


# Standard Form Layouts

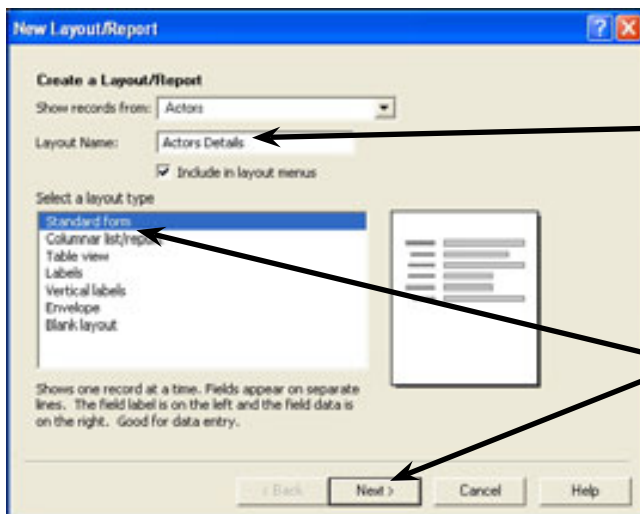
Data within a database can be displayed in many different ways as you will see over the next few chapters. This chapter will show you how to create a STANDARD FORM LAYOUT.

## Starting a New Layout

The one database can have numerous layouts.

### A Selecting the Layout Type

- 1 Load FileMaker Pro and open your ACTORS database.
- 2 Set the screen to LAYOUT MODE by pressing CTRL+L or +L.
- 3 Display the LAYOUTS menu and select NEW LAYOUT/REPORT.



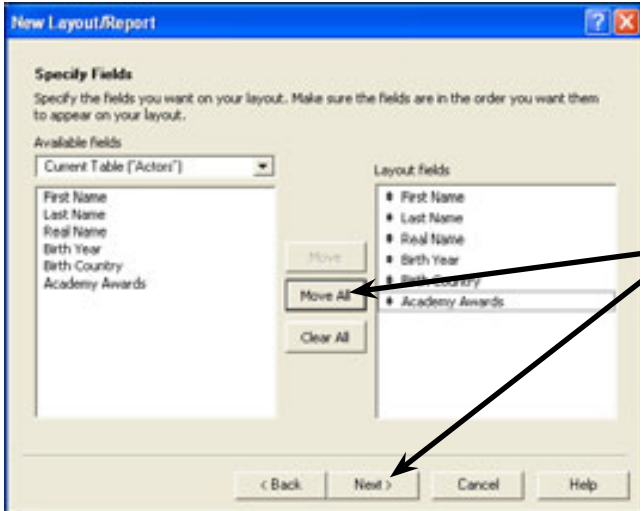
4 Set the LAYOUT NAME box to ACTORS DETAILS.

5 Leave the LAYOUT TYPE box as STANDARD FORM and select NEXT.

**NOTE:** It is good practice to always name a new layout so you know the type of data it displays.

## B Specifying the Fields

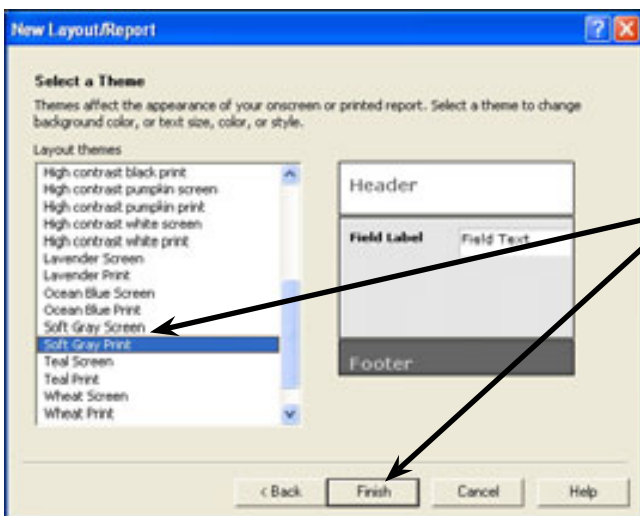
You can include all or just some of the fields in a layout.



Click on the MOVE ALL button to move all the fields into the LAYOUT FIELDS frame and click on NEXT.

## C Selecting a Layout Theme

You can select from a provided layout colour scheme or create or own.



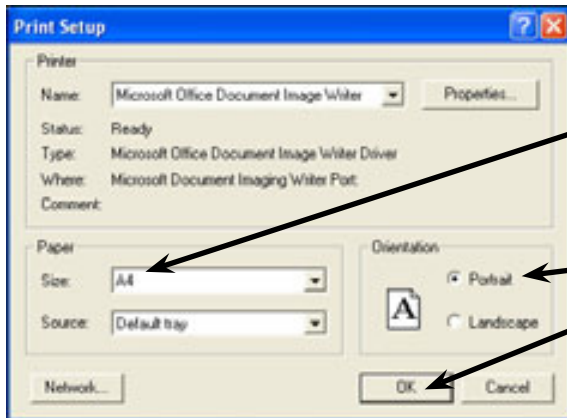
Select the SOFT GREY PRINT theme from the LAYOUT THEMES list then click on FINISH.

**NOTE: Use PRINT themes for layouts that will be printed. Use SCREEN themes for layouts that won't be printed.**

## D Setting the Print or Page Setup

Once the layout is created its PRINT or PAGE SETUP should be set.

- 1 Display the FILE menu and select PRINT or PAGE SETUP.

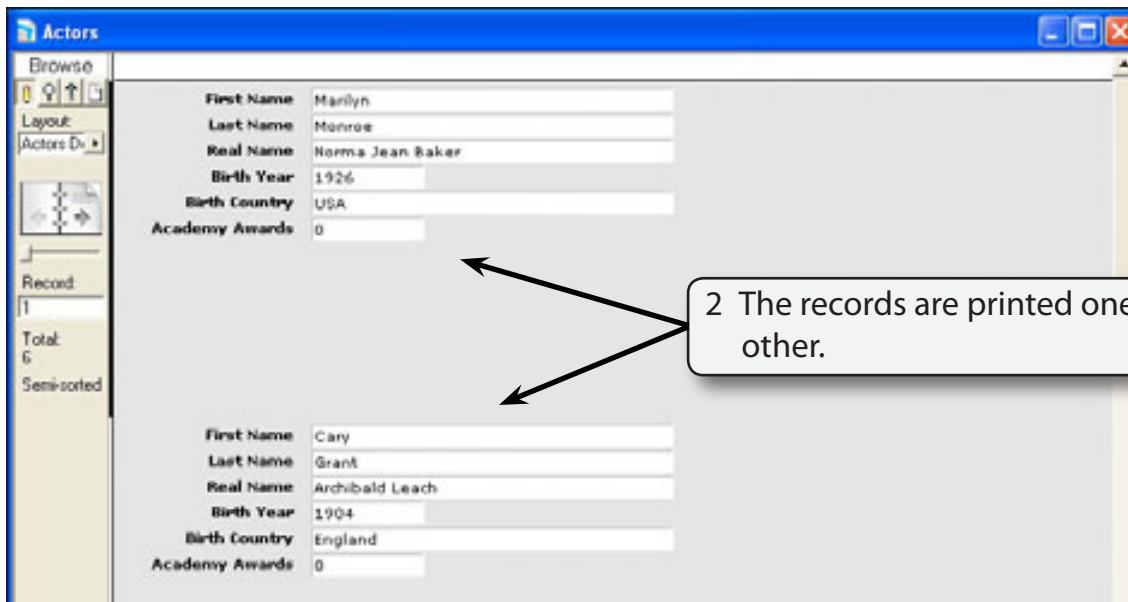


2 Set the PAPER SIZE to A4.

3 Set the ORIENTATION to PORTRAIT and select OK.

## E Looking at the Layout.

- 1 Return the screen to BROWSE MODE (CTRL+B or +B) and use the VIEW menu to turn on VIEW AS LIST.



2 The records are printed one after the other.

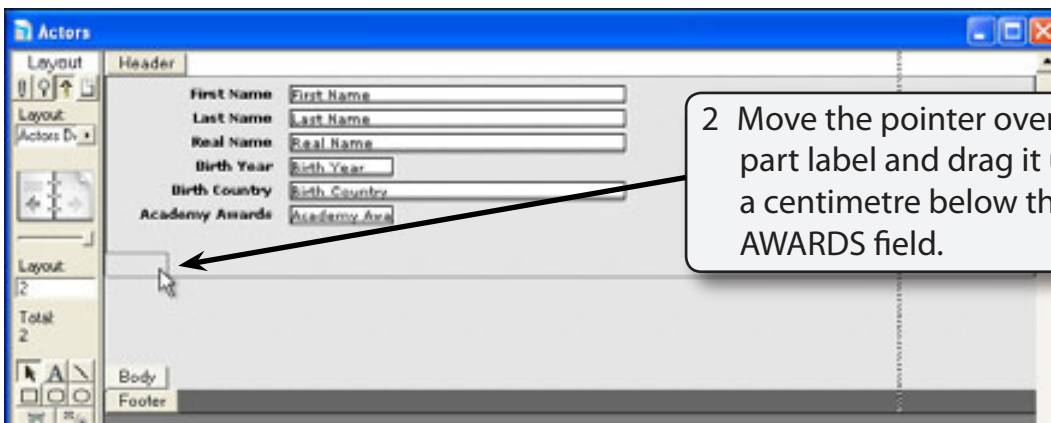
## Adjusting the Layout

Layouts can be adjusted to customise their appearance.

### A Reducing the Space Between Records.

The space between records can be reduced to print more records on a page.

- 1 Set the screen to LAYOUT MODE (CTRL+L or +L).



- 3 Return the screen to BROWSE MODE (CTRL+B or +B) and save the layout if asked.



**NOTE:** The size of the HEADER and FOOTER parts can be adjusted in the same way.