

**Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

Records of the books in a school library are to be kept in a database. Here are some of the books in the library:

- Antonia White: 'Frost in May' (Vigaro, 1978, ISBN 0 86068 049 5)
- Paul Theroux: 'The Kingdom by the Sea' (Hamish Hamilton, 1983, ISBN 0 241 11086 6)
- Laurens van der Post: 'A Story like the Wind' (Penguin, 1974, ISBN 014 003831 0)
- R.F. Treharne: 'The Glastonbury Legends' (Abacus, 1975, ISBN 0 349 13399 9)
- Ernest Hemmingway: 'The Old Man and the Sea' (Jonathan Cape, 1952, ISBN 0 224 60279 9)
- Umberto Eco: 'The Name of the Rose' (Picador, 1984, ISBN 0 330 28414 2)
- William Golding: 'The Paper Men' (Faber, 1984, ISBN 0 571 13206 5)
- Spike Milligan: 'Puckoon' (Penguin, 1965, ISBN 014 002374 7)
- Anthony Burgess: 'Enderby' (Penguin, 1966, ISBN 014 005957 1)
- Flora Thompson: 'Lark Rise to Candleford' (Penguin, 1973, ISBN 014 003672 5)
- Antonia White: 'The Lost Traveller' (Vigaro, 1979, ISBN 0 86068 095 9)
- George Orwell: 'Nineteen Eighty-Four' (Penguin, 1954, ISBN 014 000972 8)

**Step 1 - Prepare the information**

Fill in the information about the books into these forms. If the author's name is not known, enter the initials instead

Author Surname: _____ Author First Name: _____ Title: _____ Publisher: _____ Year published: _____ ISBN: _____	Author Surname: _____ Author First Name: _____ Title: _____ Publisher: _____ Year published: _____ ISBN: _____
Author Surname: _____ Author First Name: _____ Title: _____ Publisher: _____ Year published: _____ ISBN: _____	Author Surname: _____ Author First Name: _____ Title: _____ Publisher: _____ Year published: _____ ISBN: _____
Author Surname: _____ Author First Name: _____ Title: _____ Publisher: _____ Year published: _____ ISBN: _____	Author Surname: _____ Author First Name: _____ Title: _____ Publisher: _____ Year published: _____ ISBN: _____

Author Surname: _____ Author First Name: _____ Title: _____ Publisher: _____ Year published: _____ ISBN: _____	Author Surname: _____ Author First Name: _____ Title: _____ Publisher: _____ Year published: _____ ISBN: _____
Author Surname: _____ Author First Name: _____ Title: _____ Publisher: _____ Year published: _____ ISBN: _____	Author Surname: _____ Author First Name: _____ Title: _____ Publisher: _____ Year published: _____ ISBN: _____
Author Surname: _____ Author First Name: _____ Title: _____ Publisher: _____ Year published: _____ ISBN: _____	Author Surname: _____ Author First Name: _____ Title: _____ Publisher: _____ Year published: _____ ISBN: _____

## **Step 2 - Design the database**

Remember, a database consists of **fields** and **records**. Each field has a **name** and a **type** (text, number, date, time, container or calculation).

**Notes:** The ISBN should be a *text* field, as the spaces are significant.

As you only know the year of publication, make it a *number* field, not a date field.

Complete the following table:

<b>Name of field</b>	<b>Type of information to be stored in field</b>

### Step 3 - Create the database

Run FileMaker Pro, then:

1. Create a new database and save it with the name **Library Records**.
2. Create the fields you chose in Step 2.
3. Enter all 12 records.

### Step 4 - Improve the appearance of the database

You can change the way the data (records) look by changing the **layout** of the database. FileMaker Pro lets you have as many different layouts as you need.

1. From the Mode menu, select Layout.
2. Create a New Layout called *Book Information*. Make it a Standard layout.
3. Using different fonts, sizes, styles, colours and shapes, create an attractive layout for the information.
4. Now create another 2 layouts, using the following information:

Name of layout	Layout type	Purpose of the layout
Main Menu	Blank	The first layout the user should see when they load the database. It should contain a title, and some appropriate graphics.
View as List	Extended Columnar Report	To show all the records in a compact list format.

5. Use different fonts, sizes, styles, colours and shapes to improve the appearance of these 2 new layouts.

### Step 5 - Navigating through the database

A **button** is a graphic that **performs** some **action** when you click on it using the mouse. There are many different types of action, including:

- Move to the next/previous record
- Move to another layout
- Print.
- Run a *script* - a script is a *list* of actions, rather like a *program*.
- Quit FileMaker

To create a button, you use the **button tool** on the toolbar.

1. Create the following buttons on the *Book Information* layout you created in step 4:

Name of button	What the button should do
Next book	Go to the next record
Previous book	Go to the previous record
Main Menu	Go to the <i>Main Menu</i> layout
List all books	Go to the <i>View as List</i> layout

2. Create the following buttons on the *Main Menu* layout you created in step 4:

Name of button	What the button should do
View books	Go to the <i>Book Information</i> layout
List all books	Go to the <i>View as List</i> layout
Quit	Quit FileMaker

3. Create the following buttons on the *View as List* layout you created in step 4:

Name of button	What the button should do
Print list of books	Print all records
View books	Go to the <i>Book Information</i> layout
Main Menu	Go to the <i>Main Menu</i> layout

4. To make sure that the user always sees the Main Menu layout first when they load the database:

- (a) Select Preferences from the Edit menu, then choose Document Preferences
- (b) Check the box titled Switch to layout, and select the *Main Menu* layout.

### Step 6 - Finishing up & what you should hand in

Before you finish, take some time to check whether or not your database is complete. You should have:

- 3 layouts - *Book Information*, *Main Menu* and *View as List*
- Each layout should be attractively designed.
- Each layout should contain several buttons, and *each button should work*.

Make sure that you hand in all of the following, stapled together in the correct order:

1. This assignment sheet - with Step 1 and Step 2 completed.
2. A printout of all the records using the *View as List* layout.
3. A printout of the *current record* using the *Book Information* layout. **Don't print all of the records!!!**
4. A printout of the *current record* using the *Main Menu* layout. **Don't print all of the records!!!**
5. A printout of the *field definitions*.