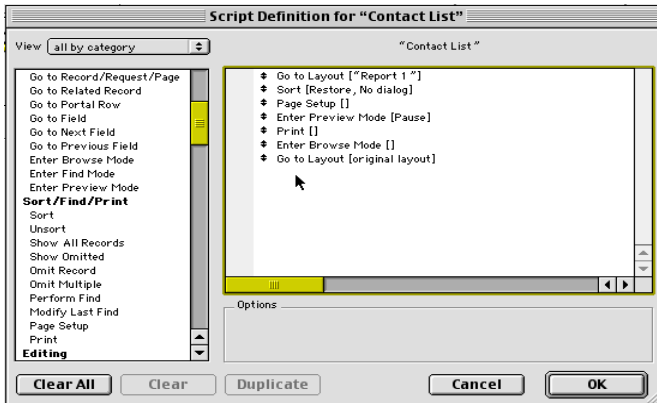


Cont'd from page 3...

Then scroll down the list on the left again, and choose the Print line, and double click it. This needs to go into the line **after** the Preview line.

Your script should now look like the one below:



Press OK.

You can now either run this script by choosing it from the Scripts menu (by leaving the tick box selected on the left of the script name), or you can add it to a button.

Press DONE.

#### Adding Scripts to a Button

To add the script to a button, go the layout where you would like to use the script.

Go into Layout mode.

Click on the button symbol on the Status bar, and then draw a button on the screen.

A box will appear which will allow you to choose the script name you wish to select.

Scroll down the list until you see the script you have just created. Click on it so it is highlighted, then click OK.

The new button on your layout now has the cursor flashing inside it, so simply type the button name, e.g. Print Company Report.

Now, go into Browse mode, and press your new button to print your report.

You can also save a find to this script as well, by doing the find you want first and then adding the find to the script. (See 'Saving Finds' in our previous newsletter.)

For more details on Scripts, refer to the chapter 'Creating Scripts to automate tasks' in your FileMaker manual.

For more top tips and helpful hints, visit our web site at [www.crusecontrol.com](http://www.crusecontrol.com).

There's also a new FAQ section going live in September, for all those questions you'd love to ask but never felt you could!

#### Sell the best!

Cruse Control are seeking

#### Sales Representatives

for CONTACTS!

Apply by email with CV to [sales@crusecontrol.com](mailto:sales@crusecontrol.com)

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Fax: 01923 842 698  
E-mail: [email@crusecontrol.com](mailto:email@crusecontrol.com)  
Web: [www.crusecontrol.com](http://www.crusecontrol.com)



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# What do you do?

From time to time we get asked: "What else do you do?" Here is our reply:

Apart from database solutions... Cruse Control have been known to write poetry, draw cartoons, teach Fashion Designers to use CAD systems, give advice on how to raise funds for charity, run and jump in a park at sunset for a photo shoot, and all in the name of work of course! But seriously here are some of the more accessible skills we have too:

#### IT Consultancy

18 years of continuous experience in the growing IT market means a wealth of information about Mac and PC usage and finding 'the best tool for the job' in terms of software and hardware. We take the time to find out exactly what your requirements are and then recommend the correct software and hardware solution for the job. We can even help to design specialist training courses.

#### Corporate Presentations

We specialise in creating slick presentations (usually in PowerPoint) within the deadlines of a corporate requirement. We are also available to 'push the buttons' on the big day if required.

#### Corporate Stationery Templates

Re-branding? It can be a strain when it comes to translating the designs into your corporate templates. We realised this requirement in the market a few years ago and developed our Word, Excel and PowerPoint skills in order to answer the call.

#### Cruse Control also deliver the following services:

- Software Training: Word, PowerPoint, FileMaker etc.
- Graphic Design: Brochures, annual reports, templates.
- 'Off-the-shelf' databases as well as build to order systems.
- Web Site Development Including data driven sites.



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Databases Consultancy Web Presentations Design Training

## And the winners are...

### Greetings!

Hello, welcome to another edition of Good Control, the Cruse Control newsletter that informs and enlightens!

In this issue we have a continuance of our FileMaker education series; this issue it's those all important layouts and reports that are tackled.

Once again, the articles are designed to inform both those new to FileMaker and those who've used it but not delved deeper into its functionality. Personally, I am constantly amazed at just what the product is, and what it can do! (Those of you who are pretty familiar with the product will be surprised to learn what you didn't know, I'm sure!)

As leading FileMaker developers in the UK, Cruse Control are well placed to give such information, and I hope you will find it as useful to read as we did to write! (It is always empowering to share your knowledge!)

I am also very proud to see that we have a review of our best selling product CONTACTS! in Mac User. This is the first ever review of ANY product of ours. I am delighted that we not only got a good review, but a full page one to boot. They must have been impressed! More on this opposite.

In addition to this, we have our second full page competition, this time in the October edition of PC Pro (on the shelves now!). This is our first ever PC competition, so those of you who are on a PC, get yourself a

copy of the title and take your chances in this £3,000 prize competition.

The winner of the Mac User (30th May edition) competition was Mr RL of Dunfirmline, who won the First Prize of three user versions of CONTACTS! and FileMaker, and a copy of FileMaker Server (to such delight that he emailed us with his thanks!).

The runners up were Ms KC of Biggin Hill and Mr MB-H of Kintbury. They each won a copy of CONTACTS! complete with FileMaker Pro 6. Our congratulations to all.

As with the PC Pro competition, all entrants got a copy of the FileMaker Business Productivity guide on CD.

Thank you very much to those of you who entered and perhaps we will see your name come out of the hat next time for the PC Pro competition. Get your copy and give it a go!

As a closing point, I'd like to mention that if you'd like to be part of the success story of CONTACTS! and Cruse Control, we are currently looking for top sales representatives to join us working in the UK. See the back page for more details.

Enjoy the newsletter.  
All the best,

Paul Cruse

## 3.5 Mice for CONTACTS!v2

Top Mac magazine MacUser reviewed Cruse Control's CONTACTS!v2 in their edition of 22 August, and gave it a very respectable 3.5 Mice.

Reviewer Richard Dyce really got to the heart of the problem when he stated that "One application still notable for its absence is a decent out-of-the-box, multi-user CRM."

The review points out that CONTACTS! not only does the job, but steals a march over the opposition with its automatic record checking.

"CONTACTS! is very forgiving... in that you can add a contact and it will create the related company for you so you don't have to think ahead when taking someone's details over the phone."

Equally, praise is heaped on the duplicates checking tools:

"...this is a great solution for an all-too-familiar problem."

*"CONTACTS! provides a straightforward, easy-to-use FileMaker database that handles the more universal elements required in a multi-contact, multi-company, and multi-user contact management system."*

The unique CONTACTS! documentation wins praise too:

"The real strength of CONTACTS! lies in the bundled support material... the existence of clear, easy-to-understand training material cannot be underestimated."

Finally, Cruse Control itself gets a pat on the back:

"As a company, Cruse Control gives a clear impression of being keen to work with its customers. It is dedicated to providing good support... as well as help with integrating the program into your existing Filemaker systems."

*review at: [www.macuser.co.uk](http://www.macuser.co.uk)*

### Copperplate Barney

#### 5. The importance of: MacUser Mice



Barney's cat found a novel use for CONTACTS!' three and a half mice....

# Lovely Layouts & Ripping Reports

So, you know how to use Find mode to get the sets of data you need, but now what? Accounts want the data as an alphabetical list, Security want it as a set of badges, the boss wants a report for a management document, your secretary needs labels for envelopes, and so on.

FileMaker can display your data in many ways. In this edition, we look at how to Create and Sort reports 'on the fly' and how to add scripts to buttons.

**FileMaker has 4 modes:\***

- **Browse mode, where you do your data entry.**
- **Layout mode, where you create the different ways of viewing your data.**
- **Preview Mode, which allows you to see how something will print before printing it.**
- **Find mode, where you can search for different sets of data.**

The one needed for creating different reports and ways of viewing data is **Layout mode**.

**What is a Layout?**

Layouts are simply ways to view your data. You can see as much or as little as you want, in a format that suits your needs. FileMaker allows you to choose an existing style or create your own.

**Starting Out**

When you first make a database and add the fields, FileMaker automatically creates one Form view and a List view as a default.

To create a new layout, go to Layout mode, then to the Layout menu on the top menu bar. Click on 'New Layout/Report' and you will be given a choice of layouts.

**The Magnificent Six Layouts**

There are six different types of layouts. You can have many different versions of each type in one file, depending on how you wish to display your data. You can also choose a themed design.

**Standard Form:** the most commonly used for Data entry. This can have as many or as few fields on it as you wish. In Browse mode, you will see only one record displayed at a time in Form view.

**Columnar/List Report:** usually used for creating reports and lists of data. This layout displays multiple records in a list view.

**Table View:** replicates the look of a spreadsheet with boxes.

**Labels:** includes a wide choice of commercial sizes to choose from, or customise your own.

**Envelopes:** again, choose the size, and FileMaker does the rest!

**Blank Layout:** use when you want to add fields and other elements one by one, to your own design.

You can access the different layouts by clicking the Layout menu on the status bar.

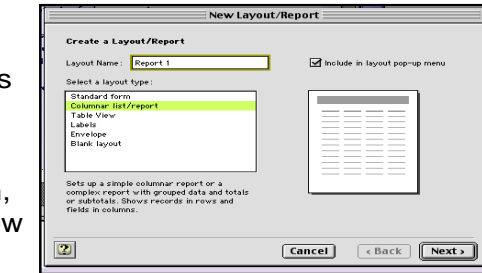
Enter a name for your new layout, choose one of the layout styles, then press the NEXT button.

Depending on which one you have chosen, you will be given different sets of screens. All of them ask you to choose the fields you need first.

**Fields of Choice**

Scroll up and down the list of fields and double click any that you wish to appear in your layout. They will be put into the column on the right of the screen.

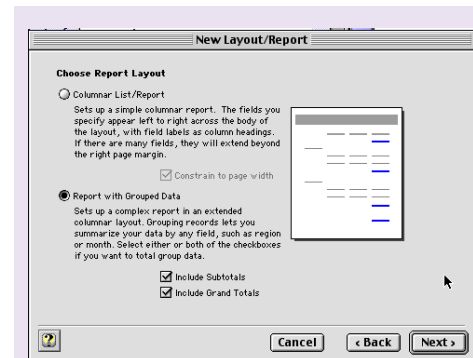
If you have accidentally clicked



them in the wrong order, don't panic! Just put your cursor over the arrows next to the field name on the right, and click on and drag the field up or down the list until it is in its correct position.

**Columnar List/Reports**

This layout format enables you to group the data on your layout. For example, a list of all contact names can be grouped by company, so you can see the company name, then a list of all contacts at that company, and then perhaps a total number of staff at each company and a total number of contacts (see example below). You can also add a heading and page numbers and the date of generating the report.



Choosing a Columnar list/report with grouped data gives you the layout below.

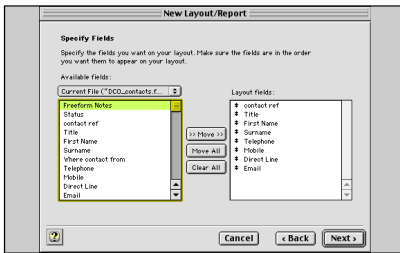
Contact List				
Company Name	Title	First Name	Surname	
Company Name	Title	First Name	Surname	
Company Name	Title	First Name	Surname	total found records
				total found records

\*Modes - simply means a way of doing / viewing / interacting with something

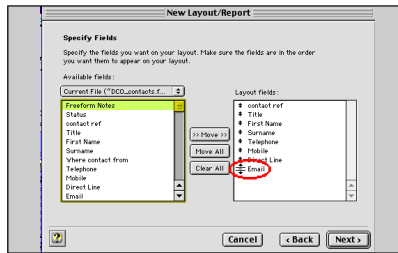


# View...Labels...Envelope...Blank Layout..

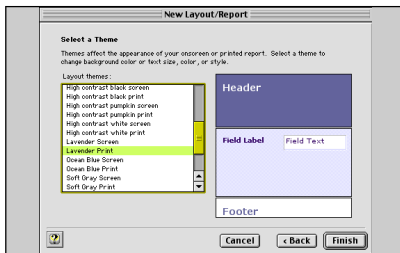
1. Once you've chosen your layout, you choose which fields to add.



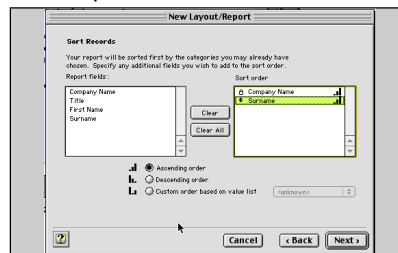
2. Fields in the wrong order? Simply drag them into the right place!



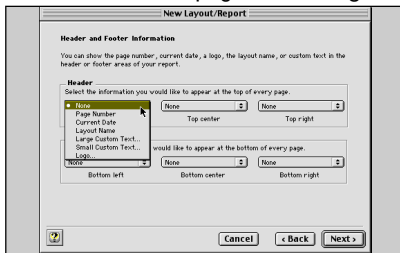
3. I feel pretty! Choose your colour theme for different layouts.



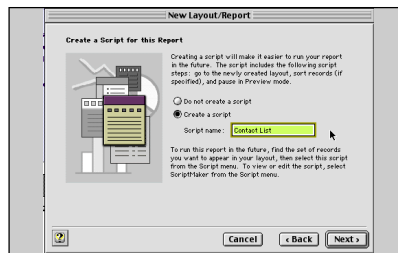
4. Spoilt for choice: the Columnar list/report can be set to Sort...



5. ...and can have customised Headers and Footers for page numbering.



6. Scripts enable you to automate common tasks and routines.



## Scripts... Love the jobs you hate!

Scripts are simply a list of instructions that FileMaker follows, but what a great tool! Once set up, they can perform almost any FileMaker task, from searching to printing, automatically, at a single mouse click.

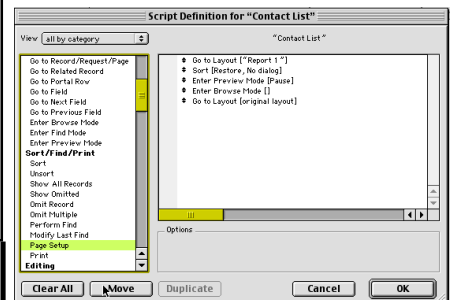
When you create a Columnar list/report layout, you are invited to make a script. Grasp the opportunity - it's well worth it.

### How to change the default script

Make sure when you allow the default script to be created, you make a note of the name of the script.

To access it once you have created your layout, go to the ScriptMaker menu, choose Scriptmaker... and then scroll down the list. Your new default script will usually be the very last script in the list.

Double click the name of the script and another screen will appear with details of your script. The default script you are given automatically on a Columnar list/report is as follows:



### Now for a Stunning Script

You will also be offered the chance to create a Script. A Script is simply a list of instructions for FileMaker.

It is recommended that you do create a Script, as this will enable you to sort the data into the correct order, and go to the correct layout to print the report off at any time in the future.

The script you have created will need to be modified later (see *Scripts...Love the jobs you hate!*, right).

When a report has grouped data, you need to sort the report by those groups, and you are given an option to do this when creating the layout.

### Licking Labels

When you first install your FileMaker software (providing your system is correctly set to a British machine, not English US), the standard Avery Label templates for the A4 label layouts will be installed as a default.

When you create your label layouts, you can either select a default label from the list supplied, or you can enter the margin widths and number of

labels on a page and FileMaker will set up a completely new custom layout.

Before setting up your custom labels, make sure that your page setup has the correct orientation and page size.

### Tweaking Labels

If you need to adjust your labels slightly for some reason, you can go into Layout mode once you have finished creating the label layout, and you will be presented with one label.

If you click on the BODY tab (it is usually grey) you can then select VIEW, Object Size. Here you can adjust the height of the label body to ensure they fit on the sheet correctly. Size can be viewed as Inches (in), Centimetres (cm) or Pixels (px). Click on in, cm or px to change to the next measurement.

For more information on customising your layouts, changing fonts, colours etc, refer to the chapter 'Customizing Layouts' in your FileMaker manual.



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(The name of the first Layout will be different depending on what you called it!)

The 'Sort' will be whatever the order is that you chose when creating the report, for example 'by company'.

### Customising your Script

There are two lines that it is advisable to add into your script, Page Setup and Print. Scroll down the list of options on the left until you find Page Setup.

Double click this and it will appear in the list on your right.

Use the mouse to drag the Page Setup line to just above the Enter Preview Mode line (click on the double arrows on the left and drag).

If the page setup is already as you want it, you can leave the 'Restore defaults' and 'do not show dialog' boxes ticked.

If, however, people are going to be using many different printers, or you have not got the correct page set up at the time of making the script, deselect these two boxes and you will get the option to set this as the script runs.