



CalSWEC

California Social Work Education Center

Printing and Saving with FileMaker and CSIS Databases

Data in the Tutorial

- ▶ All data are fictitious
 - Identifying information has been altered
- ▶ FileMaker is very Interactive
 - FileMaker saves continuously
 - Entries are saved automatically
- ▶ FileMaker often wants to upgrade.
 - **DO NOT DO IT!**
 - FileMaker 11 is not compatible with FileMaker 12.

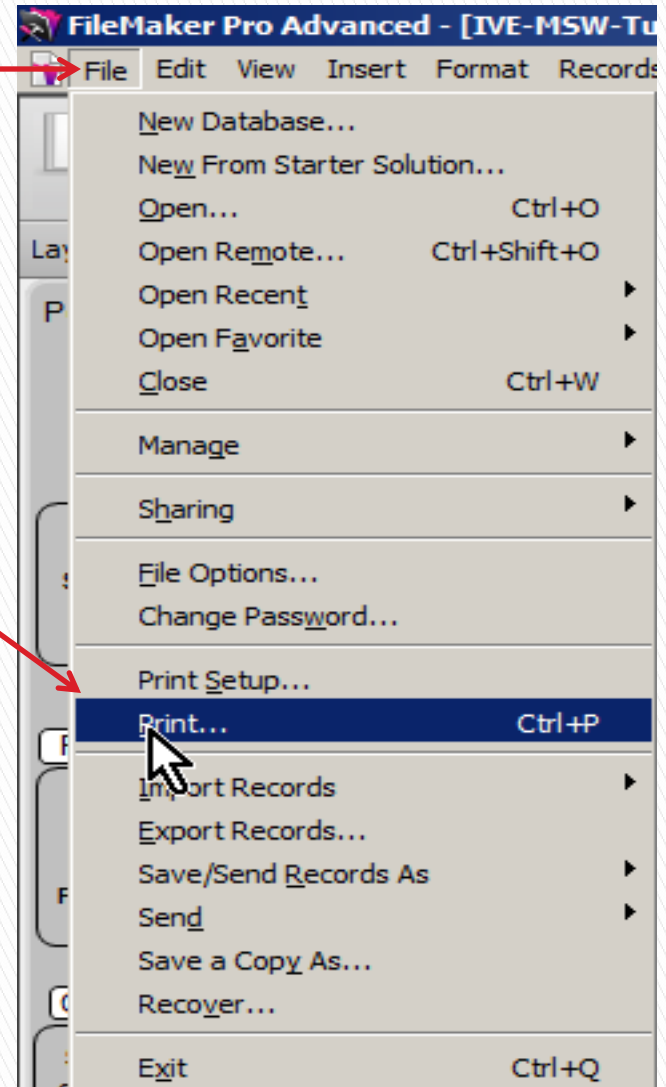
Printing in FileMaker is slightly different than printing in other applications

- ▶ From the File Menu,

- ▶ Click on Print.

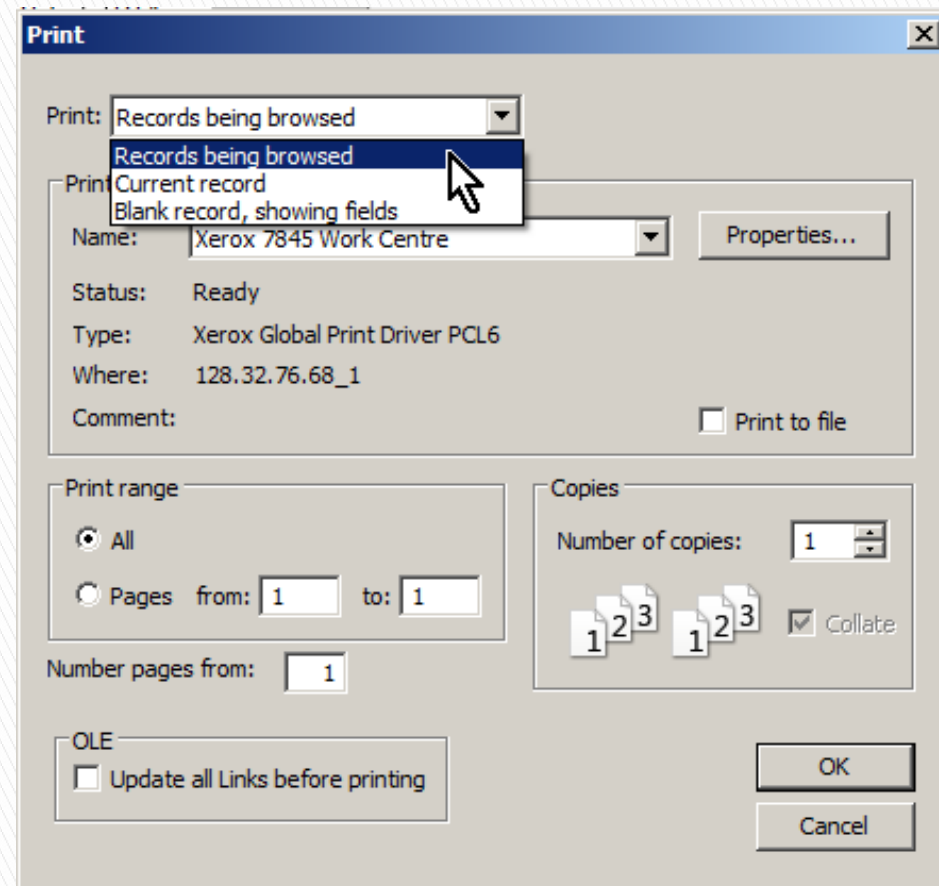
or

- ▶ Type [Ctrl P]

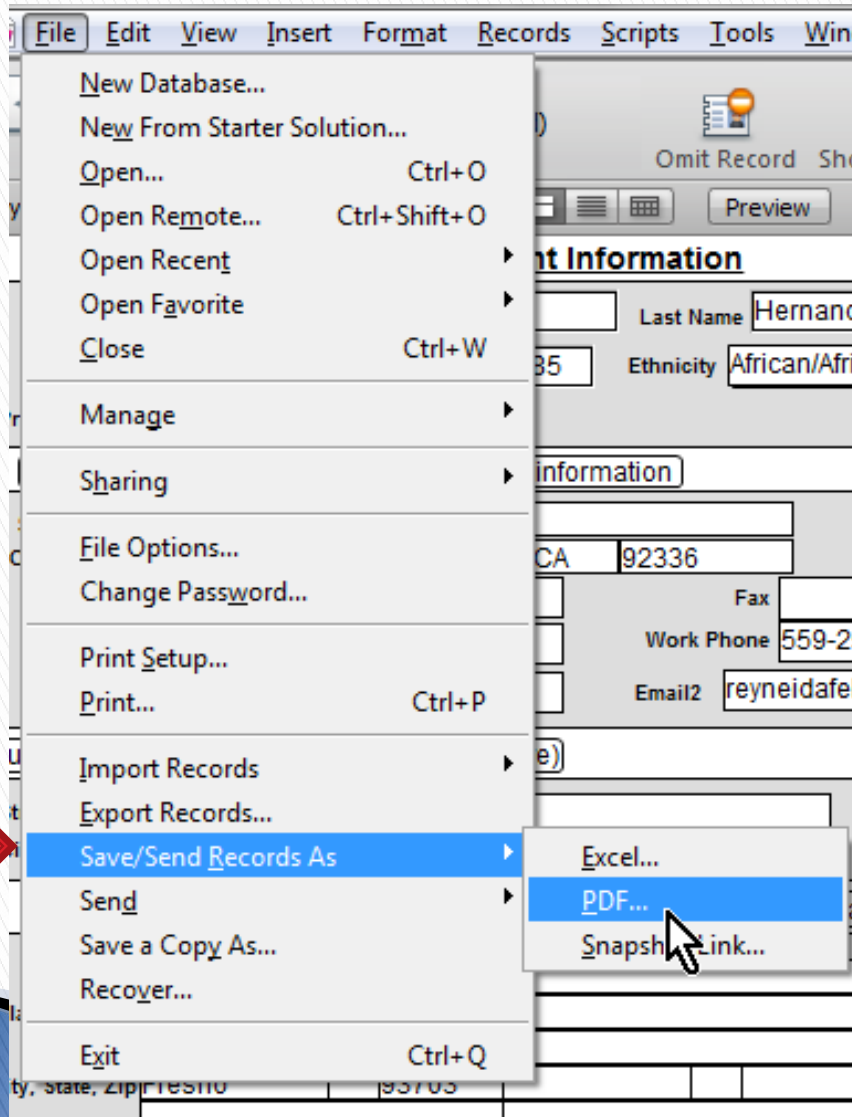


In the Dialogue box there is a dropdown Menu with 3 options for Printing.

- ▶ Select from the “Print:” option.
 - **Records being Browsed** – All of the records that are currently showing will print
 - **Current Record** – only the record on the screen will print
 - **Blank Record, Showing fields** – Only the layout with blank records will print
- ▶ The rest of the dialogue box items are the same as other applications.
- ▶ Click “OK”

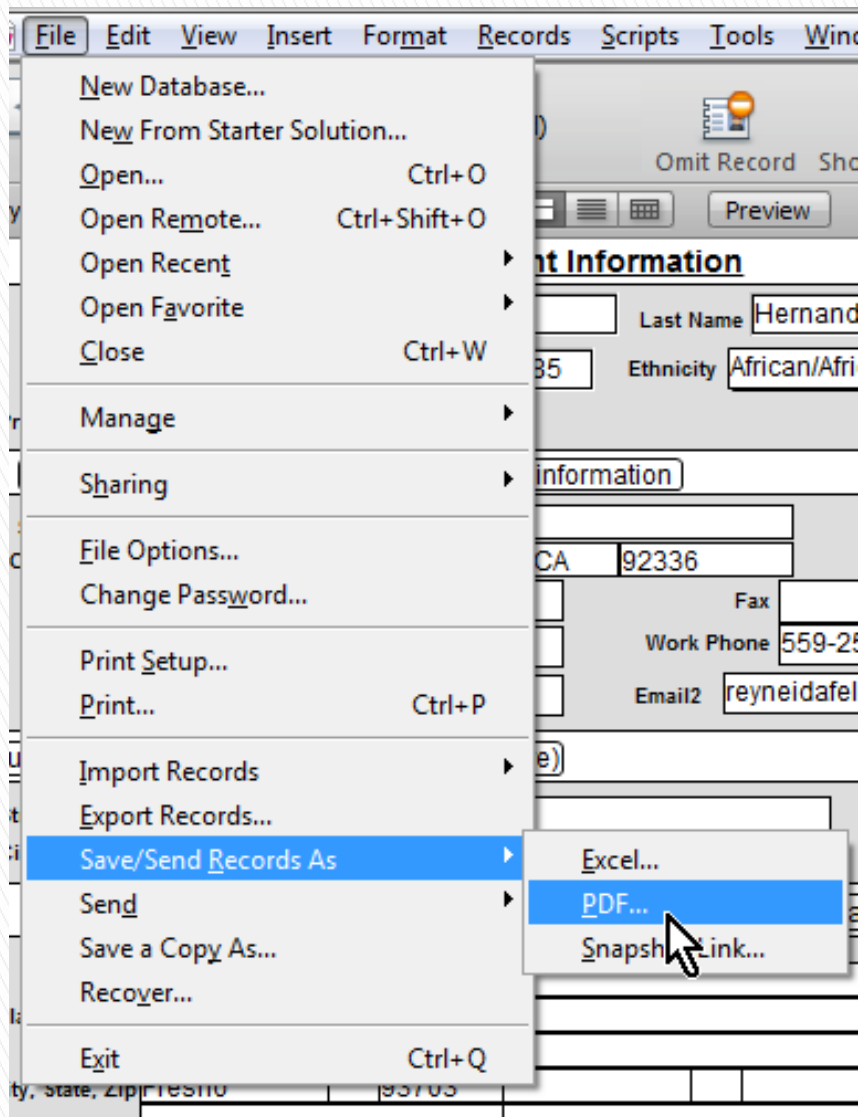


Saving reports as PDFs



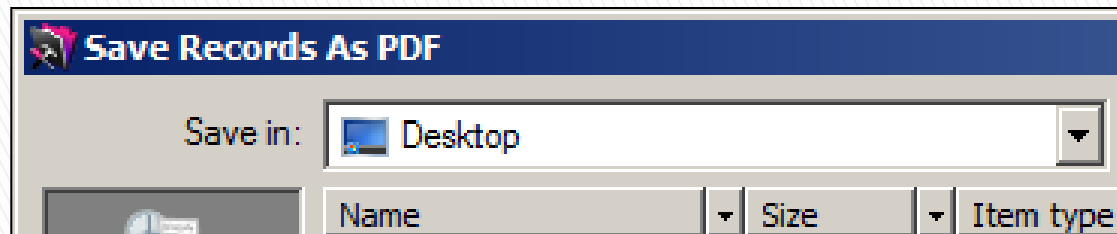
Reports or records can be saved as a PDF file.

From the File Menu
Click on
“Save/Send Records As”

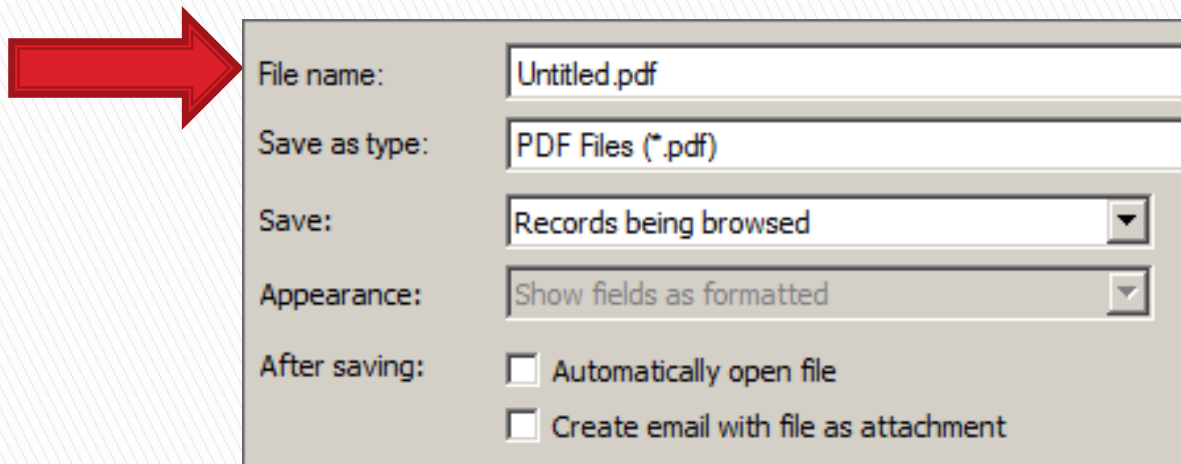


Then click “PDF...”

1. Indicate the file folder or location of the file at the top left of the screen.



2. Name the file.



1. Name the file

2. Be sure to select “Records being browsed”.

File name:	Untitled.pdf
Save as type:	PDF Files (*.pdf)
Save:	Records being browsed
Appearance:	Show fields as formatted
After saving:	<input type="checkbox"/> Automatically open file
	<input type="checkbox"/> Create email with file as attachment



3. Click on Save and That's it.

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