Lesson 4
Creating a database and entering records

In the previous lessons, you saw how to use a simple database with existing data. Now you will create your own file and add records.

In this lesson you will:

- create a simple database
- define fields to hold different kinds of data
- create records
- enter data
- modify data

If you are not familiar with database basics, you should do the first two lessons in this tutorial before continuing.

Create a simple database and define fields

Look at the sample file

The sample file is the model for the file you'll create. It shows you how fields are defined and that different field types hold different types of data.

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 Sample04.fp5.

4. Choose File menu > Define Fields.

You see the Define Fields dialog box showing all of the fields in the database.
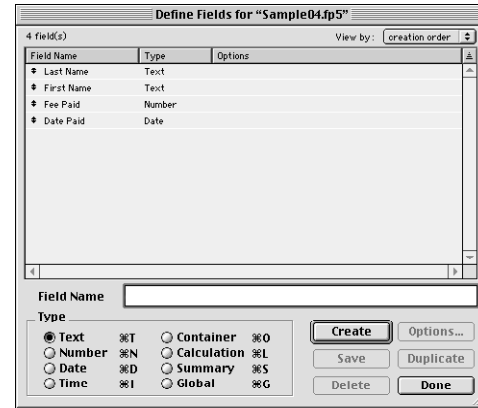
5. Notice that the First Name and Last Name fields are of type Text, Fee Paid is of type Number, and Date Paid is of type Date.

6. Click Done.

7. Notice that the data in each field corresponds to the field type.

You will learn how to add text and graphics, like the title and logo, in lesson 5.

About field definitions

You create a field for each category of information you want, such as First Name or City. To find, sort, calculate, and display data correctly, the field type should match the kind of data it contains (text, number, date, and so on). For example, you can't search for text values in a field of type Number.

You will learn about other field types in later lessons.

Create a database

1. Choose File menu > New Database.

2. If you see the New Database dialog box, choose Create a new empty file, then click OK. If not, go to step 3.

3. Go to the Working Files folder and select it as the location for this file.

4. For File Name, type MyFile04.

5. Click Save.

The Define Fields dialog box appears. You will now create fields to store information.

6. To create the first field, type First Name in the Field Name box.

7. Notice that the field type is Text.

Name a field

Specify the field type

8. Click Create.

9. Type Last Name in the Field Name box.

10. Click Create.

11. Type Fee Paid in the Field Name box, select Number in the Type area, then click Create.

12. Type Date Paid in the Field Name box, select Date in the Type area, then click Create.

Your defined fields should match those in the sample file.

13. Click Done.

You see the empty fields in a new, blank record. *Field labels* identify the fields. Your file is ready for data entry.

Field labels
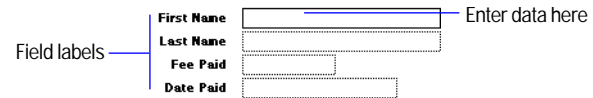
Enter data here

FileMaker Pro automatically saves your changes as you work.

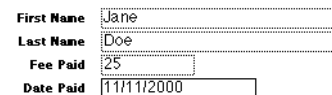## Enter data into the database

Now you can begin to enter members' data.

Create the first record

1. If you don't see field boxes, press Tab to begin data entry.

2. Type Jane in the the First Name field.

3. Press Tab to move to the next field.

4. Type Doe in the Last Name field.

5. Type 25 in Fee Paid.

You will learn how to format number fields to display as currency in the next lesson.

6. Type 11/11/2000 in Date Paid.

The completed record should look like this:

Create another record

1. Choose Records menu > New Record.

2. As you did for Jane Doe's record, enter data for `John Smith`, who paid `75` dollars on `2/2/2000`.

Your database now contains two records. Click the book icon to see each record.

Modify data in a record

Suppose you realize that Jane Doe paid 75 dollars, not 25. You can easily correct the entry.

1. Go to Jane Doe's record.

2. Select the amount in Fee Paid.

First Name	Jane
Last Name	Doe
Fee Paid	25
Date Paid	11/11/2000

3. Type the new amount, 75.

4. Click an empty area outside a field to save the change.

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

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