. Then choose or define a value list for this field from the list at right.

Choose or define a set of predefined values for this field.

Choose to place repetitions of a repeating field vertically (stacked) or horizontally (side by side) on the layout.

Choose a font for displaying text. The font you see when the dialog box opens is the current font. The fonts displayed in the list are those installed on your computer.

Choose a size for displaying text. The size you see when the dialog box opens is the current size.

Choose an option for displaying uppercase and lowercase letters.

Choose the part of a field for which you want to change the color, pattern, or line width.

Choose a file or relationship for displaying fields in the list below. To display fields that are in this file, choose **Current File.** To display fields that are in a different file, choose or define a relationship (choose **Define Relationships).**

Choose the units to use for the spacing of the Object Grids (an invisible snap-to guide that helps you align objects on the layout).

Choose the spacing to use for the Object Grids.

For help on using this option, close this Help window, then press F1. In FileMaker Pro onscreen Help, click the link labeled "Script steps," then click the link for the script step you're interested in.

For help on using this option, close this Help window, then press F1. In FileMaker Pro onscreen Help, click the link labeled "Script steps," then click the link for the script step you're interested in.

Choose a file or relationship for displaying fields in the list below. To display fields that are in this file, choose **Current File.** To display fields that are in a different file, choose or define a relationship (choose **Define Relationships).**

When selected, uses the language selected at right for sorting, if you want to use a language different from the current one.

Choose a file or relationship for displaying fields in the list below. To display fields that are in this file, choose **Current File.** To display fields that are in a different file, choose or define a relationship (choose **Define Relationships).**

When selected, uses the language selected at right for sorting, if you want to use a language different from the current one.

Choose a unit of measure for the value at left.

Choose a unit of measure for the value at left.

Choose a unit of measure for the value at left.

When selected, displays notation (such as a currency symbol) before or after a number. Choose the position at right.

Choose the notation you want displayed with decimal numbers, and the position of the notation.

Choose a unit of measure for the row height.

Choose the unit of measure to use for line spacing.

Choose a file or relationship for displaying fields in the list below. To display fields that are in this file, choose **Current File.** To display fields that are in a different file, choose or define a relationship (choose **Define Relationships).**

Choose the character set used for the imported data, if it's different from the one specified on your computer.

Choose the way you want field names displayed in the fields list below.

Choose a file or relationship for displaying fields in the list below. To display fields that are in this file, choose **Current File.** To display fields that are in a different file, choose or define a relationship (choose **Define Relationships)**.

Choose a character set for the exported data, if the file you're exporting to uses a different character set.

Choose the label code that corresponds to your label stock.

If you can't match your label stock to an option in this list, create custom labels by selecting **Use custom measurements.**

Choose a file or relationship for displaying fields in the list below. To display fields that are in this file, choose **Current File.** To display fields that are in a different file, choose or define a relationship (choose **Define Relationships).**

Displays all fields defined for the current file. To display related fields in the list below, choose or define a relationship in this list.

Choose a value list. Or define a value list by choosing **Define Value Lists** from this list.

Displays the summary fields defined for the current file. (To define a summary field, choose **Create Summary Field** from this list.) Then, choose where to place grand totals from the list at right, and click **Add Grand Total.**

Choose where you want the grand total displayed or printed in the report. Then click **Add Grand Total.**

Displays the summary fields defined for the current file.

Choose a summary field that you want to calculate a subtotal for. (To define a summary field, choose **Create Summary Field** from this list.) Then, choose a category and a location for the calculated result from the lists at right, click **Add Subtotal.**

Displays the field names whose values you can summarize by. (For example, you can calculate a subtotal for each Salesperson by name.)

Choose where you want the subtotal displayed or printed in the report. Then click **Add Subtotal.**

Choose what you want displayed in the left side of the header on every page. To display nothing in this position, choose **None.**

Choose what you want displayed in the center of the header on every page. To display nothing in this position, choose **None.**

Choose what you want displayed in the right side of the header on every page. To display nothing in this position, choose **None.**

Choose what you want displayed in the left side of the footer on every page. To display nothing in this position, choose **None.**

Choose what you want displayed in the center of the footer on every page. To display nothing in this position, choose **None.**

Choose what you want displayed in the right side of the footer on every page. To display nothing in this position, choose **None.**

Choose a file or relationship for displaying fields in the list below. To display fields that are in this file, choose **Current File.** To display fields that are in a different file, choose or define a relationship (choose **Define Relationships).**

Choose a file or relationship for displaying fields in the list below. To display fields that are in this file, choose **Current File.** To display fields that are in a different file, choose or define a relationship (choose **Define Relationships).**

Choose a relationship. Or, define a relationship by choosing **Define Relationships** from this list.

Choose a unit of measure for the column width.

Choose the way you want field names displayed in the fields list below. For example, grouped by type, alphabetically by filename, by the order in which they were created, or dragged into a custom order.

For help on using this option, close this Help window, then press F1. In FileMaker Pro onscreen Help, click the link labeled "Script steps," then click the link for the script step you're interested in.

Choose the way you want script steps displayed in the list below.

Choose the way you want relationships displayed in the list below.

Choose or define a relationship. To define a relationship, choose **Define Relationships** from this list.

Choose the language to use when indexing and sorting text values.

Choose the language to use when indexing and sorting text values.

Choose a file or relationship for displaying fields in the list below. To display fields that are in this file, choose **Current File.** To display fields that are in a different file, choose or define a relationship (choose **Define Relationships).**

Choose a file or relationship for displaying fields in the list below. To display fields that are in this file, choose **Current File.** To display fields that are in a different file, choose or define a relationship (choose **Define Relationships).**

Choose the way you want value lists displayed in the list below.

Choose or define a relationship. To define a relationship, choose **Define Relationships** from this list.

Choose or define a value list that's associated with the file named above. To define a value list, choose **Define Value Lists** from the list. To choose a file, click **Specify File.**

Choose the type of templates to display in the list below.

Choose the file you want to open.

Choose the language to use when indexing and sorting text values.

Choose the type of data that you want the global field to contain.

Choose menu commands that users of this password may use. **Normal** enables all menu commands associated with the privileges selected above. **Editing only** enables only those commands that perform basic editing and data entry tasks. **None** disables all commands that work with the current file.

Type a number.

For repeating fields, type the repetition number.

For repeating fields, type the repetition number.

Type the number of records -- counting the current record as 1 -- to omit. Records are counted according to the current browse or sort order.

Enter the text to use as a message.

Type the correct password.

Type the current password here. Then type a new password for **New password.**

Type a new password (up to 31 characters) here. Then type the new password again for **Confirm new password.**

Type the new password again here.

Type the correct password.

Assigns a user name to all activities. Type your name, or a name you want to use, for the FileMaker Pro application.

Type the number of filenames (1 to 9) to display at the bottom of the **File** menu.

Type a value for the cache size.

(As you work with a file, your changes are stored immediately in an area of your computer's memory called the cache. These changes are then flushed from the cache and saved to the hard disk periodically, according to the settings in this dialog box.)

Type a default password to use when the file is opened.

Type a value for the serial number, starting with the first record replaced.

Type a value by which you want serial numbers incremented. For example, if the starting number is 200 and you want the next record to contain 204, and the next to contain 208, type **4.**

Keep the default name provided, or type a different name for the file.

Displays a message from the host computer. To close this dialog box and then close the file, click **Cancel.** Or, click **Close Now** to have FileMaker Pro close the file immediately. If you don't select an option, FileMaker Pro will close the file in 30 seconds.

Displays a message from the host you are connected to.

Type a value for the serial number, starting with the next record added.

Type a value by which you want serial numbers incremented. For example, if the starting number is 200 and you want the next record to contain 204, and the next to contain 208, type **4**.

Type the data you want entered into the field.

Type the starting value (smallest or earliest) for a range into which the field's value must fall.

Type the ending value (largest or latest) for a range into which the field's value must fall.

Type a message that will display whenever data entered into the field does not meet the validation requirements.

The calculation, with formula parts (expressions) in the order in which you select them in this dialog box. You can also type formula parts here.

Type the maximum number of repetitions you want in the repeating field, up to 1000.

Type a character (such as - or .) for separating date parts.

Type a character (such as : or .) for separating time parts.

Type the notation to use with 24-hour times, then choose a position for the notation at right. To display no notation, leave this box empty.

Type the notation to display with times before noon. To display no notation, leave this box empty.

Type the notation to display with times after noon. To display no notation, leave this box empty.

Type the number of repetitions of a repeating field that you want visible on the layout. You don't have to display all of a field's defined repetitions.

Type a name for the layout.

Type the number of columns in which you want records displayed and printed.

Type a value for the top margin, in the unit of measure at right.

Type a value for the bottom margin, in the unit of measure at right.

Type a value for the left margin, in the unit of measure at right.

Type a value for the right margin, in the unit of measure at right.

Type the number of units to use for the Object Grids. The smaller the value, the finer the grid.

Displays value lists defined for the file. Select a value list.

Type a value (in the unit of measure at right) by which to indent from the left margin.

Type a value (in the unit of measure at right) by which to indent from the right margin.

Type a value (in the unit of measure at right) by which to indent the first line.

Type a value for the height, then choose a unit of measure from the list at right.

Type a value for the space above each line, then choose a unit of measure from the list at right.

Type a value for the space below each line, then choose a unit of measure from the list at right.

Type a position for the tab setting. If you're defining a new tab setting, choose additional options, then click **New.** (Use the text ruler to help you measure.) If you're changing an existing tab setting, select the position in the list at left, change options, then click **Set.**

Type a character to align tabbed data on.

Type a character (such as .) to fill unused spaces. (For example, display a series of the . character to fill in the space between a phone listing and the phone number.)

Type what you want displayed when a Boolean value other than 0 (zero) is entered in the field.

When selected, displays the same number of decimal places for all numbers.

When selected, displays a character (such as , or .) to separate thousands (as in 21,000). Type the character at right.

Type the character (such as , or .) to use as the thousands separator.

Type a value for the row height.

Type a size (from 1 to 500) to display in the Size menu.

Type a value for the line spacing. Then choose a unit of measure at right.

Type the number of occurrences to print before starting a new page.

Enter text here.

Displays a default name for the new layout or report. To change the name, type a new one.

Type the number of labels across the page (rows).

Type the width of each label (in the unit of measure specified).

Type the height of each label (in the unit of measure specified).

Type a value for the top margin (in the unit of measure specified).

Type a value for the bottom margin (in the unit of measure specified).

Type a value for the left margin (in the unit of measure specified).

Type a value for the right margin (in the unit of measure specified).

Displays the fields whose contents will print on the envelope, in the order to print them.

To change a field's position, select the field name (and the surrounding << and >>), then cut and paste it to the new position. To remove all field names, click **Clear All.**

Use the default name for the script, or type a new name.

Type text that will appear at the top or bottom of all screens or pages of the report.

Displays the fields whose contents will print on the labels, in the order to print them.

To change a field's position, select the field name (and the surrounding << and >>), then cut and paste it to the new position. To remove all field names, click **Clear All.**

Enter an email address. To choose an address, click **Address.**

Enter an email address. To choose an address, click **Address.**

Enter the text to use as the subject of an email message.

Enter the text to use as the body of an email message.

Enter the name of the application that will execute the DDE commands.

Enter the topic, or target, of the DDE command.

Enter the text that specifies what the application does.

Enter the phone number to dial.

Enter the URL to use.

Enter a value for the hours part of the time. (Or leave it at 0).

Enter a value for the minutes part of the time. (Or leave it at 0).

Enter a value for the seconds part of the time. (Or leave it at 0).

Enter the text to use as a message.

Type a title for the first button to display in the message dialog box.

To include up to three buttons in the dialog box, type a title for each button. To display only an **OK** button in the dialog box, leave all button titles blank.

Type a title for the second button to display in the message dialog box.

To include up to three buttons in the dialog box, type a title for each button. To display only an **OK** button in the dialog box, leave all button titles blank.

Type a title for the third button to display in the message dialog box.

To include up to three buttons in the dialog box, type a title for each button. To display only an **OK** button in the dialog box, leave all button titles blank.

Type a value or message to enter into the lookup destination field when the values in the lookup source field and lookup destination field do not match exactly.

Type a value for the width you want for the selected columns. Then choose a unit of measure at right.

To create a field, type a name for the new field (up to 60 characters), choose a field type, and click **Create.** To change a field name, click the field in the fields list, type a new name, and click **Save.** The field name becomes the default field label.

Displays the name of the current script.

Displays the name of the relationship you are creating or changing.

When you're defining a new relationship, you see the related filename as the default relationship name. To change the name, type a new one. Don't include a colon (:) in the name.

Type the number of rows that you want displayed in the portal.

Type the name of a field whose values you want summarized.

Displays the name of the value list that you're creating or changing.

If you're defining a value list, type a name for the list, then choose options below. If you're editing an existing value list, you can rename it here.

Type or change the values you want displayed in the value list, in the order you want them to appear.

To display a separator line between values in a pop-up menu or pop-up list, or spaces between radio buttons or checkboxes, type a hyphen (-) on a separate line between the values to separate.

Type the correct password.

Type a message to send to guests who are connected to the file you want to change. (Your message might also ask them to disconnect by a specified time.) In the text box below, type the number of minutes remaining before guests will be disconnected.

Type the number of minutes remaining before guests will be disconnected from the file you want to change.

Enter the message you want to send.

Type the maximum number of repetitions you want in the repeating field, up to 1000.

Displays the name of the group you are creating or changing.

For more information about using this dialog box, close this Help window, then press F1.

Type the maximum number of repetitions you want in the repeating field, up to 1000.

Displays the password you are creating or changing.

To create a password, type a password (up to 31 characters), choose additional options, and click **Create.** To change a password and keep its privileges, select the password in the list, type a new password, and click **Change.**

Displays the fonts that are installed on your computer.

Displays the fonts to appear in the **Font** menu, in alphabetical order.

Displays the result of your settings without applying changes to the file.

Displays the result of your settings without applying changes to the file.

Displays the result of your settings without applying changes to the file.

Displays the current color. To change the color, click the button at left and choose from the palette.

Displays the result of your settings without applying changes to the file.

Displays the current color, pattern, and line width options of the field's borders. To change the color, pattern, or line width, click the associated button at left and choose from the palette.

Displays the result of your settings without applying changes to the file.

Displays the result of your settings without applying changes to the file.

To change the color used for negative numbers, click this button and choose from the palette.

Displays options for changing the font, size, style, color, line spacing, and alignment of values in a field.

Displays the result of your settings without applying changes to the file.

Displays the current background color and pattern for the table grid. To change the color or pattern, click the associated button and choose from the palette.

Displays an example of the layout or report selected at left.

Displays the result of your settings without applying changes to the report.

Displays an example of the theme selected at left.

Displays an example of the layout or report selected at left.

Displays the current color or pattern. To change the color, click the color palette button and choose from the palette. To change the pattern, click the pattern palette button and choose from the palette.

Displays all the values in an indexed field. To paste an indexed value into a field, select the value and click **Paste.**

When text values have more than one word each, you can have each word displayed individually. (For example, separate first and last names entered into a Fullname field.) To do so, select **Show individual words.**

Displays the fields defined for the file selected above. To use a field, select the field in the list. Then choose additional options below.

Displays the fields defined for the file selected above. To use a field, select the field in the list. Then choose additional options below.

Displays the guests that are sharing your file.

Displays installed plug-ins (such as the Web Companion) that are currently available in Application Preferences.
To enable a plug-in, select the checkbox next to the name. To disable a plug-in, clear the checkbox next to the name.

Displays the plug-ins installed for FileMaker Pro. To enable a plug-in, select the checkbox next to the plug-in name. You see a description of the actions to take.

To disable a plug-in, clear the checkbox.

Displays the fields that will appear in the browser, according to your selection for **Layout,** above.

Displays the fields that will appear in the browser, according to your selection for **Layout,** above.

Displays the fields that will appear in the browser, according to your selection for **Layout,** above.

Displays the names of fields that will appear in the browser.

Displays the file or files you are asked to close. To close a file immediately, click **Close Now**. If you don't respond to the request and the file can be closed safely, FileMaker Pro will close the file in 30 seconds.

Displays a message from the host you are connected to.

Double-click a field to include in the calculation formula, in the order in which you want it in the formula.

Choose an operator in the order in which you want it in the formula.

Choose a function, in the order in which you want it in the formula. Then, in the calculation box, replace each placeholder parameter with an expression that you want the function to calculate. (For example, **DayName(DepartDate)** returns the name of the day for the value in the DepartDate field.)

To display the functions in a different order, choose an option from the list above.

Displays the fields defined for the file selected above. To use a field, select the field in the list. Then choose additional options below.

Displays the names of all layouts defined for the current file, in the order they appear in the layout pop-up menu (at the top of the status area on the left of the screen).

To change the order of the layouts (as they appear here and in the layout pop-up menu), drag a layout name to the new position.

Displays the field names defined for the current or related file.

Select the first field to use for sorting, and click **Move.** Continue selecting fields, in the order in which you want them sorted, until the Sort Order list contains all the fields you want to sort on.

Displays the sort fields in the order in which to sort them.

To change a field's position in the sort order, drag the double arrow next to a field to the new position. To remove a field from this list, select the field and click **Clear.** To remove all fields from the list, click **Clear All.**

Displays the field names defined for the current or related file.

Select the first field to use for sorting, choose a sort direction below, and click **Move.** Continue selecting fields, in the order in which you want them sorted, until the Sort Order list contains all the fields you want to sort on.

To sort records, click **Sort.**

Displays the sort fields in the order in which to sort them.

To change a field's position in the sort order, drag the double arrow next to a field to the new position. To change the sort direction within a field, select the field and select an option below. To remove a field from this list, select the field and click **Clear.** To remove all fields from the list, click **Clear All.**

To sort records, click **Sort.**

Displays the current tab settings defined for data in a field or text on a layout.

To use a tab setting when you're working in Browse mode, select the setting in this list and click **Apply**.

Displays fields from the file selected above. Select the break field (a field that groups records in a subsummary part) from this list.

Select the file that you want to open, and click **Open.**

Shared files are listed under the host computer's network name. Different icons appear next to the host names, depending on the types of computers and software running on the network.

Select the file that you want to open, and click **Open.**

Shared files are listed under the host computer's network name. Different icons appear next to the host names, depending on the types of computers and software running on the network.

Select an option and click **Open.**

Local Hosts displays open multi-user files on your network. **Specify Hos**t displays a dialog box, where you enter the name or address of a file to open.

Displays the parts in the current layout, in the order in which they appear on the layout.
For more information about using this dialog box, close this Help window, then press F1.

Depending on the file format, displays the field names or the data in the file you're importing from.

For more information about using this dialog box, close this Help window, then press F1.

Displays the fields in the file you're importing data into and an icon indicating how the data will be mapped from the file you're importing from.

To rearrange the fields to match the fields or data in the column at left, drag the field names up or down. To change the mapping, click the map icon to cycle through the options (see the Map Legend, below). The options change depending on what you choose for Import Action.

For more information about using this dialog box, close this Help window, then press F1.

Displays the field names defined for the current or related file.

Select the first field to export data from and click **Move.** Continue selecting fields, in the order in which you want them exported, until the Field Order list contains all the fields you want to export.

Displays the fields to export in the order in which to export them.

To change a field's position in the export order, drag the double arrow next to a field to the new position. To remove a field from this list, select the field and click **Clear.** To remove all fields from this list, click **Clear All.**

Displays fields that the file is currently sorted by. Click to the left of a field to export summary data when records are grouped by this field. Exports one record for each unique value in this field.

For more information about using this dialog box, close this Help window, then press F1.

Select a field to be the lookup source field, the field in the related file whose values will be copied into the lookup destination field (in the master file). Then select an option at right.

Select a match field in the current (master) file, which you define a relationship from.

Select a match field in the related file, which you define a relationship to. (The :: symbol indicates a related field and is part of the relationship expression.)

Select the field whose values you want summarized by the calculation selected at left. You can select only the fields on which the summary option can be applied.

If you select **Weighted average,** choose the field to use as the weight factor in the average that is calculated on the field (in the list to the left). If you select **Subtotaled,** choose the field to group by. Then, in Browse mode, sort the records by this field for the Fraction of Total summary field to calculate correctly.

For more information about using these options, close this Help window, then press F1.

Select the field whose values you want summarized by the calculation selected at left. You can select only the fields on which the summary option can be applied.

If you select **Weighted average,** choose the field to use as the weight factor in the average that is calculated on the field (in the list to the left). If you select **Subtotaled,** choose the field to group by. Then, in Browse mode, sort the records by this field for the Fraction of Total summary field to calculate correctly.

For more information about using these options, close this Help window, then press F1.

Select the field whose values you want displayed in the value list.

Select a second field whose values you want displayed in the value list. For example, to make entering part numbers easier, choose to also display the corresponding descriptions.

Choose a template from this list.

Displays the groups defined for the file.

For more information about using this dialog box, close this Help window, then press F1.

Displays passwords defined for the file. To create a password, type a name for **Password,** choose privileges at right, and click **Create.** To change a password, select the password, make your changes, and click **Change.**

One of the defined passwords must be able to access the entire file.

Displays the groups currently defined for the file. To change a group's access privileges, select the group in this list, click the bullets next to the passwords, layouts, and fields you want to change, then click **Save.**

Displays the groups currently defined for the file. To change a group's access privileges, select the group in this list and click the bullets next to the passwords, layouts, and fields you want to change. Then click **Save.**

Displays defined passwords. To associate passwords with a group, select the group name and click the bullet next to the password until it changes to black (Accessible). Then click **Save.**

Passwords that aren't associated with a group should be gray (Not Accessible).

Displays layout access privileges for each group. To change layout access privileges for a group, select the group name and click the bullet next to each layout until you see the access privilege you want. Then click **Save.**

Displays field access privileges for each group. To change field access privileges for a group, select the group name and click the bullet next to each field until you see the access privilege you want. Then click **Save.**

Uses only the value that's in the current record.

Uses all the values from the selected field in the current found set. Select this option when you are addressing a message to multiple recipients.

Select **Keep** to use the printing setup options that were in effect when the script step was created. Or, select **Replace** to use the current printing setup options.

Select **Replace** to use the current printing setup options. Or, select **Keep** to use the printing setup options that were in effect when the script step was created.

Select **Keep** to use the importing order options that were in effect when the script step was created. Or, select **Replace** to use the current importing order options.

Select **Replace** to use the current importing order options. Or, select **Keep** to use the importing order options that were in effect when the script step was created.

Select **Keep** to use the find request options that were in effect when the script step was created. Or, select **Replace** to use the current find request options.

Select **Replace** to use the current find request options. Or, select **Keep** to use the find request options that were in effect when the script step was created.

Select **Keep** to use the sorting options that were in effect when the script step was created. Or, select **Replace** to use the current sorting options.

Select **Replace** to use the current sorting options. Or, select **Keep** to use the sorting options that were in effect when the script step was created.

Select **Keep** to use the exporting order options that were in effect when the script step was created. Or, select **Replace** to use the current exporting order options.

Select **Replace** to use the current exporting order options. Or, select **Keep** to use the exporting order options that were in effect when the script step was created.

Imports all values from one repeating field. For example, when you import a repeating field with three values into a repeating field, you get one record with all three values together in the repeating field.

Places each value imported from a repeating field in a separate record. For example, when you import a repeating field with three values, you get three records, each with a different value from the repeating field.

Non-repeating field values are entered in all three records.

Select this option to open a file that contains the message to send. When you select this option, you see the Open File dialog box, where you choose the file.

Select this option to select a field that contains the message to send.

Select this option to send text you provide as the message. After you select this option, enter the text at right.

Allows this file to be opened by only one user at a time.

When this option is dimmed, you see an explanation below these radio buttons.

Allows this file to be opened by more than one user at a time on a local area network. When this option is selected, other users can access the file by clicking **Hosts** in the Open File dialog box.

When this option is dimmed, you see an explanation below these radio buttons.

Allows this file to be opened by more than one user at a time on a local area network, but its filename doesn't appear in the Hosts dialog box. Use this option for files that are associated -- through a relationship or value list -- to a shared file. When that file is opened, this file is automatically opened, but its filename doesn't appear in the Hosts dialog box.

When this option is dimmed, you see an explanation below these radio buttons.

Uses the 88 color subset of the system palette.

Uses the system 256 color palette.

Uses the 216 colors common between the Windows and Mac OS standard system palettes when working with layouts that will be displayed in a browser.

Automatically saves changes from the cache to the hard disk whenever you're not working with a file.

(As you work with a file, your changes are stored immediately in an area of your computer's memory called the cache. These changes are then flushed from the cache and saved to the hard disk periodically, according to the settings in this dialog box.)

Automatically saves changes from the cache to the hard disk at the interval you choose at right.

(As you work with a file, your changes are stored immediately in an area of your computer's memory called the cache. These changes are then flushed from the cache and saved to the hard disk periodically, according to the settings in this dialog box.)

Turns off spell checking as you type.

When this option isn't selected, you can still check spelling at any time by choosing **Edit** menu > **Spelling.**

Checks spelling as you type and sounds an alert when a questionable spelling is detected.

Checks spelling as you type and flashes the menu bar when a questionable spelling is detected.

Displays the Spelling dialog box in a suitable location on the screen.

Allows you to place the Spelling dialog box where you want it on the screen.

Select this option to prohibit Web users from sorting data in the browser (which speeds up database access). When you select this option, data isn't sorted, and the **Sort** button doesn't display in the browser.

Select this option to allow Web users to define sort instructions in the browser, using fields that you select. (Sorting does not change the record order for other Web users.)

After you select this option, click **Specify** to select the fields.

Select this option to have records sorted before users see them in the browser. You specify the fields (including related fields) and their sort order. The **Sort** button doesn't display in the browser.

After you select this option, click **Specify** to select and sort fields.

Replaces the current field value(s) with the text in quotes at right. (In ScriptMaker, the current field value(s) are replaced with the current value in the specified field.)

Replaces the current field value(s) with serial numbers (a number that is incremented from the previous record). Type instructions about the serial numbers below.

Replaces the current field value(s) with the result of a calculation. When you select this option, you see the Specify Calculation dialog box, where you define a calculation.

Converts the first row of the spreadsheet to field names.

Converts the first row of the spreadsheet to field data.

Displays dates exactly as they are typed or entered in fields. (Changing the display of dates does not affect the way FileMaker Pro stores or interprets the date data.)

Displays dates in the format selected at right. (Changing the display of dates does not affect the way FileMaker Pro stores or interprets the date data.)

Displays dates in a format that you define. To define a date format, choose from the lists at right. Dates are formatted with the parts you select, in the order you select them. (Changing the display of dates does not affect the way FileMaker Pro stores or interprets the date data.)

Displays times exactly as they are typed or entered in fields.

Displays times in the format selected at right. (Changing the display of times does not affect the way FileMaker Pro stores or interprets the time data.)

Displays times formatted according to a 24-hour clock (as in 23:00) with the notation specified at right.

Displays times formatted according to a 12-hour clock (as in 11:00 PM) with the notation selected at right.

Displays a field in standard appearance on the layout.

For a field that will contain long values, you can add a scroll bar. Select **Include vertical scroll bar.**

Displays field values as options in a pop-up list, pop-up menu, or a set of radio buttons or checkboxes. When you select this option, choose from the lists at right.

Does not align selected objects from top to bottom.

Aligns selected objects horizontally along their top edges.

Aligns selected objects horizontally through their centers.

Aligns selected objects along their bottom edges.

Aligns selected objects horizontally with an even amount of space between the objects. FileMaker Pro takes the space separating the two objects farthest apart and divides it evenly among all the selected objects.

Does not align selected objects from left to right.

Aligns selected objects vertically along their left edges.

Aligns selected objects vertically through their centers.

Aligns selected objects vertically along their right edges.

Aligns selected objects vertically with an even amount of space between edges. FileMaker Pro takes the space separating the two objects farthest apart and divides it evenly among all the selected objects.

Arranges records in columns in order from left to right and top to bottom.

Arranges records in columns in order from top to bottom and left to right.

For help on using this option, close this Help window, then press F1. In FileMaker Pro onscreen Help, click the link labeled "Script steps," then click the link for the script step you're interested in.

For help on using this option, close this Help window, then press F1. In FileMaker Pro onscreen Help, click the link labeled "Script steps," then click the link for the script step you're interested in.

When selected, using the button tool draws rectangular buttons with 90-degree corners.

When selected, using the button tool draws rectangular buttons with rounded corners.

Closes up unused space above an object based on the position of all objects above it. Select this option to maintain consistent vertical spacing among columns. Also select this option to prevent values in repeating fields from sliding up independently of values in adjacent repeating fields.

Closes up unused space above an object based on the position of the objects directly above it. Select this option to allow the spacing in a column to adjust independently of the other columns.

Sorts text values from first to last characters in the alphabet, sorts numbers from lowest to highest, and sorts dates and times from earliest to latest.

To sort a field in ascending order, select the field in the Sort Order list, then select this option.

Sorts text values from last to first characters in the alphabet, sorts numbers from highest to lowest, and sorts dates and times from latest to earliest.

To sort a field in descending order, select the field in the Sort Order list, then select this option.

Sorts values according to the order of values in a value list (for example, in the order months are arranged).

To sort a field in a custom order, select the field in the Sort Order list, select this option, then choose or define the value list at right.

Sorts text values from first to last characters in the alphabet, sorts numbers from lowest to highest, and sorts dates and times from earliest to latest.

Sorts text values from last to first characters in the alphabet, sorts numbers from highest to lowest, and sorts dates and times from latest to earliest.

Sorts values according to the order of values in a value list (for example, in the order months are arranged). Choose or define the value list at right.

Aligns text in fields or on a layout to the left margin.

Aligns text in fields or on a layout from the center of the field or text frame.

Aligns text in fields or on a layout to the right margin.

Aligns text in fields or on a layout flush to the left and right margins.

Aligns data from the left of the tab setting.

Aligns data from the center of the tab setting.

Aligns data from the right of the tab setting.

Aligns on a character that you specify. Type the character at right.

Displays numbers exactly as they are typed or entered when the field is wide enough to display all the digits. Otherwise, numbers that have more digits than can fit in the field are either rounded or displayed with scientific notation.

Changing the display of numbers does not affect the way FileMaker Pro stores or interprets the numeric data.

Displays numbers in fields exactly as they are typed or entered.

Changing the display of numbers does not affect the way FileMaker Pro stores or interprets the numeric data.

Displays one result (such as **Yes**) when a value other than 0 (zero) is typed or entered into the field, and displays a different result (such as **No**) when 0 (zero) is typed or entered into the field. Type the results you want displayed below.

Changing the display of numbers does not affect the way FileMaker Pro stores or interprets the numeric data.

Displays numbers as decimals.

Changing the display of numbers does not affect the way FileMaker Pro stores or interprets the numeric data.

Places a header at the top of the first screen or page that is different from the normal header on subsequent pages.

Places a header at the top of each screen or page, in which you can display or print page numbers, report titles, and so on. (If the layout also had a Title Header part, this header is not displayed on the first screen or page.)

Places a grand summary at the beginning of a report. A leading grand summary summarizes all the values in a summary field for all records being browsed. When you choose this option, you need to place the summary field whose values you want summarized in the Leading Grand Summary part on the layout.

Places a body (main area for fields, text, and graphics) in each page of the layout. All layouts have one body part.

Summarizes the values in a summary field for a group of records. When the part is placed before the body, it is a leading subsummary. When the part is placed after the body, it is a trailing subsummary. When you choose this option, also choose a break field from the list at right. (If the break field is in a different file, choose or define a relationship from the list above the fields.)

Places a grand summary at the end of a report. A trailing grand summary summarizes all the values in a summary field for all records being browsed. When you choose this option, you need to place the summary field whose values you want summarized in the Trailing Grand Summary part on the layout.

Places a footer at the bottom of each page, in which you can display or print page numbers, report titles, and so on. (If the layout also had a Title Footer part, this footer is not displayed on the first screen or page.)

Places a footer at the bottom of the first screen or page that is different from the normal footer on subsequent pages.

Adds new records to the end of the file you're importing into.

Deletes all records in the file (or the current found set) and imports the same number of records from the file you're importing from.

Replaces matching records in the current found set of the file you're importing into with data from the file you're importing from, based on the match field(s) you designate above.

For more information about using this dialog box, close this Help window, then press F1.

Exports data without display formats. For example, currency symbols or date separators are not included.

Exports data using the display formats assigned to the current layout. For example, currency symbols and date separators are included.

Uses preset dimensions for creating and printing labels. Choose the label code that corresponds to your label stock at right.

Lets you create a layout that matches your label stock exactly. (First, see if your label stock matches an option in the **Use label measurements for** list above.)

Sorts text values from first to last characters in the alphabet, sorts numbers from lowest to highest, and sorts dates and times from and earliest to latest.

Sorts text values from last to first characters in the alphabet, sorts numbers from highest to lowest, and sorts dates and times from latest to earliest.

Sorts values according to the order of values in a value list (for example, in the order months are arranged). Choose or define the value list at right.

Creates an extended columnar list. To create a columnar list in which the fields wrap at the right margin, select **Constrain to page width.**

You see an example of the report at right.

Creates a report that summarizes data in fields. (For example, you can create a report that shows totals and percentages of products sold by each salesperson.)

You see an example of the report at right.

Select this option when you plan to specify different instructions for finding, sorting, and so on, each time you run the report.

Select this option when you plan to use the same instructions for finding, sorting, and so on, each time you run the report.

Displays your report on the screen as it will appear when you print it.

Displays your report on the screen in Layout mode, so that you can make design changes to it before you print or use it.

Displays your table in a spreadsheet-like format.

Displays your table on the screen as a layout. Choose **Layouts** menu > **Layout Setup** > **Views** and click **Properties** to customize the table.

Displays your envelopes or labels on the screen with the same appearance as when you print them.

Displays your envelopes or labels on the screen as a layout, so that you can make changes before you print them.

Sends an email message to an address that's stored as a field value. To specify the field, click **Specify.**

Sends an email message to an address that you supply. Enter the address at right. To choose an address, click **Address.**

Sends a copy of an email message to an address stored as a field value. To specify the field, click **Specify.**

Sends a copy of an email message to an address that you supply. Enter the address at right. To choose an address, click **Address.**

Inserts a value that's stored in a field as the subject of an email message. To specify the field, click **Specify.**

Inserts text that you supply as the subject of an email message. Enter the text at right.

Inserts a value that's stored in a field as the body of an email message. To specify the field, click **Specify.**

Inserts text that you supply as the body of an email message. Enter the text at right.

Uses a value stored in a field to specify the name of the application that executes the DDE commands. To specify a field, click **Specify.**

Uses the application specified at right to execute the DDE commands. Enter the name at right.

Uses a value stored in a field to specify the topic, or target, of the DDE command. To specify a field, click **Specify.**

Uses the selected file as the topic, or target, of the DDE command. To specify a file, click **Specify.**

Uses the text entered at right to describe the topic, or target, of the DDE command. Enter the text at right.

Uses a value stored in a field to specify what the application does. To specify a field, click **Specify.**

Uses the text entered at right to specify what the application does. Enter the text at right.

Dials a number from a field you specify. To select a field, click **Specify.**

Dials a number you specify. Enter the number in the text box.

Uses a value that's stored in a field as the URL. To specify a field, click **Specify.**

Uses a URL that you supply. Enter the URL at right.

Pauses the script until users click **Continue** (a button created by FileMaker Pro in the status area) or press Enter.

Pauses the script for the duration specified by the value in a selected field. To choose the field, click **Specify.**

Pauses the script for the amount of time specified for **hours**, **minutes**, and **seconds**. Enter these values at right.

Copies no value when the values in the lookup destination field and lookup source field do not match exactly.

Copies the next lower value contained in the lookup source field when the values in the lookup source field and lookup destination field do not match exactly.

Copies the next higher value contained in the lookup source field when the values in the lookup source field and lookup destination field do not match exactly.

Enters a value or message into the lookup destination field when the values in the lookup source field and lookup destination field do not match exactly. Type the value or message at right.

Stores data in the selected field (up to 64,000 letters, numbers used as text, or symbols) as text values. To further define a Text field once you've created it, select the field in the list and click **Options.**

Stores data in the selected field (up to 255 characters) as numerical values. The Number Format dialog box in Layout mode determines the way in which numbers are displayed. To further define a Number field once you've created it, select the field in the list and click **Options.**

Stores data in the selected field as date values. The Date Format dialog box in Layout mode determines the way in which dates are displayed. To further define a Date field once you've created it, select the field in the list and click **Options.**

Stores data in the selected field as time values. The Time Format dialog box in Layout mode determines the way in which times are displayed. To further define a Time field once you've created it, select the field in the list and click **Options.**

Stores a graphic, sound, movie, or OLE object in the selected field. To further define a Container field once you've created it, select the field in the list and click **Options.**

Calculates a result using data from one or more different fields in the current or a related record. When you choose this option and click **Create,** you can then define the calculation.

Calculates a result, such as an average or count, using data from a group of records in a file. When you choose this option and click **Create,** you can then choose a summary type.

Stores a fixed value to be used in all records of a file, or in conditional script steps. When you choose this option and click **Create,** you can then choose additional options.

For help on using this option, close this Help window, then press F1. In FileMaker Pro onscreen Help, click the link labeled "Script steps," then click the link for the script step you're interested in.

For help on using this option, close this Help window, then press F1. In FileMaker Pro onscreen Help, click the link labeled "Script steps," then click the link for the script step you're interested in.

Always indexes the field's data. Indexing speeds up tasks such as finding, and is required for fields used in a relationship. Indexing uses additional disk space.

Does not index the field's data. To index a field only when required (such as establishing a relationship between fields), select **Automatically turn indexing on if needed.**

Always indexes the field's data. Indexing speeds up tasks such as finding, and is required for fields used in a relationship. Indexing uses additional disk space.

Does not index the field's data. To index a field only when required (such as establishing a relationship between fields), select **Automatically turn indexing on if needed.**

Calculates the total of values in the field. After you select this option, select a field at right.
To also show the cumulative total for the current and all previous records, select **Running total,** below.

Calculates the average of all values in the field. After you select this option, select a field at right.

To also determine the average in one field based on a value in another field used as a weight factor, select **Weighted average,** below. In the list that appears at right, select the field that contains the weight factor.

For more information about using this option, close this Help window, then press F1.

Calculates the number of values the field contains. (For example, when the field contains 100 values -- one value for each record -- the result of the count is 100.) After you select this option, select a field at right.

To also show the cumulative count of the current and all previous records, select **Running count,** below.

Calculates the lowest number or earliest date or time in the field. After you select this option, select a field at right.

Calculates the highest number or latest date or time in the field. After you select this option, select a field at right.

Calculates the standard deviation from the mean of the total of all values of the field in the found set. After you select this option, select a field at right.

To also calculate the population standard deviation, where the formula is n-weighted, select **by population,** below.

Calculates the ratio of the value in the field to the total of all values in that field. (For example, find the fraction of total sales attributed to each salesperson.) After you select this option, select a number field at right.

To calculate a fraction of total based only on a group of records, select **Subtotaled,** below. In the list that appears at right, select a field name to group by. For the value to calculate correctly, you must sort by the field you select.

For more information about using this option, close this Help window, then press F1.

Calculates the total of values in the field. After you select this option, select a field at right.
To also show the cumulative total for the current and all previous records, select **Running total,** below.

Calculates the average of all values in the field. After you select this option, select a field at right.

To also determine the average in one field based on a value in another field used as a weight factor, select **Weighted average,** below. In the list that appears at right, select the field that contains the weight factor.

For more information about using this option, close this Help window, then press F1.

Calculates the number of values the field contains. (For example, when the field contains 100 values -- one value for each record -- the result of the count is 100.) After you select this option, select a field at right.

To also show the cumulative count of the current and all previous records, select **Running count,** below.

Calculates the standard deviation from the mean of the total of all values of the field in the found set. After you select this option, select a field at right.

To also calculate the population standard deviation, where the formula is n-weighted, select **by population,** below.

Calculates the ratio of the value in the field to the total of all values in that field. (For example, find the fraction of total sales attributed to each salesperson.) After you select this option, select a number field at right.

To calculate a fraction of total based only on a group of records, select **Subtotaled,** below. In the list that appears at right, select a field name to group by. For the value to calculate correctly, you must sort by the field you select.

For more information about using this option, close this Help window, then press F1.

Uses the values you enter in the list at right for the value list. After you choose this option, type values or change existing values in the list at right.

Uses the values from another field for the value list.

You can specify a field in the database you're working in, a field in a different database, or values from a related field. You can also choose to display values from a second field in the same record.

Uses values from a value list defined in a different database. You can choose a value list or define a new one.

Includes all the values from a field in the value list. To use a list from a different file, click **Specify File.**

Includes only values from a field in related records in the value list. Choose the relationship to use at right.

Sorts the values from the two fields selected above by the values in the field at left.

Sorts the values from the two fields selected above by the values in the field at right.

Creates a database file by starting with a template (a file designed for a specific use). You choose a template name from the list at right. You can then make a copy of the template and add your own data.

Creates a file that contains no preset formats or data. You start with an empty file and add what you need. When you choose this option and click **OK,** you see a dialog box where you choose a name, file type, and location for the new file.

Opens a file that has been created and saved. You can continue working with the file as is, or create a copy of the file, which you can then change as needed. When you choose this option and click **OK,** you see the Open File dialog box, where you choose the file to open.

Always indexes the field's data. Indexing speeds up tasks such as finding, and is required for fields used in a relationship. Indexing uses additional disk space.

Does not index the field's data. To index a field only when required (such as establishing a relationship between fields), select **Automatically turn indexing on if needed.**

Displays the guests currently connected to the file you want to change. To send a message to users asking them to disconnect, click **Ask.** To disconnect guests, click **Disconnect via Server.**

Displays the worksheets in the Excel workbook file named above. Select the worksheet to use, then click **OK.**

Displays script steps that you can assign to a button on the layout. When users click the button, the script runs. Select the script step to assign to the button that's selected on the layout.

Displays the types of layouts or reports you can create for onscreen viewing or printing. Select the type of layout or report to create. (You see a description and example of each layout type you select.)

Displays the field names defined for the current or related file.

Select the first field whose contents you want on the envelope, and click **Add Field.** Continue adding fields, in the order you want them, until **Envelope contents** contains all the fields you want on the envelope.

Displays the field names defined for the current or related file.

Select the first field whose contents you want on the layout, and click **Move.** To include all fields, click **Move All.** Continue selecting fields, in the order you want them, until the left list contains all the fields you want on the layout.

Displays the fields whose contents will appear on the layout, in the order in which they will appear.

To change a field's position in the list, drag the double arrow next to a field to the new position. To remove a field from this list, select the field and click **Clear.** To remove all fields from the list, click **Clear All.**

Displays the field names selected for the new report.

Select the first field to use for sorting, choose a sort direction below, and click **Move.** Continue selecting fields, in the order in which you want them sorted, until the Sort Order list contains all the fields you want to sort on.

Displays the sort fields in the order in which to sort them.

To change a field's position in the sort order, drag the double arrow next to a field to the new position.

Displays the fields for the report.

Select a field whose values you want used in a subsummary, and click **Move.** Continue selecting fields, in the order in which you want them organized, until the Report Categories list contains all the fields you want summarized. As you select each field, you see an example of the report at right.

Groups the records in each field (for example, for each salesperson).

To remove a field from this list, select the field and click **Clear.** To remove all fields from the list, click **Clear All.** To change a field's position in the order, drag the double arrow next to a field to the new position.

Displays the grand totals defined for the report.

To define a grand total, choose from the lists above and click **Add Grand Total.** To delete a grand total, select the grand total from this list and click **Remove Grand Total.**

Displays the subtotals defined for the report.

To define a subtotal, choose from the lists above and click **Add Subtotal.** To delete a subtotal, select the subtotal from this list and click **Remove Subtotal.**

Select a theme to customize the look of your layout or report. You see an example of each theme you select.

Displays the field names defined for the current or related file.

Select the first field whose contents you want in the report, and click **Move.** To include all fields, click **Move All.** Continue selecting fields, in the order you want them, until the left list contains all the fields you want in the report.

Displays the fields whose contents will appear in the report, in the order in which they will appear.

To change a field's position in the list, drag the double arrow next to a field to the new position. To remove a field from this list, select the field and click **Clear.** To remove all fields from the list, click **Clear All.**

Displays the field names defined for the current or related file.

Select the first field whose contents you want on the labels, and click **Add Field.** Continue adding fields, in the order you want them, until **Label contents** contains all the fields you want on the labels.

Displays the fields defined for the current file, including each field and type, and options set for the field.

To change the order of fields in this list, drag the double arrow next to a field to the new position. To resize columns, drag a column heading's boundary. To select multiple field definitions (for example, before deleting or duplicating), Shift+click or Ctrl+click field definitions in the list.

For more information about using this dialog box, close this Help window, then press F1.

Displays the scripts defined for the current file. A script with a checkmark next to it appears in the **Script** menu.

Scripts appear here in the order in which they appear in the **Script** menu. To change the order in this list, drag the double arrow next to a script to the new position. To select multiple scripts (for example, before deleting or duplicating), Shift+click or Ctrl+click scripts in the list.

Displays preset script steps, which define scripts.

To define a script, select a step and click **Move.** Then choose options, if available, while the step is still selected in the script definition at right.

For more information about using this dialog box, close this Help window, then press F1.

Displays the steps in the current script definition.

To add a step, select the step in the list at left and click **Move.** Then set options, if available, while the step is still selected in the script definition.

For more information about using this dialog box, close this Help window, then press F1.

Displays the scripts that are in the selected file. Select a script to import by clicking the checkbox to the left of the script name.

Displays the relationships defined from the current file. For each relationship, you see its name, the relationship expression (which includes the fields used to establish the relationship), and the name of the related file.

Displays the relationships defined from the current file. For each relationship, you see its name, the relationship expression (which includes the fields used to establish the relationship), and the name of the related file.

To resize columns, drag a column heading's boundary. To select multiple relationships (for example, before deleting or duplicating), Shift+click or Ctrl+click relationships in the list.

Displays the value lists defined for the current file. For each list, you see its name, how it's defined (custom values, from a field, or a value list from another file), and its field values.

To resize columns, drag a column heading's boundary. To select multiple value lists (for example, before deleting or duplicating), Shift+click or Ctrl+click value lists in the list.

Displays the previous panel of options and saves these settings.

Saves your settings and displays the envelopes or labels layout.

Saves your settings and displays the layout.

Saves your settings and displays the layout or report.

Saves your settings and displays the report.

Saves your settings and displays the table.

Displays the next panel of options and saves these settings.

When selected, displays only numbers greater than 0 (zero) in the field.

Saves the current settings and closes the dialog box.