Tips and Shortcuts

With FileMaker

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!
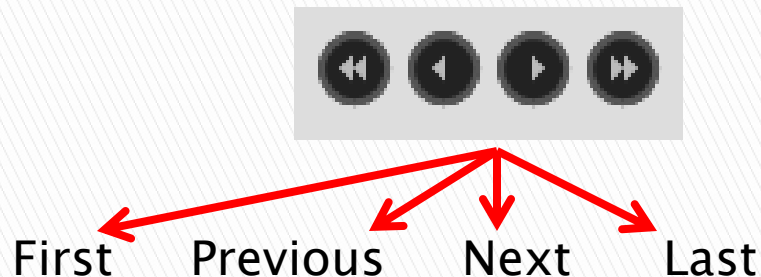 - FileMaker 11 is not compatible with FileMaker 12.

Shortcuts

Access Different modes

Browse [CTRL] [B] (for entering data)
Find [CTRL] [F] (for searching)
 Layout [CTRL] [L] (for modifying layout but grayed out)
Preview [CTRL] [U] (for print preview for printing)

Move from Record to record

Navigation Buttons (to the right of most layouts moves through Records.

First   Previous   Next   Last

More Navigation keystrokes

	Action	Key strokes
▸	Move forward to the next field	[TAB]
▸	Move back to the previous field	[shift] [TAB]
▸	Move to the next Record	[CTRL] [Right Arrow]
▸	Move back to the previous Record	[CTRL] [Left Arrow]
▸	Move forward one screen Tables layouts)	[CTRL] [Page Down] (for use on
▸	Move back one screen	[CTRL] [Page Up] (for use on Tables layouts)

▸ Scroll Wheel – Scrolls through records not up and down the page

Keystroke Shortcuts

[CTRL] [E]   **Delete record – DO NOT** use unless you are sure you want to delete the record!

[CTRL] [T]   **Omit Record** – omits 1 record (not deleted)

[CTRL][shift][T] **Omit multiple Records** brings up an Omit window

[CTRL] [J]   **Show All** – brings all records to the front after a FIND

[CTRL] [F]   **Find** – searches for info and any field omits multiple records (not deleted)

[CTRL] [S]   **Sort** – Brings up the Sort menu

Other Tips and Shortcuts

- [CTRL][–]   Insert current date anywhere
- [CTRL][Shift][O]   Open a remote file
- [CTRL][P]   Print

- To copy or move a field content to another location
  ◦ Highlight the content and drag to new location
  ◦ Original content remains (leave it or delete it)

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