

Lesson 5

Customizing what you see

You can enhance the way your data looks by adding graphics and other effects.

In this lesson, you will:

- learn how layouts determine what you see
- add, resize, and move fields
- display values in a number field as currency
- add text to a layout, and change its size and color
- add graphics
- see where to find other ways you can customize a layout

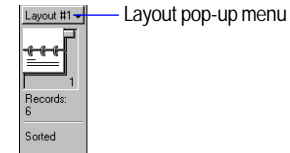
Customize your view in Layout mode

Look at the sample layouts

1. Open the Tutorial folder in the FileMaker Pro 5 Trial folder.
2. Open the Sample Files folder.

You should be here: FileMaker Pro 5 Trial\Tutorial\Sample Files.

3. Open Sample05.fp5.
4. Choose Layout #1 from the layout pop-up menu if it is not already selected.



You see a simple layout.

5. Choose Layout #2 from the layout pop-up menu.
6. Notice that although this is the same record, now:
 - First Name and Last Name are side by side
 - you see the City field
 - Fee Paid shows a dollar sign
 - the club's name and logo are at the top of the screen



You will make the above changes in this lesson.

7. Choose View menu > Layout Mode.

Use *Layout mode* to customize the appearance of your data. Notice that although the data is still in the file, you do not see it here.

About customizing layouts

Design layouts in Layout mode. You can include any combination of fields, text, and graphics on a layout. You can change the font and color of fields and text. You can also change the formatting of Number or Date fields.

Changes you make in Layout mode affect only the way data appears. The data itself remains as it was entered.

Leave the sample file open to refer to as you build these features in the working file.

Customize a layout

You will change a simple layout in this lesson's working file to make it look like Layout #2 in the sample file.

1. Open the Tutorial folder in the FileMaker Pro 5 Trial folder.
2. Open the Working Files folder.

You should be here: FileMaker Pro 5 Trial\Tutorial\Working Files.

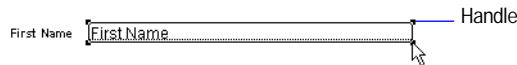
3. Open MyFile05.fp5.
4. Choose View menu > Layout Mode.

You see a plain layout. You will modify this layout in different ways in the following sections.

Resize, move, and add a field

Select and resize a field

1. In Layout mode, click the First Name field to select it.



2. Drag the handle at the lower-right corner of the field to the left until the field is smaller, yet large enough to display the longest first name you expect in your file.

3. Choose View menu > Browse Mode to see your field.

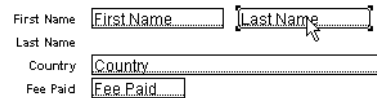
4. Flip through the records.

If the field doesn't display all names completely, return to Layout mode and make the field larger.

5. Repeat this process for Last Name.

Move a field

1. Choose View menu > Layout Mode.
2. Click inside the Last Name field and drag it beside the First Name field.

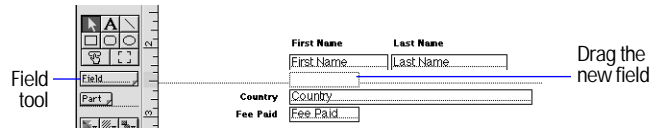


3. Drag the Last Name field label above the Last Name field.
4. Drag the First Name field label above the First Name field.
5. Choose View menu > Browse Mode to see your results.

Add a field

If a field has been defined in Define Fields, you can display it on any layout. In this database, some defined fields are not on this layout. You will add one of these fields now.

1. Choose View menu > Layout Mode.
2. Using the Field tool, drag the field to the layout, and place it below the First Name field.



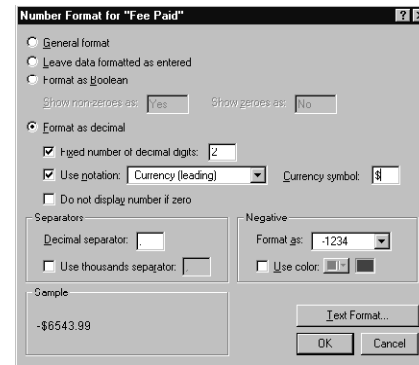
3. In the Specify Field dialog box, select the City field.
4. Click OK.
5. Choose View menu > Browse Mode to see your field.

You see a city entered in each record. City data was entered previously, and the field holds the data.

Display a number as currency

You can display a number as currency, even though only the number is typed into the field.

1. Choose Window menu > Sample05.fp5.
 2. Choose View menu > Browse Mode.
 3. In Layout #2, look at Fee Paid and notice that the number displays as currency.
 4. Click the number to see the data actually entered in the field.
- Formatting affects only the way data is displayed. It does not change the data.
5. Choose Window menu > MyFile05.fp5.
 6. Choose View menu > Layout Mode.
 7. Select the Fee Paid field.
 8. Choose Format menu > Number.
 9. Select options as shown in the following dialog box.



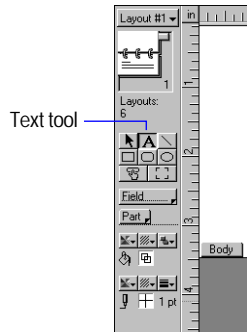
10. Click OK.
11. Choose View menu > Browse Mode to see the formatted data.


Add custom text to a layout

You will add the name of the organization to the top of the layout, then format the text.

Add text

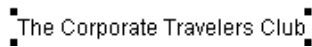
1. Choose Window menu > Sample05.fp5.
 2. Choose View menu > Layout Mode and look at the heading at the top of the layout.
- This is your model.
3. Open MyFile05.fp5 if it is not already open.
 4. Choose View menu > Layout Mode.
 5. Select the text tool.



6. Click the top of the layout where you want to begin the line of text.
7. Type The Corporate Travelers Club
8. Click the selection tool  to end the text entry.

Change text size and color

1. Click the Corporate Travelers Club text to select the text block.



2. Choose Format menu > Text.
3. Choose 18 point from the Size list.
4. For Color, choose any dark blue.
5. Click OK.

Add a graphic to the layout

Add a logo beside the club name.

1. Choose Window menu > Sample05.fp5.
2. In Layout #2, choose View menu > Layout Mode and notice where the logo appears on the layout.
3. Open MyFile05.fp5 if it is not already open.

4. Choose View menu > Layout Mode.

5. Click beside the Corporate Travelers Club text, where you want to place the club logo.

You will see no change onscreen yet.

6. Choose Insert menu > Picture.

7. Open the Working Files folder.

8. Make sure all file types are showing, and select logo.gif.

9. Click Open.

10. Drag the logo to move it if necessary.

11. Choose View menu > Browse Mode to see the finished layout.

12. When you are finished with this lesson, close each open file by choosing File menu > Close.