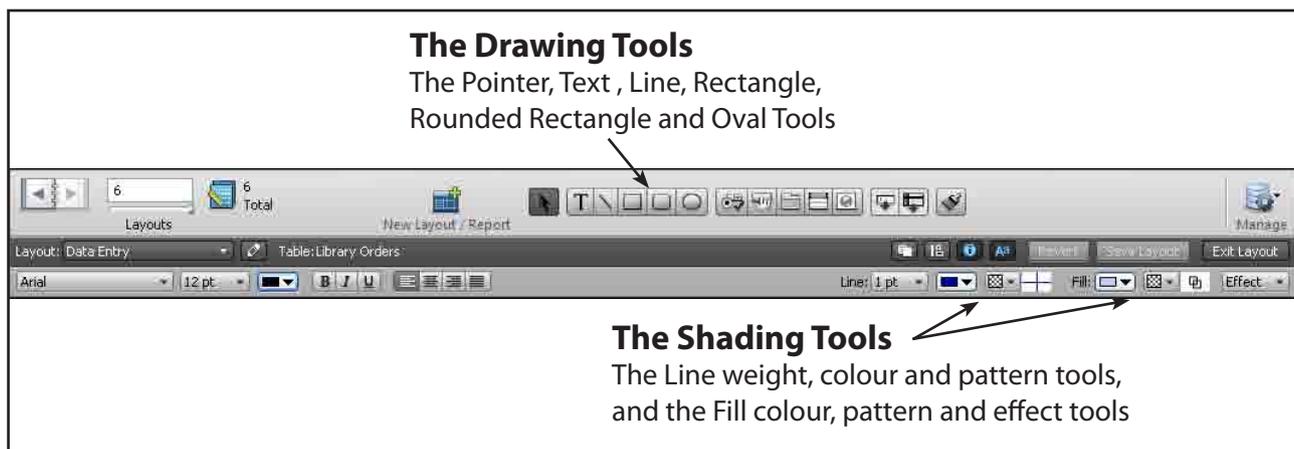# Formatting Layouts

The appearance and operation of a layout can be customised to make the viewing of data more pleasant and the entering of data much easier. The Drawing Tools can be used to control the appearance of the layout and field formats can be applied to the fields to make the data entry and management of the database more efficient.
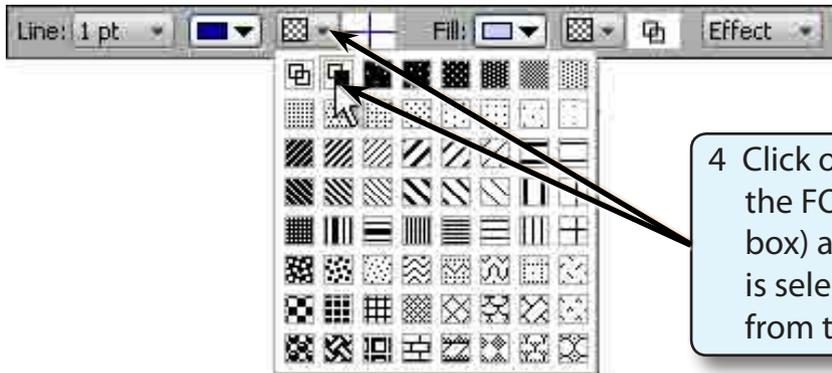
## Using the Drawing Tools

The appearance of the screen can be enhanced by the use of some of the DRAWING TOOLS from the STATUS TOOLBAR and the FILL, LINE and PATTERN tools in the FORMATTING BAR. These tools are described in the following diagram.
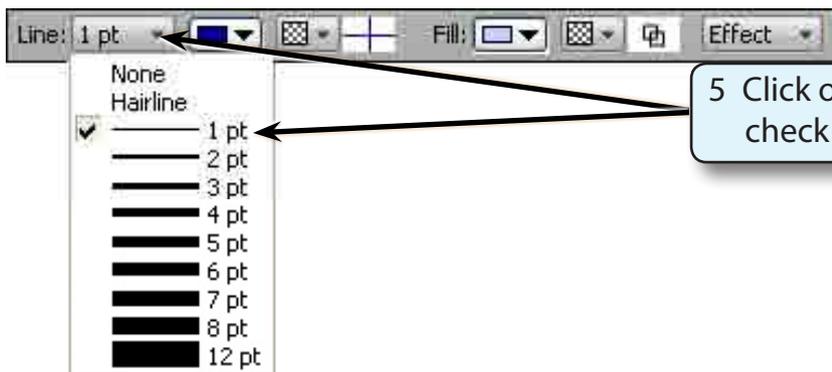
**The Drawing Tools**
The Pointer, Text , Line, Rectangle,
Rounded Rectangle and Oval Tools

**The Shading Tools**
The Line weight, colour and pattern tools,
and the Fill colour, pattern and effect tools

## A    Adding a Shaded Rectangle

1    Load FileMaker Pro 10 or close the current file and select OPEN from the FILE menu.

2    Open the LIBRARY ORDERS COPY file from your FMP10 FILES folder and set the screen to LAYOUT MODE.

3    Click on the RECTANGLE TOOL in the DRAWING TOOLS.
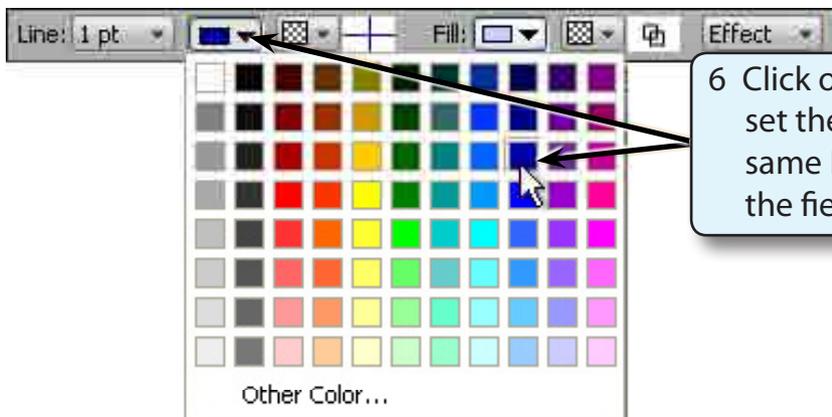
**NOTE:** Single clicking on a tool selects it, but as soon as a object is drawn the POINTER TOOL is reselected. If you want the tool to stay selected until you select another tool, double click on the tool.
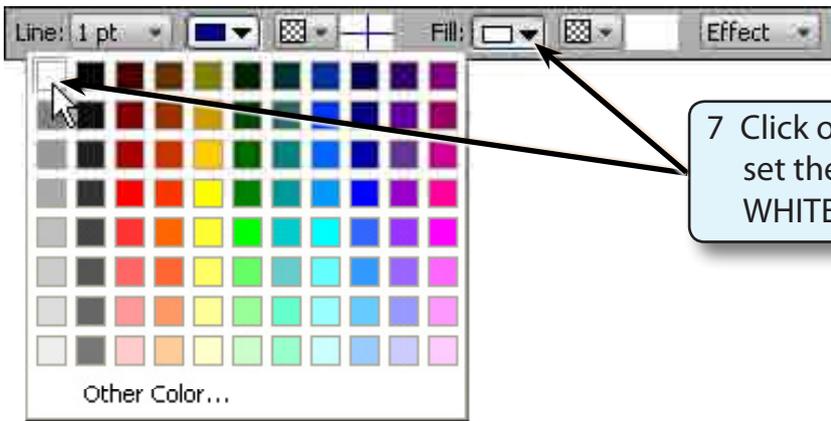
4 Click on the LINE PATTERN box in the FORMATTING BAR (the third LINE box) and check that the solid pattern is selected. It is the second pattern from the left in the top row.
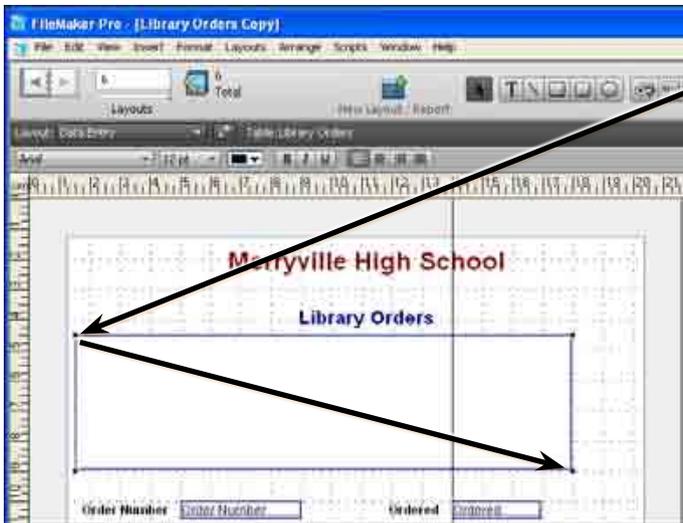
5 Click on the LINE WEIGHT box and check that 1 point is selected.
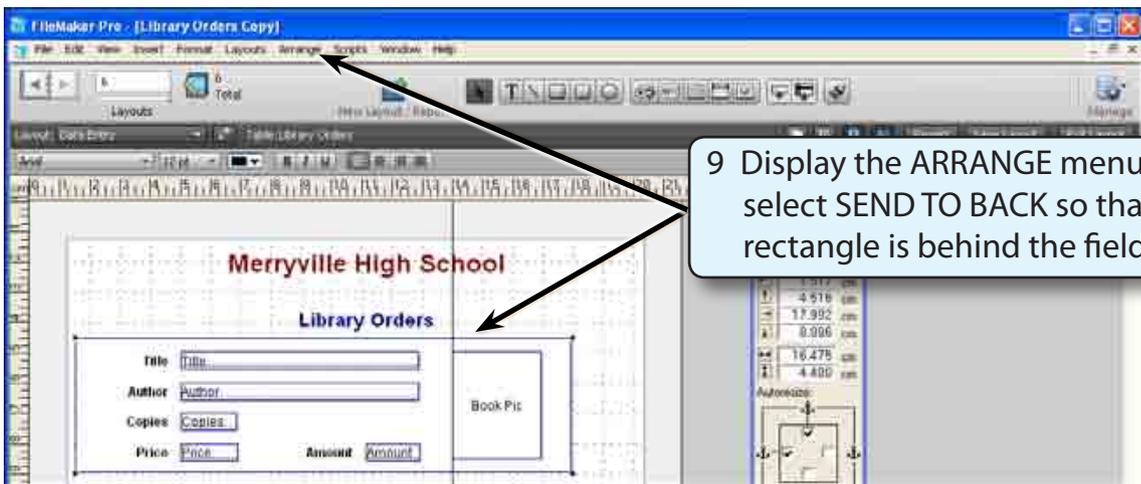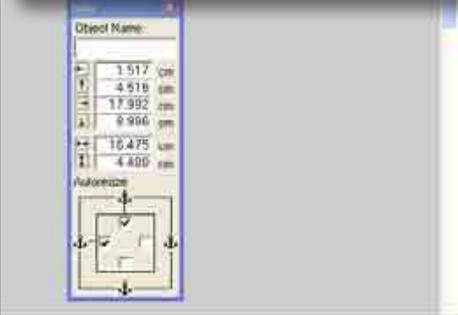
6 Click on the LINE COLOUR box and set the colour of the rectangle to the same DARK BLUE that you used for the field borders.

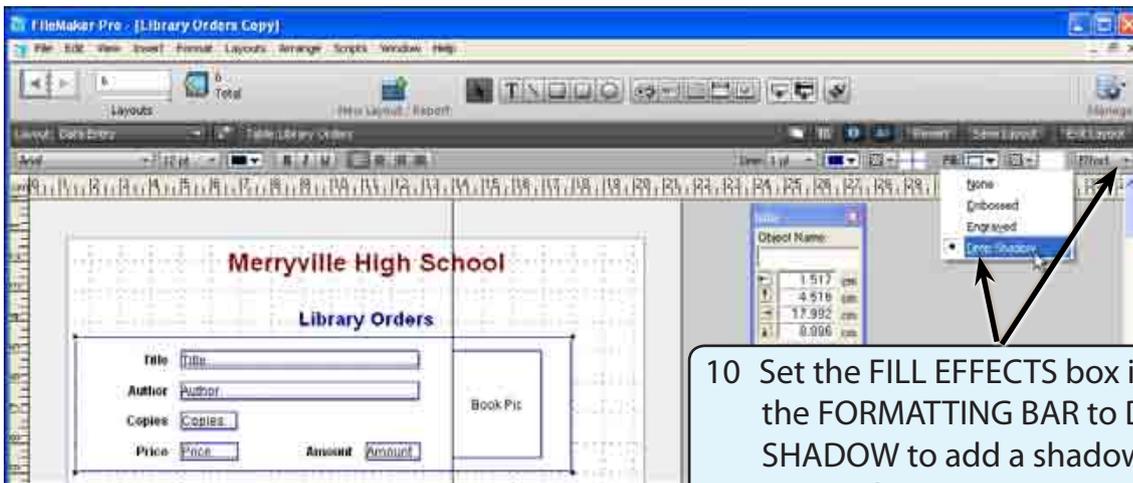Line: 1 pt ▼ ■ ▼ ⊠ ▼ ┼ Fill: □ ▼ ⊠ ▼ Effect ▼

Other Color…

7 Click on the FILL COLOUR box and set the fill colour of the rectangle to WHITE.
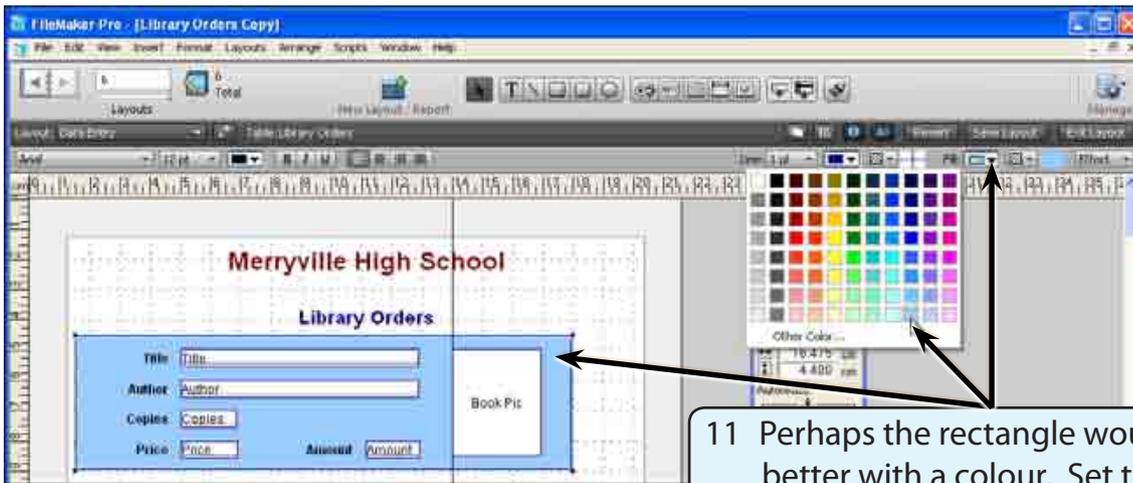
8 Draw a rectangle that encloses the top 6 fields starting at about 1.5 cm in the top Ruler and 4.5 cm in the left Ruler, then finishing at 18 cm in the top Ruler and 9 cm in the left Ruler.

FileMaker Pro - [Library Orders Copy]

File Edit View Insert Format Layouts Arrange Scripts Window Help

Layouts

Layout: Data Entry   Table: Library Orders

Merryville High School

Library Orders

Order Number   Order Number   Ordered   Ordered

9 Display the ARRANGE menu and select SEND TO BACK so that the rectangle is behind the fields.

FileMaker Pro - [Library Orders Copy]

File Edit View Insert Format Layouts Arrange Scripts Window Help

Layouts

Layout: Data Entry   Table: Library Orders

Merryville High School

Library Orders

Title   Title
Author   Author                        Book Pic
Copies   Copies
Price   Price        Amount   Amount

10  Set the FILL EFFECTS box in the FORMATTING BAR to DROP SHADOW to add a shadow to the rectangle.
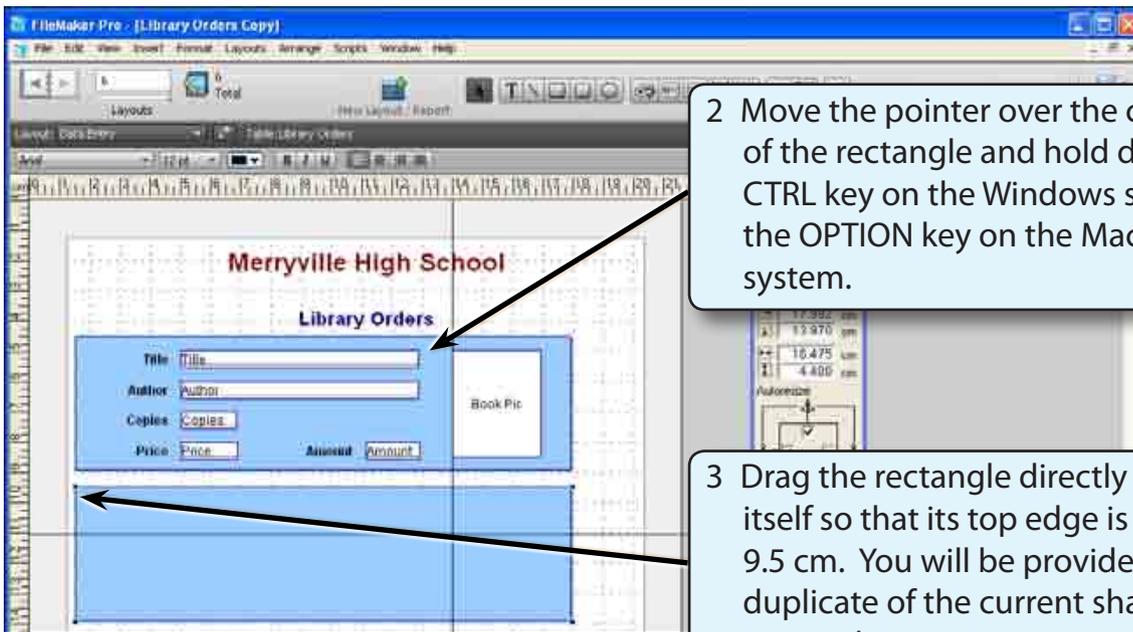


11  Perhaps the rectangle would look better with a colour.  Set the FILL COLOUR to a LIGHT BLUE.

## B    Copying the Rectangle

We could draw another rectangle around the other fields, but it is easier to duplicate the current shadowed rectangle and resize the copy.

1    The shadowed rectangle should have its 'handles' displayed.  If not, click on the rectangle.
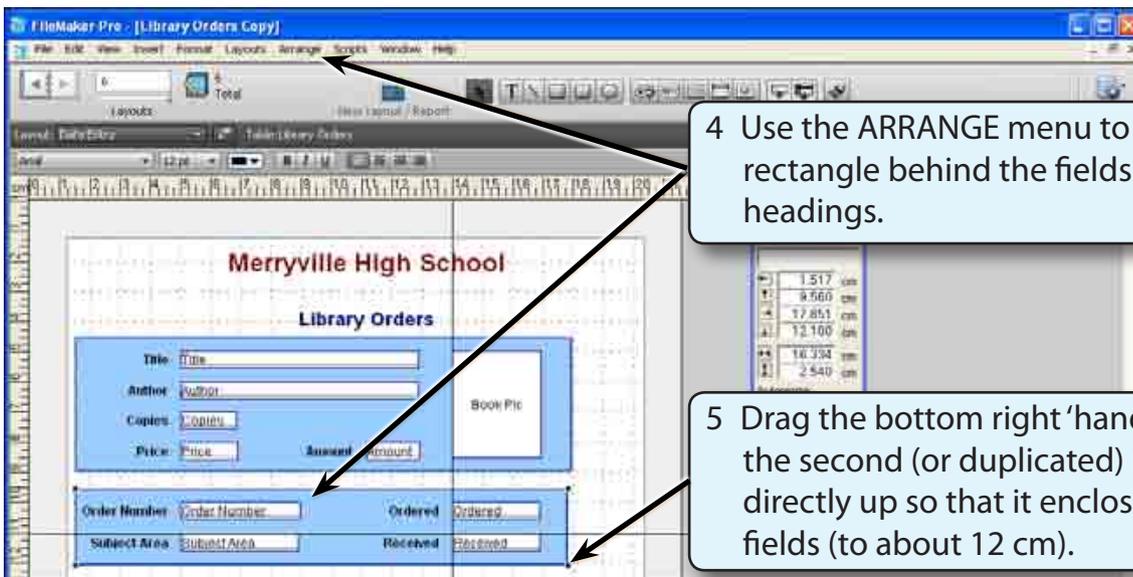
2 Move the pointer over the centre of the rectangle and hold down the CTRL key on the Windows system or the OPTION key on the Macintosh system.

3 Drag the rectangle directly below itself so that its top edge is at about 9.5 cm. You will be provided with a duplicate of the current shadowed rectangle.

**NOTE:** i Use the ARROW keys to nudge the rectangle so that the left sides of the two rectangles are in line.

ii Dragging an object with the CTRL or OPTION key depressed is the same as selecting copy and paste. It is called DRAG AND DROP.



4 Use the ARRANGE menu to send the rectangle behind the fields and field headings.

5 Drag the bottom right 'handle' of the second (or duplicated) rectangle directly up so that it encloses the fields (to about 12 cm).