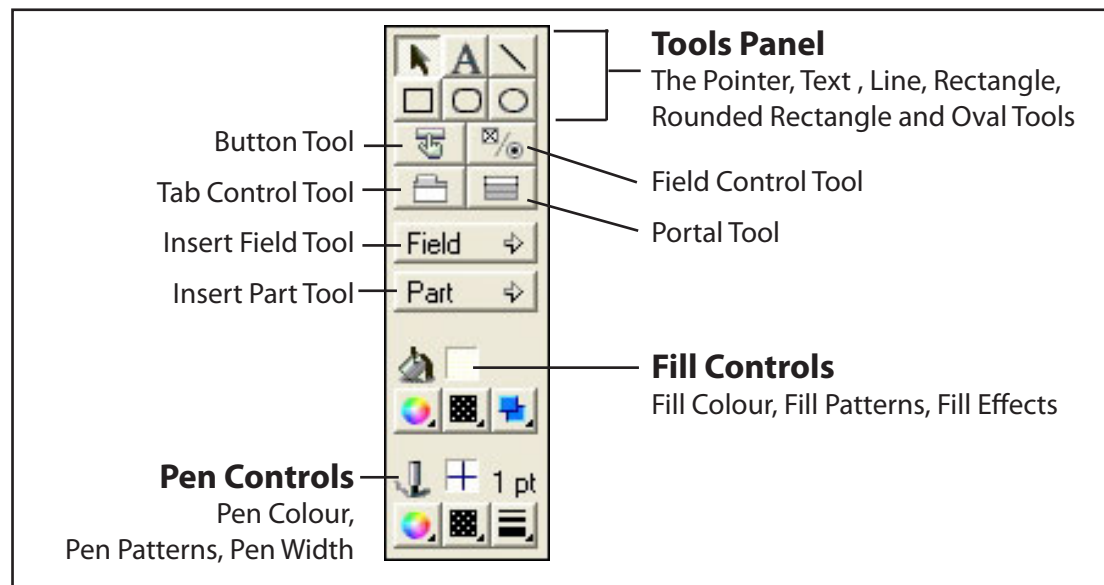


Formatting Layouts

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

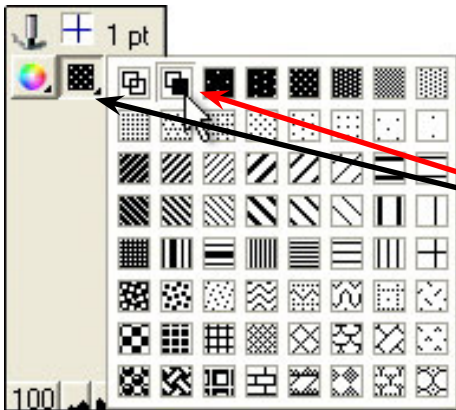
The appearance of the screen can be enhanced by the use of some of the DRAWING TOOLS, which are described in the following diagram.



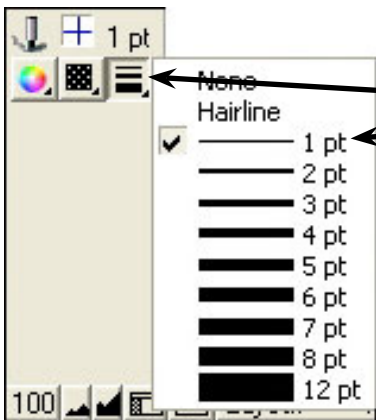
A Adding a Shaded Rectangle

- 1 Load FileMaker Pro, or Close the current file and select OPEN from the FILE menu.
- 2 Open the LIBRARY ORDER COPY file from your FMP8 FILES folder and set the screen to LAYOUT MODE.
- 3 Click on the RECTANGLE tool in the DRAWING TOOLS.

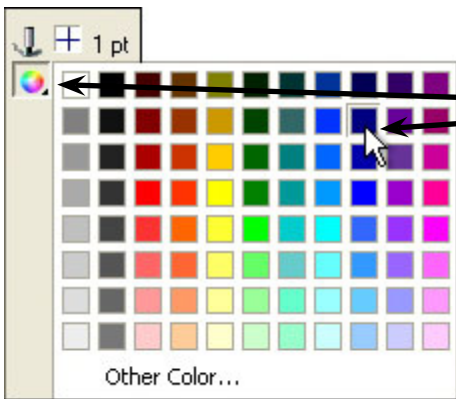
NOTE: Single clicking on a tool selects it, but as soon as a object is drawn the POINTER tool is reselected. If you want the tool to stay selected until you select another tool, double click on the tool.



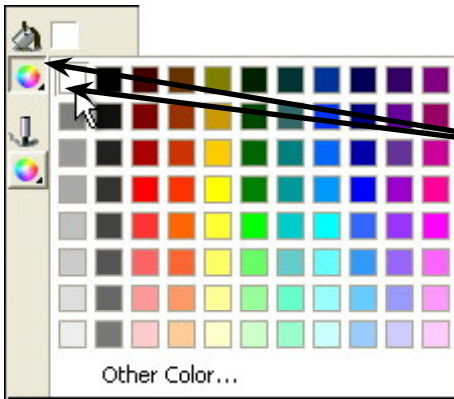
4 Click on the PEN PATTERN box in the DRAWING TOOLS (the centre PEN box) and check that the solid pattern is selected. It is the second pattern from the left on the top row.



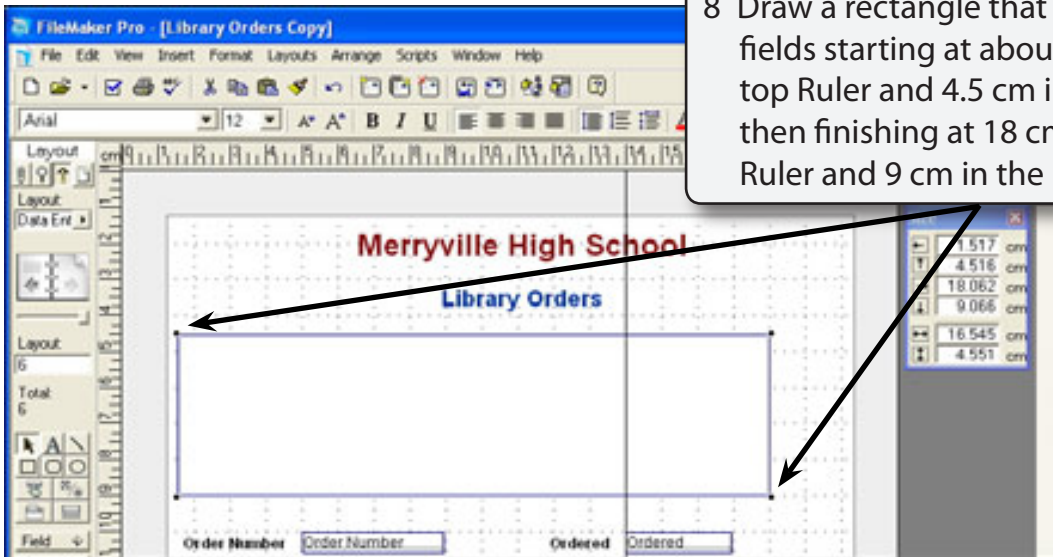
5 Click on the PEN WIDTH box and check that 1 point is selected.



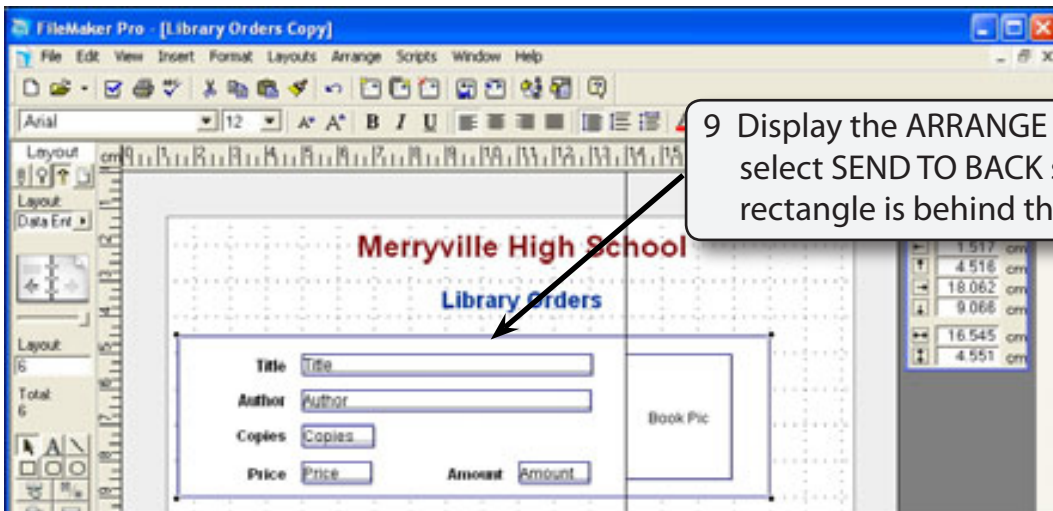
6 Click on the PEN COLOUR box and set the colour of the rectangle to the same DARK BLUE that you used for the field borders.



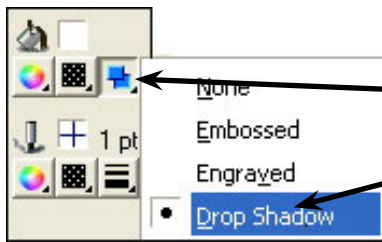
7 Click on the FILL COLOUR box and set the fill colour of the rectangle to WHITE.



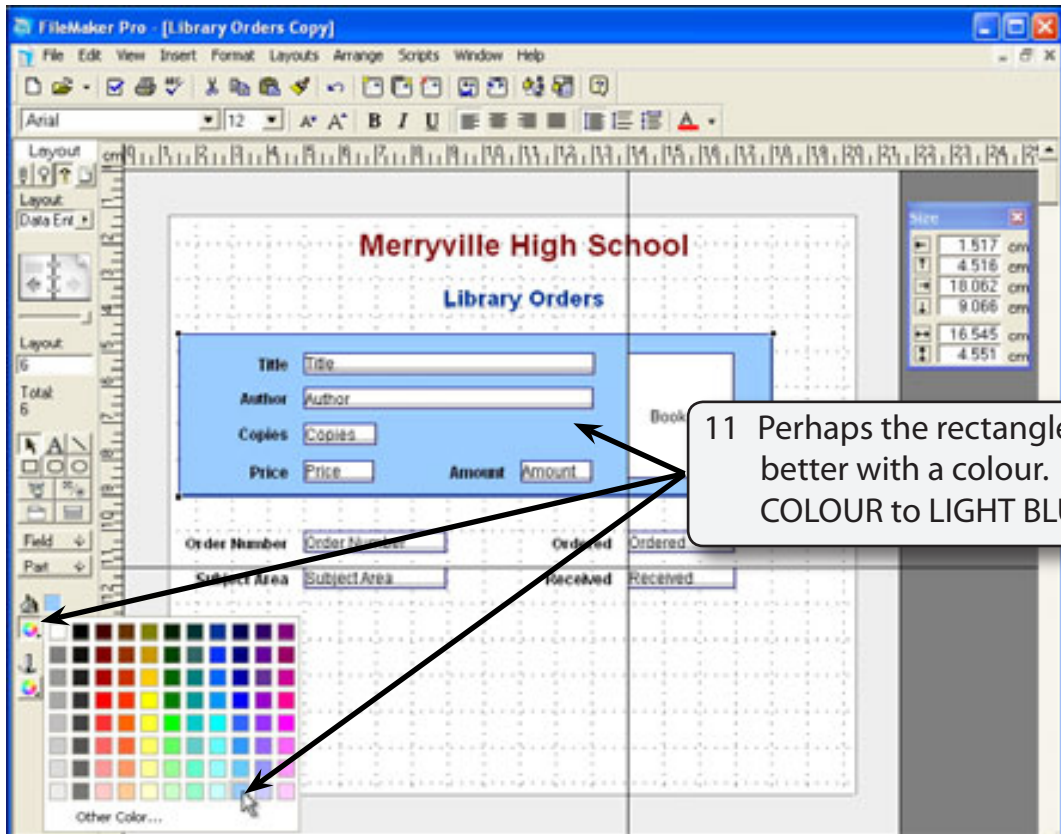
8 Draw a rectangle that encloses top 6 fields starting at about 1.5 cm in the top Ruler and 4.5 cm in the left Ruler, then finishing at 18 cm in the top Ruler and 9 cm in the left Ruler.



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



10 Set the FILL EFFECTS box in the DRAWING TOOLS to DROP SHADOW to add a shadow to the rectangle.

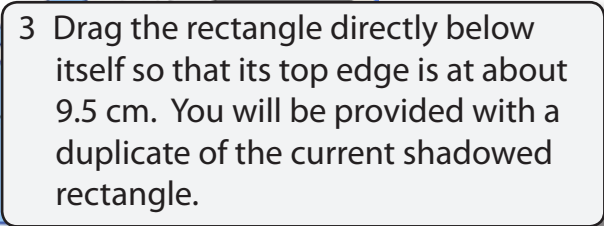
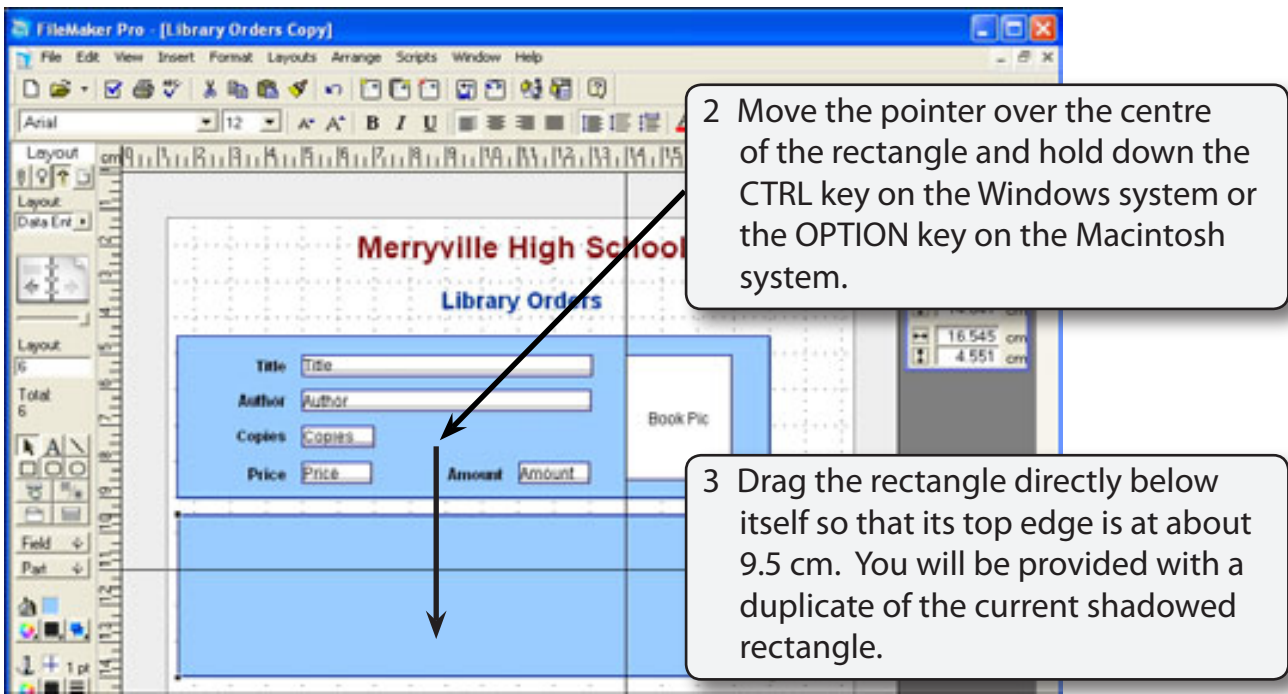


11 Perhaps the rectangle would look better with a colour. Set the FILL COLOUR to LIGHT BLUE.

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' are displayed.. If not, click on the 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**.

