

## FileMaker Level 1 Cheatsheet

### Shortcuts

Shortcut	What It Does
<b>CTRL + B or ⌘ + B</b>	Browse Mode (For editing, browsing records)
<b>CTRL + F or ⌘ + F</b>	Find Mode (for searching records)
<b>CTRL + L or ⌘ + L</b>	Layout Mode (For designing the look and feel of your database or reports.)
<b>CTRL + U or ⌘ + U</b>	Preview Mode (Print Preview, PDF Export and Excel Export)
<b>CTRL + R or ⌘ + R</b>	Modify the last find
<b>CTRL + N or ⌘ + N</b>	New Record
<b>CTRL + D or ⌘ + D</b>	Duplicate Record
<b>CTRL + E or ⌘ + E</b>	Delete Record
<b>CTRL + J or ⌘ + J</b>	Show All Records
<b>CTRL + S or ⌘ + S</b>	Sort Records
<b>CTRL + O or ⌘ + O</b>	Open a New Database
<b>CTRL + W or ⌘ + W</b>	Close a Database
<b>CTRL + Z or ⌘ + Z</b>	Undo
<b>CTRL + A or ⌘ + A</b>	Select All
<b>CTRL + M or ⌘ + M</b>	Insert a Merge Field
<b>CTRL + T or ⌘ + T</b>	Omit a Record
<b>CTRL + I or ⌘ + I</b>	Show/Hide Inspector in Layout Mode
<b>CTRL - or ⌘ -</b>	Insert Current Date
<b>CTRL + SHIFT + D or ⌘ + SHIFT + D</b>	Manage a Database
<b>TAB</b>	Move to the next field
<b>SHIFT + TAB</b>	Move to the previous field
<b>CTRL + ↓</b>	Move to the next record
<b>CTRL + ↑</b>	Move to the previous record
<b>CTRL + TAB or Option + TAB</b>	Puts a TAB character within a field.

Database: A collection of information. For example: A Phonebook, an encyclopedia set

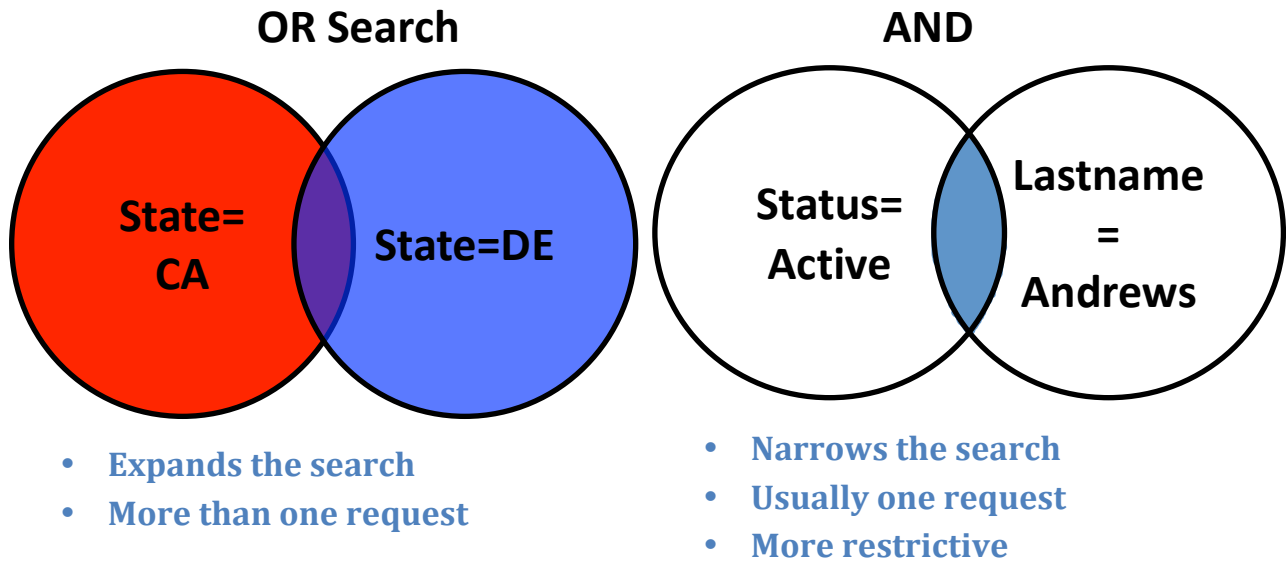
Records: Individual chunks of information. In a phonebook it would be called a listing.

Table: A collection of related information. For example: A list of addresses, an Invoice table, a customer list table, a products table.

Fields: Smaller pieces of information within a record. For example, first name, last name, address, city, state, zip.

Layouts: The way you look at your data. For example the White pages and the Yellow Pages show the exact same data, however they display them differently. You can also have a 'Data Entry' layout and the same information could also be contained in your 'Form Letter' or you 'Mailing Labels' layouts.

## Searches



## Search Techniques

Name	Character(s)	Example	What Will be Found
Wildcard	*	O*L	OL, owl, O'Neal, O'Neill
Less Than	<	<15	Any number 14 or less
Less Than or Equal To	<=	<=15	Any number 15 or less
Greater Than	>	>1000	1001 or greater
Greater Than or Equal To	>=	>=1000	1000 or greater
Match Whole Word	=	=Sam	Finds Sam, but will NOT find Samuel or Samantha
	=	=	Finds a blank field
Range	...	30...35	30,31,32,33,34,35
Duplicates	!	! (in the first name and last name fields)	Finds people who have the exact same first and last names
Today's Date	//	//	Finds today's date
Any One Character	@= one character #= one digit	123-##-4567	123-12-4567 123-45-4567
		@1234567	B1234567 C1234567