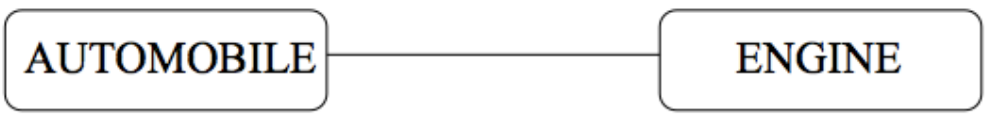
FileMaker Level 2: Cheatsheet

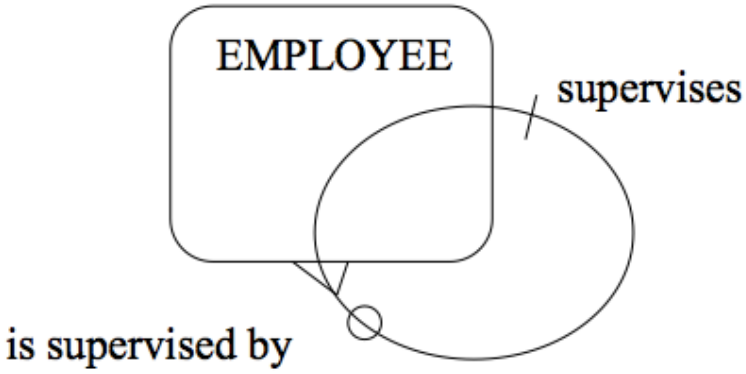
Shortcuts

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

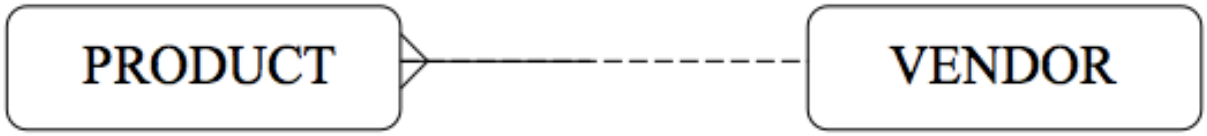
One to One Relationship



Recursive



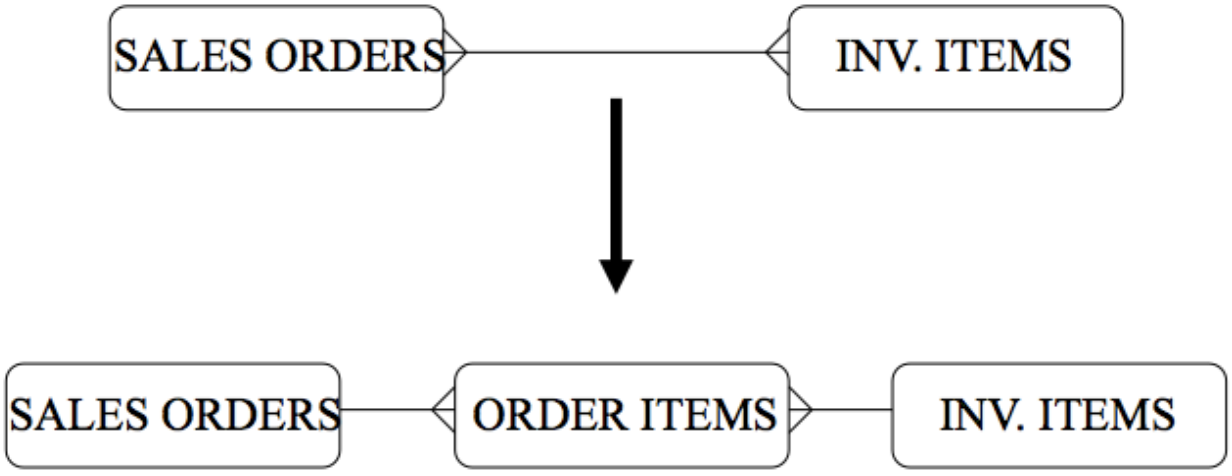
One to Many or Many to One



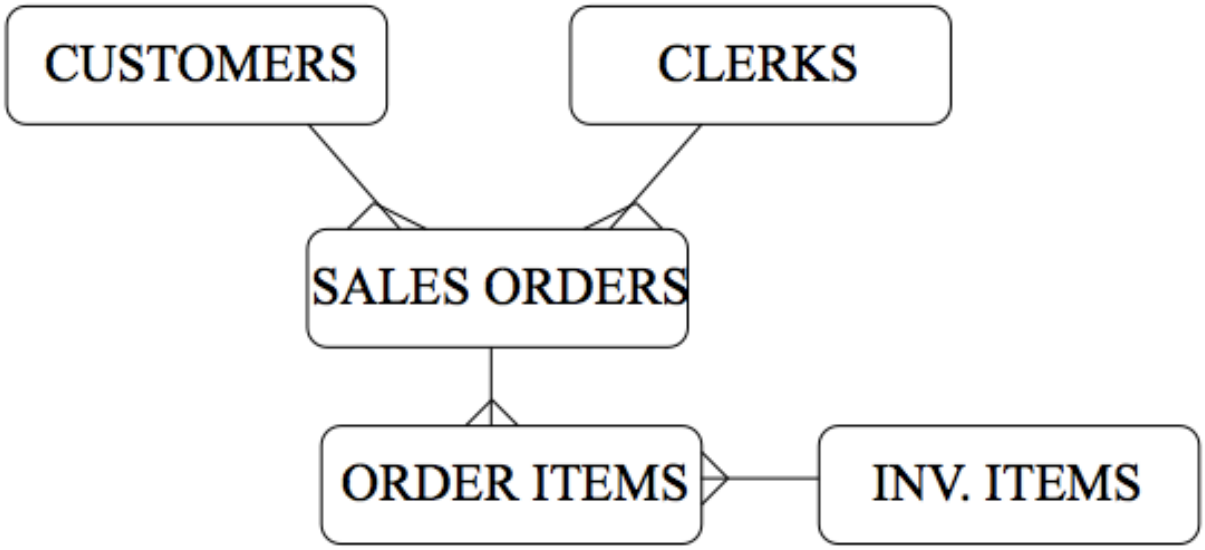
Many to Many

Resolving Many-to-Many Relationships

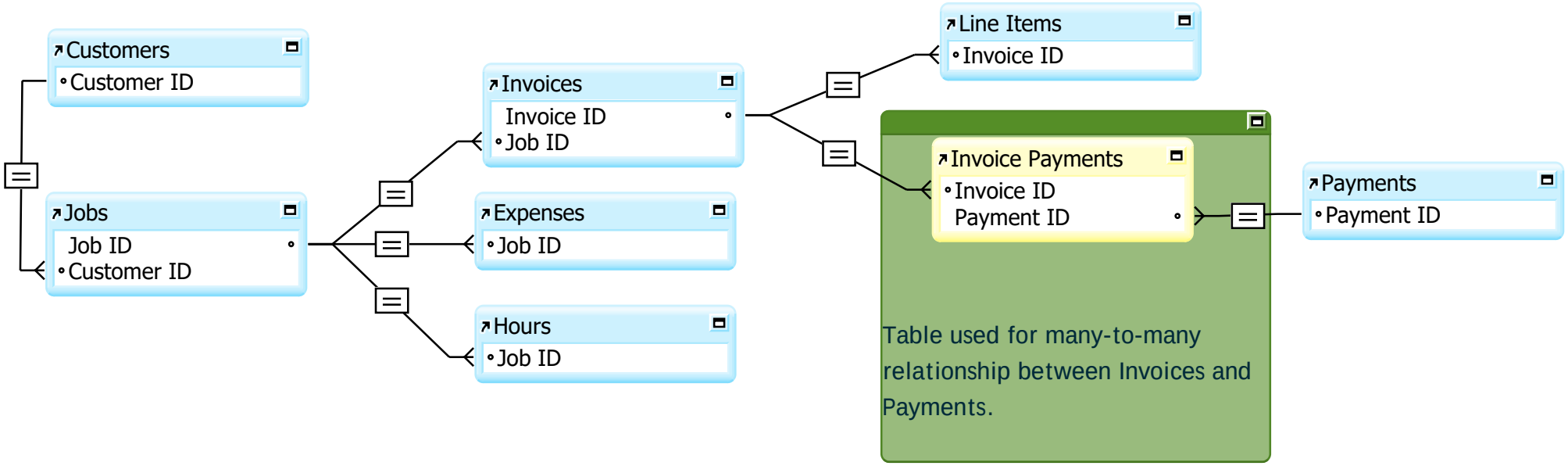
- Many-to-many relationships should be avoided. We can resolve a many-to-many relationship by dividing it into two one-to-many relationships.

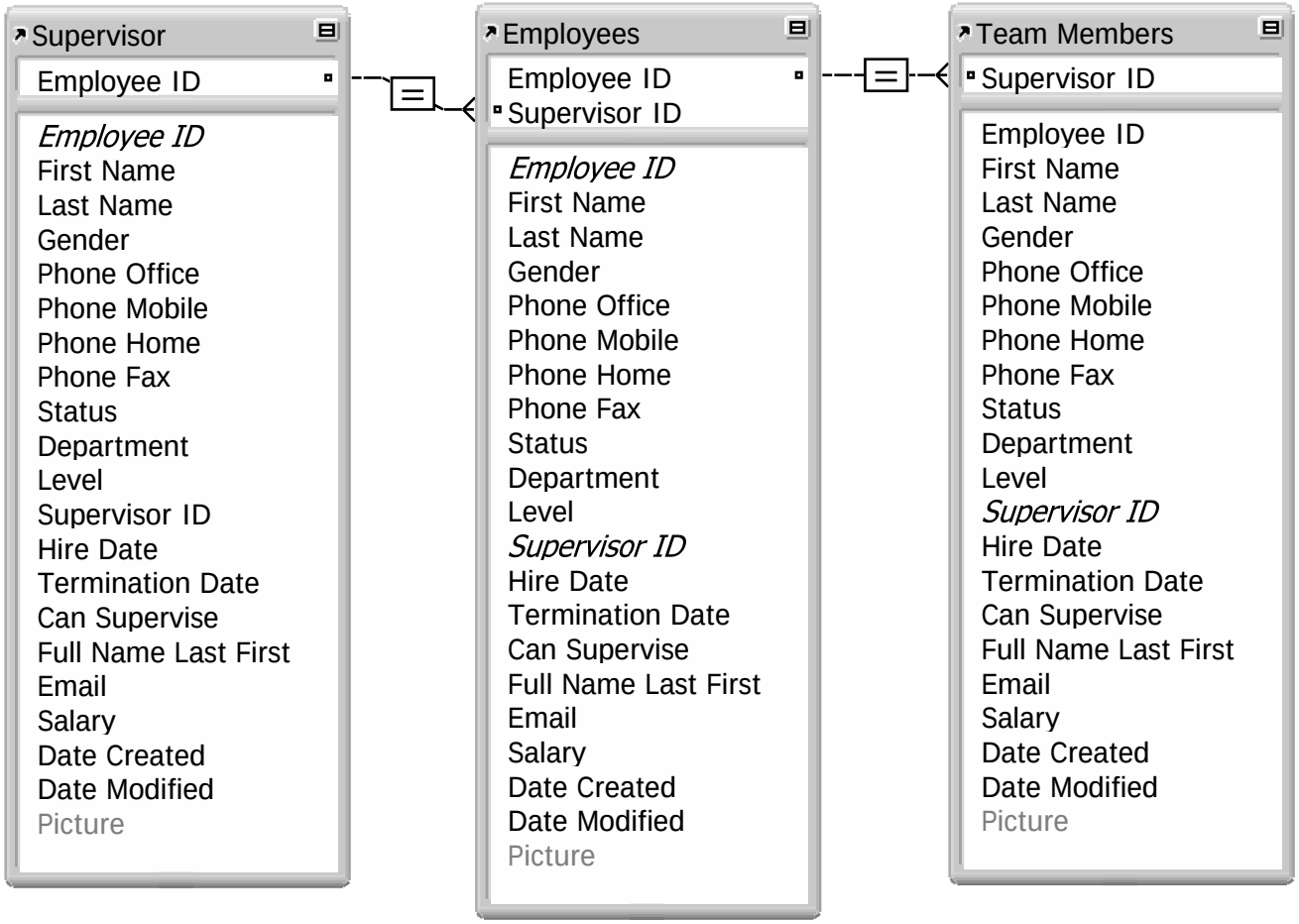


Example ERD (Entity Relationship Diagram)



This TOG is arranged according to the ER diagram for the database.




Supervisor
Employee ID
Employee ID
First Name
Last Name
Gender
Phone Office
Phone Mobile
Phone Home
Phone Fax
Status
Department
Level
Supervisor ID
Hire Date
Termination Date
Can Supervise
Full Name Last First
Email
Salary
Date Created
Date Modified
Picture
Employees
Employee ID
Supervisor ID
Employee ID
First Name
Last Name
Gender
Phone Office
Phone Mobile
Phone Home
Phone Fax
Status
Department
Level
Supervisor ID
Hire Date
Termination Date
Can Supervise
Full Name Last First
Email
Salary
Date Created
Date Modified
Picture
Team Members
Supervisor ID
Employee ID
First Name
Last Name
Gender
Phone Office
Phone Mobile
Phone Home
Phone Fax
Status
Department
Level
Supervisor ID
Hire Date
Termination Date
Can Supervise
Full Name Last First
Email
Salary
Date Created
Date Modified
Picture

Employee ID	00001
First Name	Susan
Last Name	Johnson
Gender	○ M ◉ F
Phone Office	503-555-4209
Phone Mobile	503-555-8312
Phone Home	503-555-3387
Phone Fax	503-555-8088
Status	Full Time
Department	Executive
Level	4
Supervisor ID	00002 Drury, George
Hire Date	7/10/1994
Termination Date	
Can Supervise	1
Full Name Last First	Johnson, Susan
Email	Susan.Johnson@outlander.example
Salary	75000
Date Created	
Date Modified	11/12/2004
Picture	

Team Members

00007	Thomas, Jack
00014	Greene, Leona
00018	Fuentes, Antonio