

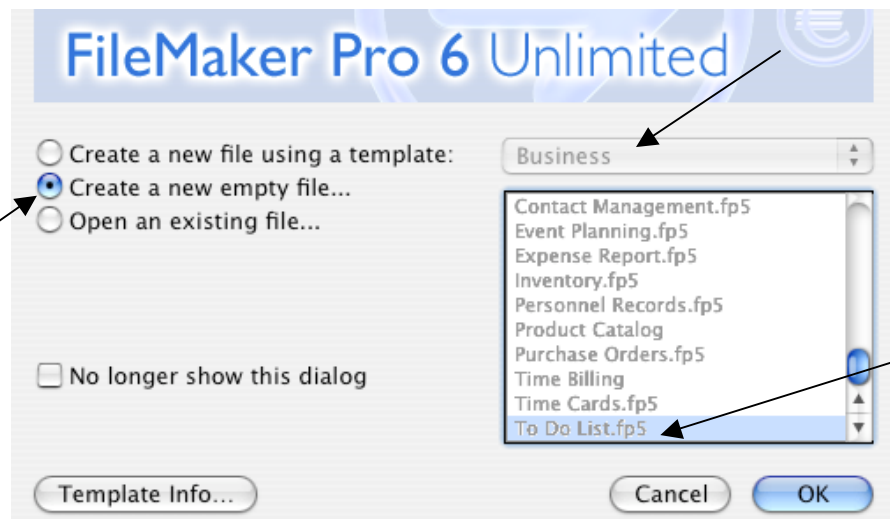
USING FILEMAKER 6- MACINTOSH

Filemaker Pro is located in the Applications Folder in the Macintosh Hard Drive. Remember that your students do not have Filemaker Pro so use it to create a database for your professional use- not to use with students. The Webopedia defines a database as a collection of information organized in such a way that a computer program can quickly select desired pieces of data. You can think of a database as an electronic filing system. Traditional databases are organized by fields, records, and files. A field is a single piece of information; a record is one complete set of fields; and a file is a collection of records. For example, a telephone book is analogous to a file. It contains a list of records, each of which consists of three fields: name, address, and telephone number.

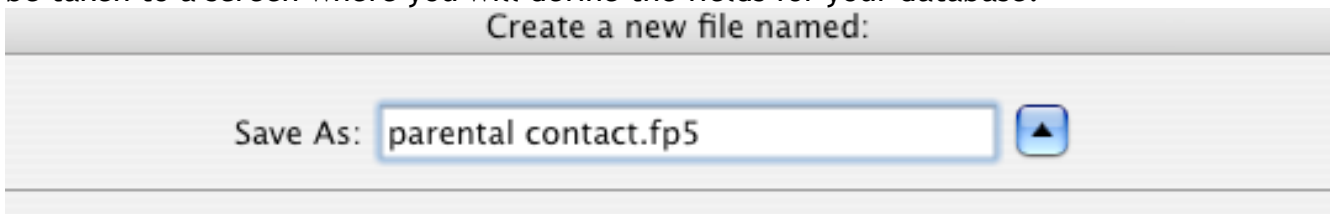
You will be creating a database to keep track of parental contact. You can use your database to sort by student and quickly access other contacts made to parents, dates, times, and any notes you have made from your former communications. You could also use a database to keep track of supplies, orders from vendors, names and addresses, and many other things. The process to create a database is the same- the fields are just named differently. As you become more familiar with databases you will find that the more information that you enter in the database initially the more useful it will become to you.

CREATING A DATABASE

1. Open FileMaker. Select **CREATE A NEW EMPTY FILE** and click **OK**.

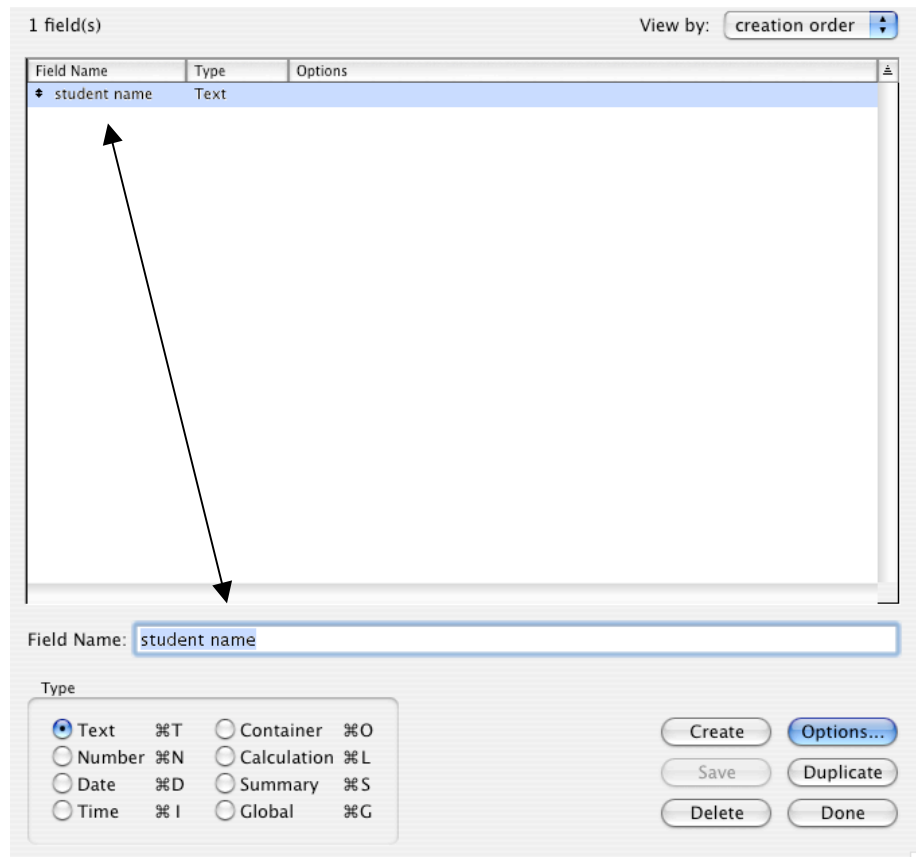


2. Name your file parental contact and navigate to your documents folder. **SAVE** your file. Leave the .fp5 at the end of your file name. It identifies it as a Filemaker file. You will be taken to a screen where you will define the fields for your database.

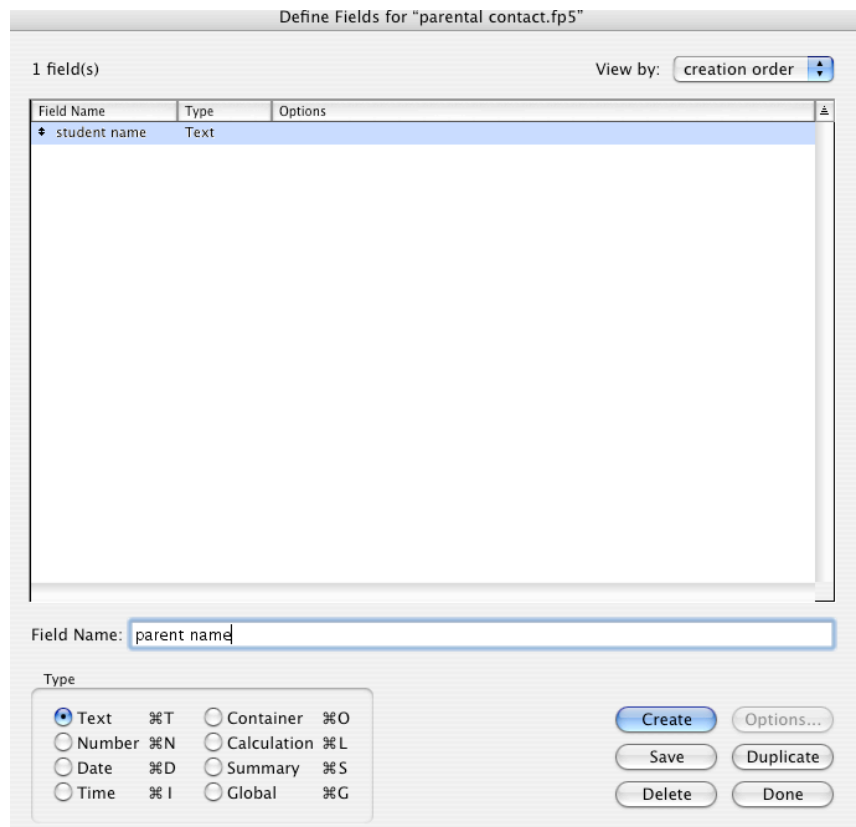


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3. Type your field names in the long field name box at the bottom (ex. *Student name*) and click **CREATE**.

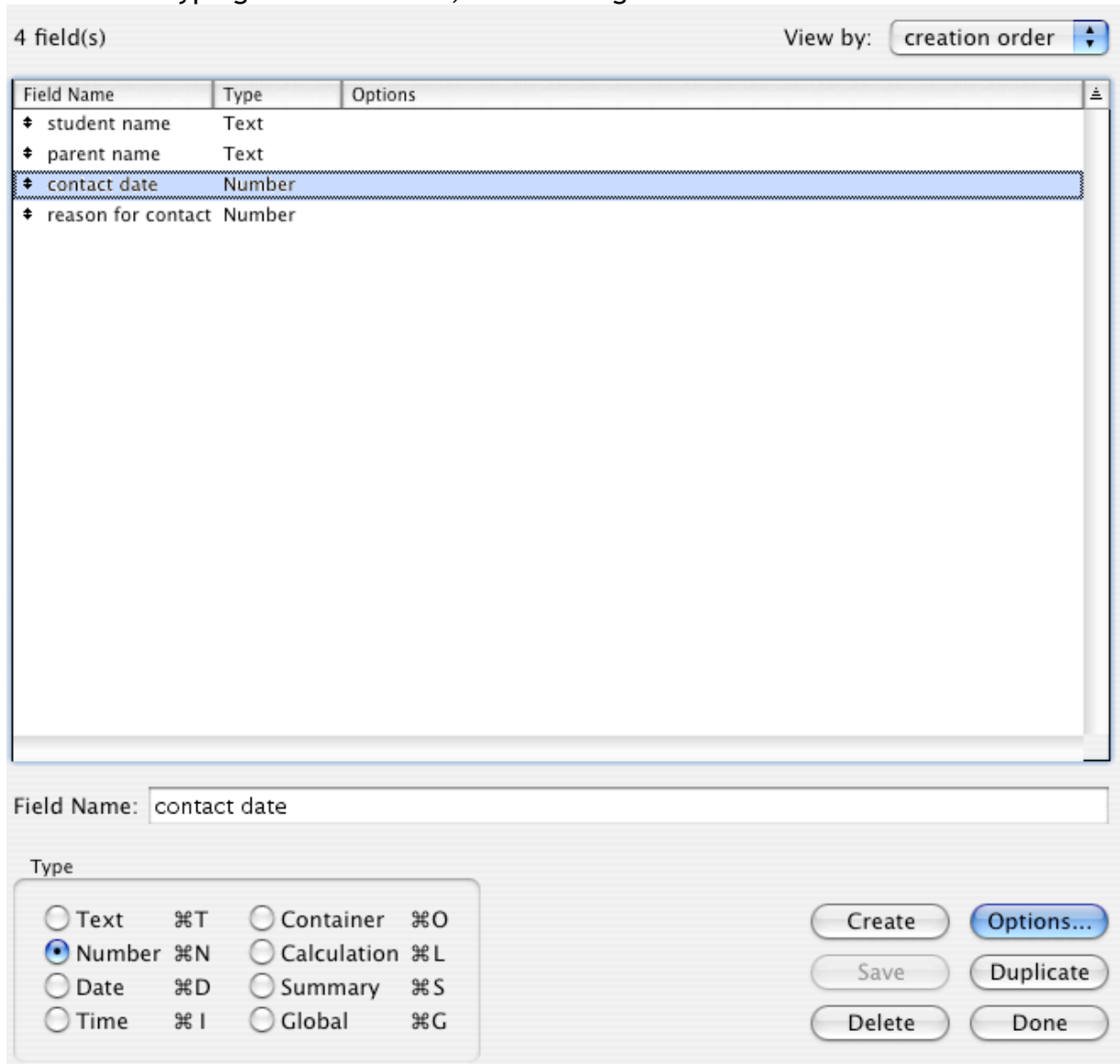


4. The field will be created at the top of the screen. The field name you just typed remains in the **FIELD NAME** box. When you get ready to add the next field, just type and the first field name you typed will be replaced with the second field name. Click **CREATE**. Continue to type field names and click create until you have finished creating fields.

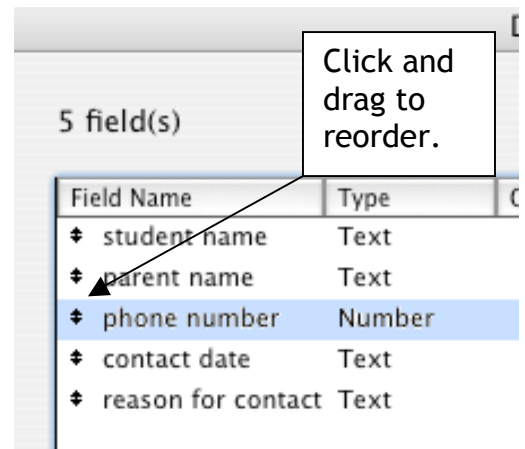


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5. Create the following fields: Student Name, Parent Name, Contact Date, Reason for Contact. When you have finished, Click the **DONE** button.
 - a. You can change the field name by clicking on it (ex.- contact date below), retyping the field name, and clicking **SAVE**.



6. If you need to get back to this screen to add fields, make changes, etc., go to **FILE>DEFINE FIELDS** and make any changes you need to make. For instance, you may want to add a field that contains the parent's phone number. Go to **FILE>DEFINE FIELDS** and type phone number. Click **CREATE** and then **DONE**. You can also change the arrangement of fields by clicking on the double arrows and dragging fields to a different position.



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7. You are taken to the screen where you can enter your first contact information. Since you want to be able to sort this information, enter your student and



student name	Roethke, Carl
parent name	Roethke, Madeline
phone number	320-1998
contact date	10/25/05
reason for contact	misbehaving in class

parent names in the following format: last name, first name. Your other option would be to enter two field names- student last name and student first name. In this case, it's just easier to enter your names last name, first name. Enter all the information for your first record. If you type more in the textbox than the size of the textbox, you will see a question mark.



student name	Roethke, Carl
parent name	Roethke, Madeline
contact date	10/12/2004
reason for contact	?

8. To resize your textbox, go to **VIEW>LAYOUT MODE**. Drag the lower left-hand corner down and to the right to make the box larger.

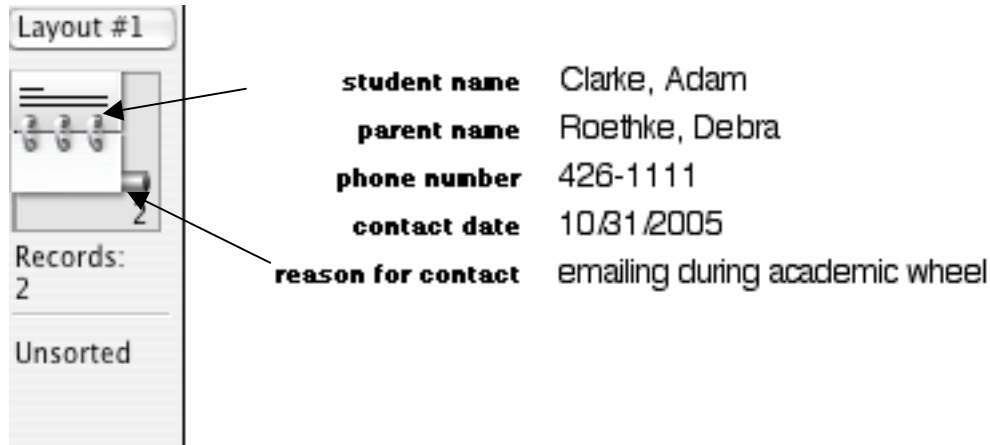
student name	student name
parent name	parent name
phone number	phone number
contact date	contact date
reason for contact	reason for contact

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9. Now go back to **VIEW>BROWSE MODE** and you will be able to see everything you typed.

student name Roethke, Carl
parent name Roethke, Madeline
phone number 320-1998
contact date 10/25/05
reason for contact misbehaving in class and throwing spitballs and pulling Debbie's hair

10. To enter a new record, go to **RECORDS>NEW RECORD** or click **APPLE+N**. As you continue to create records, you will see the numbers change on the card file at the side of the screen. To navigate from one record to another, click on the card file.



11. Enter all of your information. After you enter your information (and you can add new information at any time), you can view or sort your information in any number of different ways. To view your information as a table, go to the **VIEW** menu and select **VIEW AS TABLE**.

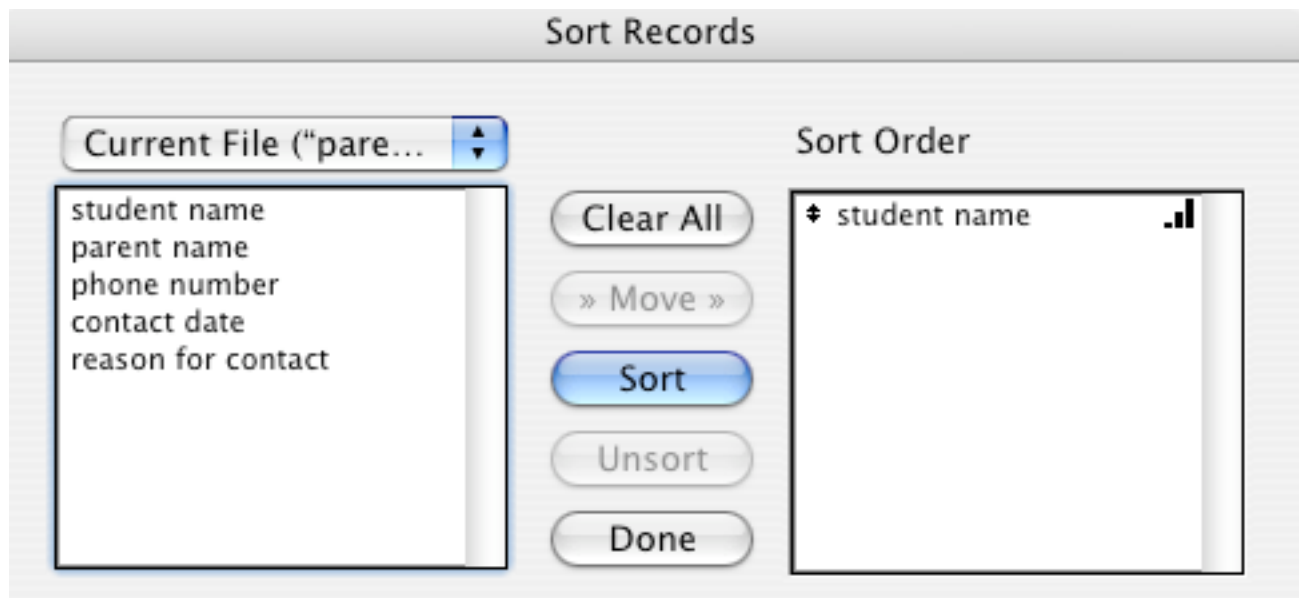
parental contact.fp5				
Layout #1	student name	parent name	contact date	reason for c...
	Roethke, Carl	Roethke, Madeline	10/12/2004	?
	Clarke, Adams	Roethke, Debra	11/5/2004	?
	Clarke, Adams	Roethke, Debra	9/15/2004	talking in class
	Clarke, Branch	Roethke, Debra	9/30/2005	?
	Maddux, Jennifer	Roethke, Carl	10/25/2005	?

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12. If you cannot see all of the information that you need, mouse-over the vertical line between contact date and reason for.... You will get a double-sided arrow. Click on the line and drag it to the right to extend the field.

Layout #1	student name	parent name	contact date	reason for contact
	Roethke, Carl	Roethke, Madeline	10/12/2004	throwing spitballs in class
	Clarke, Adams	Roethke, Debra	11/5/2004	behavior improving
	Clarke, Adams	Roethke, Debra	9/15/2004	talking in class
	Clarke, Branch	Roethke, Debra	9/30/2005	not doing homework
	Maddux, Jennifer	Roethke, Carl	10/25/2005	singing in class- repeatedly asked to stop

13. To sort your records, go to **RECORDS>SORT** or click **APPLE+S**. Click on the field in the left-hand side of the screen that you would like to use to sort with (in this case, student name) and click **MOVE** to move it to the right-hand side (**SORT ORDER**) of the screen. Click **SORT**.



14. Your data is sorted by student name. You choose the parameters of your sort by the fields you select to sort by.

Layout #1	student name	parent name	phone num...	contact date	reason for contact
	Clarke, Adam	Roethke, Debra	426-1111	10/31/2005	drawing in class
	Clarke, Branch	Roethke, Debra	320-1999	11/2/2005	playing xbox games
	Maddux, Jennifer	Roethke, Debra	320-1998	11/5/1005	singing in class
	Roethke, Carl	Roethke, Madeline	320-1998	10/25/05	misbehaving in class