

# Lesson 2

## *Browsing information*

You view, enter, or change data in Browse mode. This is the simplest way to interact with your database.

In this lesson you will:

- open a database with data already in it
- move between records
- view information in different ways by switching layouts
- see the difference between *form view*, *list view*, and *table view*.

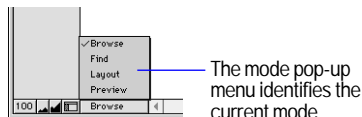
### *Open a database and move between records*

To open the sample database for this lesson:

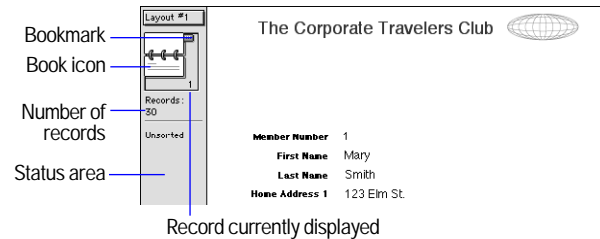
1. Open the Tutorial Folder in the FileMaker Pro 5 Trial folder.
2. Open the Sample Files folder.

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

3. Open Sample02.fp5.
4. Notice that the database is in Browse mode. FileMaker Pro defaults to Browse mode when a database is opened.



In the status area, notice that there are 30 records and that the first record is displayed.



5. Click the bottom page of the book icon to move forward one record at a time, and click the top page to move back one record at a time.

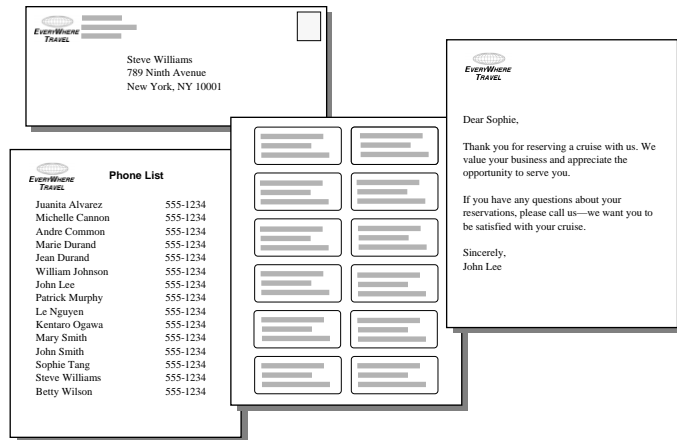
6. Move between records by dragging the bookmark up or down.

You can also type a record number in the area immediately below the book icon to change the current record displayed.

### *View information in different ways*

Even though you enter information only once in FileMaker Pro, you can use that information in many ways. *Layouts* let you view some or all of your fields.

Because it is not necessary to see all of your fields in each layout, layouts are a powerful tool for working with or printing just the information you need to accomplish a particular task.

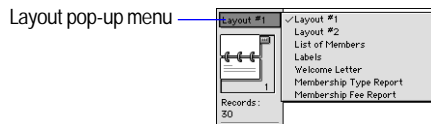


The same data can be arranged differently with multiple layouts

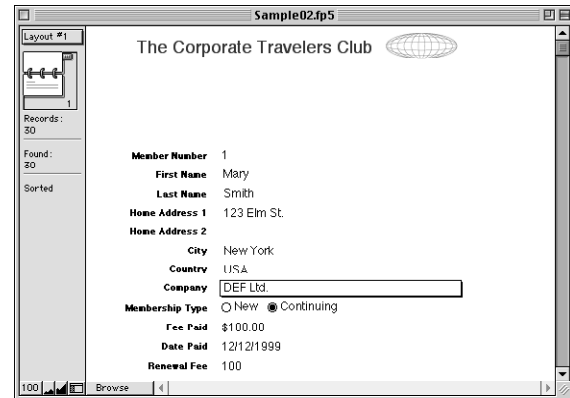
### See a different layout

To see some layouts in action, use the Sample02.fp5 sample file you just opened.

1. Click on the layout pop-up menu, located above the book icon. A list appears showing the layouts available in this file.



2. Examine Layout #1. Layout #1 shows all of the fields in the Sample02.fp5 database.



Layout #1 displays all of the fields in the Sample02.fp5 database

3. Go to the layout pop-up menu and choose the List of Members layout.

This layout shows each record as one row in a columnar list. Notice that the List of Members layout contains only four of the fields that were present in Layout #1. No data has been removed from the database. Because fewer fields are present on this layout, some data is simply not displayed.

Last Name	First Name	Company	Membership Type
Smith	Mary	DEF Ltd.	Continuing
Common	Andre	ABC Company	Continuing
Williams	Steve	ABC Company	New
Ogawa	Kentaro	ABC Company	Continuing
Durand	Marie	DEF Ltd.	Continuing
Cannon	Michelle	XYZ Inc.	Continuing
Smith	John	XYZ Inc.	New
Murphy	Patrick	XYZ Inc.	New
Durand	Jean	XYZ Inc.	New
Nguyen	Le	DEF Ltd.	New
Lee	John	XYZ Inc.	New
Tang	Sophie	DEF Ltd.	Continuing
Alvarez	Juanita	DEF Ltd.	Continuing
Wilson	Betty	XYZ Inc.	New

The List of Members layout displays only four of the fields present on Layout #1

4. Go to the layout pop-up menu and return to Layout #1. No data has been lost.

## View your layouts as forms, lists, and tables

You can view your layouts in three different ways: as a form, as a list, and as a table.

- Form View displays your current layout one record at a time.
- List View shows your current layout as a list, with one record appearing beneath another.
- Table View shows you many records at one time in a grid.

Generally, layouts can be toggled between form view, list view, and table view while the database is in Browse mode.

Last Name	First Name	Company	Membership Type
Smith	Mary	DEF Ltd.	Continuing
Common	Andre	ABC Company	Continuing
Williams	Steve	ABC Company	New
Ogawa	Kentaro	ABC Company	Continuing
Durand	Marie	DEF Ltd.	Continuing
Cannon	Michelle	XYZ Inc.	Continuing
Smith	John	XYZ Inc.	New
Murphy	Patrick	XYZ Inc.	New
Durand	Jean	XYZ Inc.	New
Nguyen	Le	DEF Ltd.	New
Lee	John	XYZ Inc.	New
Tang	Sophie	DEF Ltd.	Continuing
Alvarez	Juanita	DEF Ltd.	Continuing
Wilson	Betty	XYZ Inc.	New
Johnson	William	DEF Ltd.	Continuing
Vargas	Julia	XYZ Inc.	Continuing
Mehmet	Ahmet	XYZ Inc.	Continuing
Verhaag	Annelies	DEF Ltd.	Continuing
Goodman	John	XYZ Inc.	Continuing

Switch between form view, list view, and table view in the same layout to see how they are different.

1. In Sample02.fp5, switch to the List of Members layout. You see many records, in the form of a list.

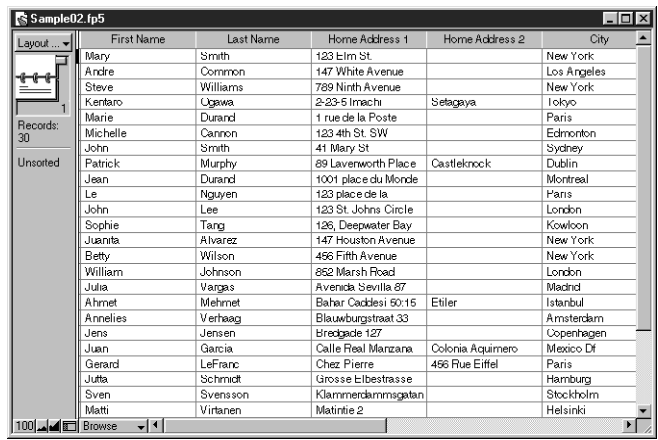
2. Choose View menu > View as Form.

You now see a single record, displayed in the same layout. Only the viewing option has changed.

3. Choose View menu > View as Table.

The View as Table feature allows you to view many records at once in a grid.

4. Choose View menu > View as List to return to the original view of the List of Members layout.



First Name	Last Name	Home Address 1	Home Address 2	City
Mary	Smith	123 Elm St.		New York
Andre	Common	147 White Avenue		Los Angeles
Steve	Williams	789 Ninth Avenue		New York
Kentaro	Ugawa	2-23-5 Imachi	Setagaya	Tokyo
Marie	Durand	1 rue de la Poste		Paris
Michelle	Cannon	123 4th St. SW		Edmonton
John	Smith	41 Mary St		Sydney
Patrick	Murphy	89 Lavenworth Place	Castlemock	Dublin
Jean	Durand	1001 place du Monde		Montreal
Le	Nguyen	123 place de la		Paris
John	Lee	123 St. Johns Circle		London
Sophie	Tang	126, Deepwater Bay		Kowloon
Juanita	Alvarez	147 Houston Avenue		New York
Betty	Wilson	466 Fifth Avenue		New York
William	Johnson	862 Marsh Road		London
Julia	Vargas	Avenida Sevilla 87		Madrid
Ahmet	Mehmet	Bahar Caddesi 50-15	Etiler	Istanbul
Annelies	Verhaag	Blauwburgstraat 33		Amsterdam
Jens	Jensen	Bredgade 127		Copenhagen
Juan	Garcia	Calle Real Manzana	Colonia Aquimero	Mexico DF
Gerard	LeFranc	Chez Pierre	466 Rue Eiffel	Paris
Jutta	Schmidt	Grosse Elbstrasse		Hamburg
Sven	Svensson	Klammerdammsgatan		Stockholm
Matti	Virtanen	Matintie 2		Helsinki

5. When you are finished with this lesson, close the file by choosing File menu > Close.