

Paperwork Solutions

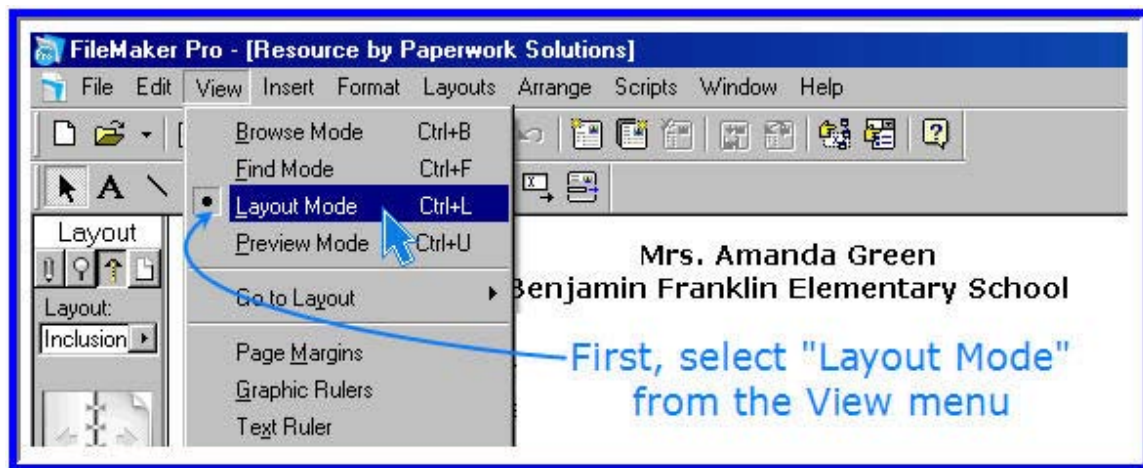
Lesson IV: Editing Information in Field Entries (or Field Boxes)



Before we begin Lesson IV, let's review what we learned in Lesson III. Lesson III taught you the five (5) ways in which information can be presented once a mouse cursor points and clicks within the field box. The ways in which information may be displayed are: 1) drop-down lists, 2) pop-up menus, 3) checkboxes, and 4) radio buttons. These offer users an easy way to select among pre-existing data. And the fifth way of displaying information is by setting up an edit box that allows the user freedom to type anything within empty field boxes.

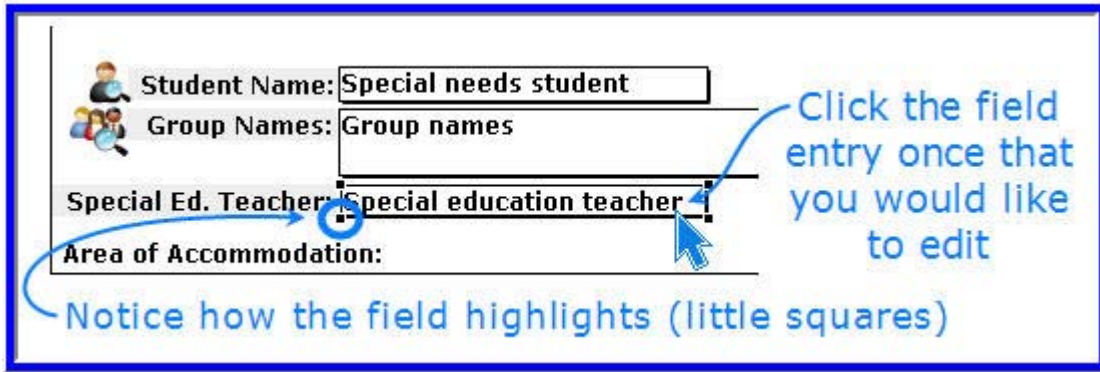
Lesson IV will teach you how to edit information within filed entries, as well as teach you how to place new information within field entries.

1. The first thing that you must do is to make sure that you are in "Layout Mode" from the "View" menu.

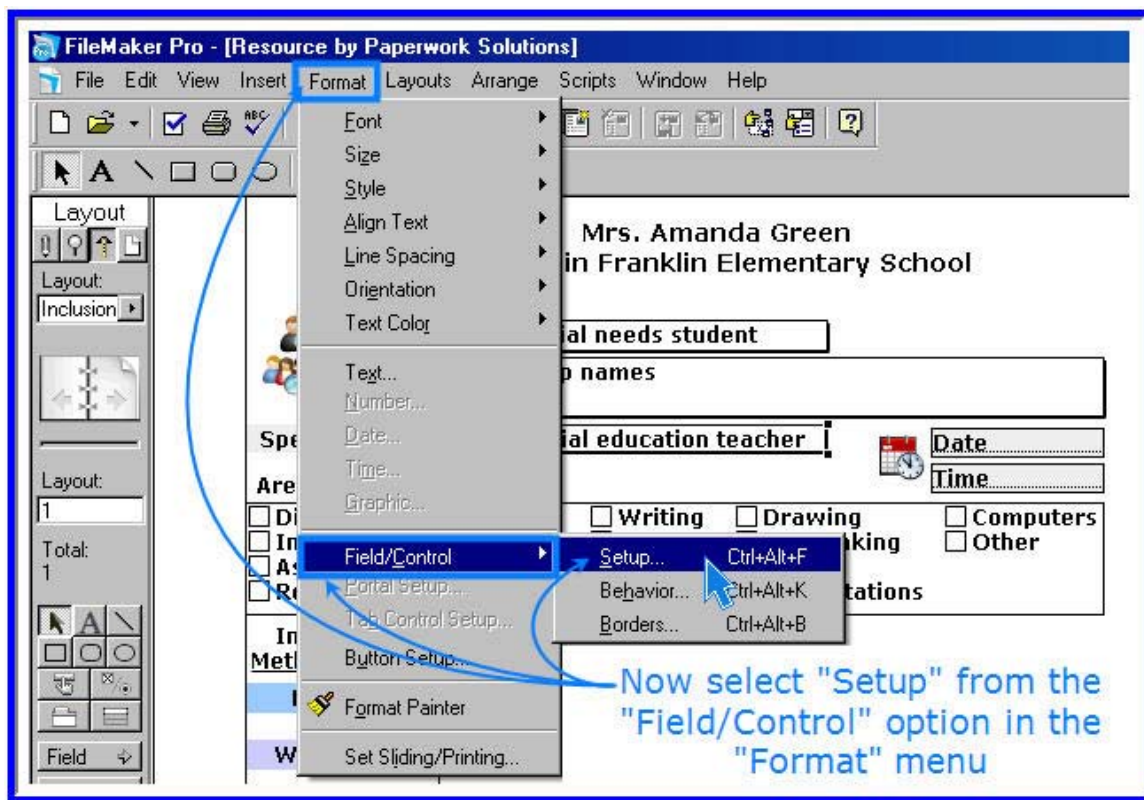


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2. Highlight the field entry box (by clicking within the field entry, or field box once) to which you would like to add or edit information.

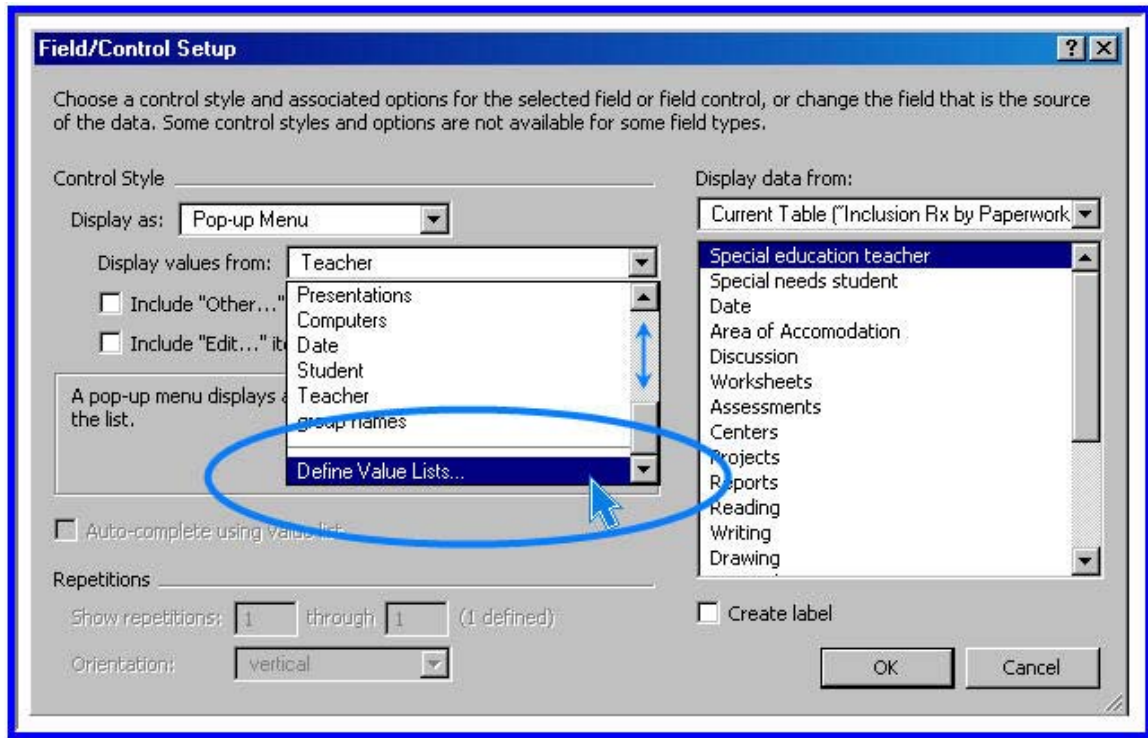


3. Now select the "Format" menu, then "Field/Control," then "Setup."

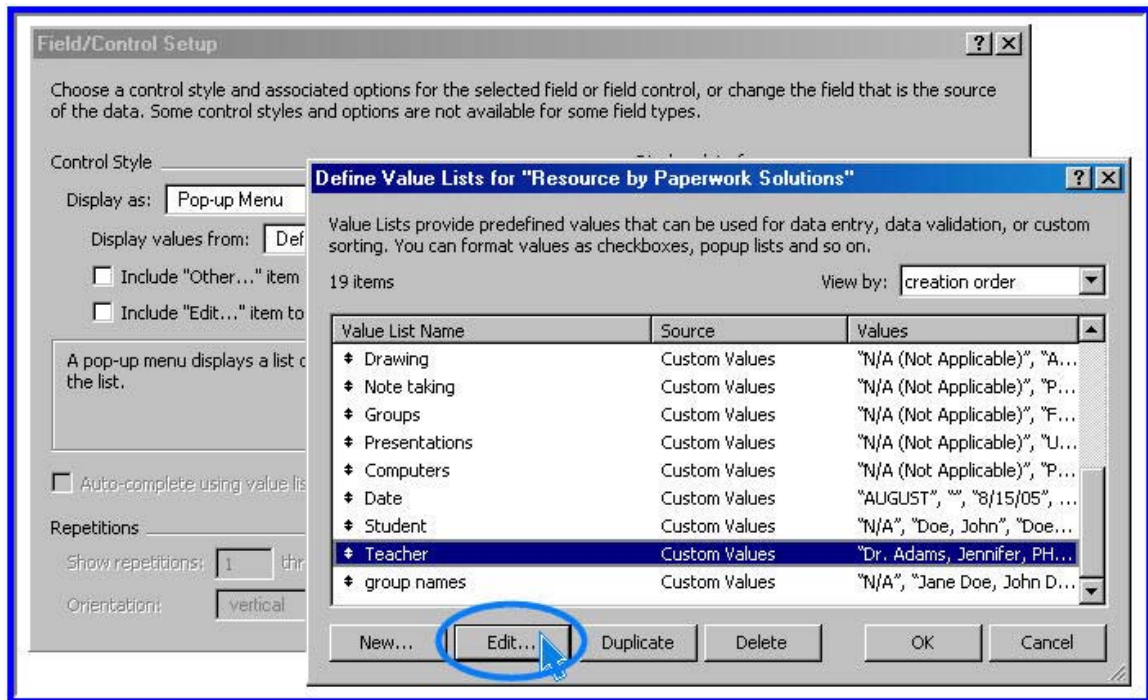


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4. Scroll all the way down and click "define value" lists and click.

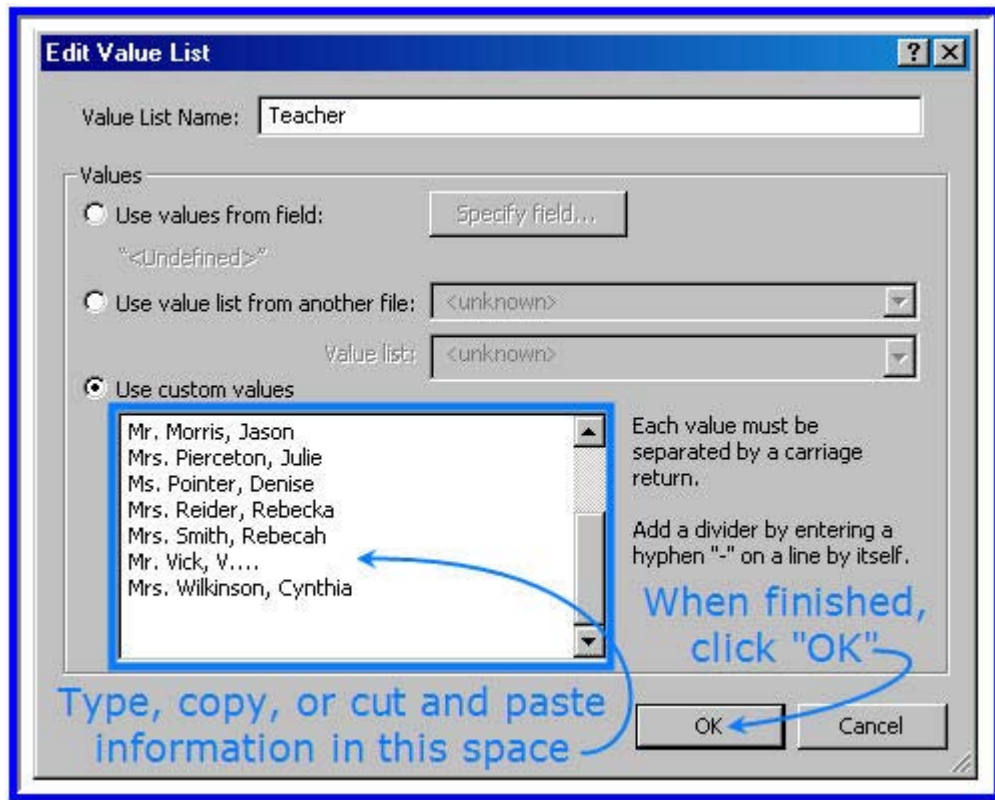


5. Click "edit."



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6. Type, copy, or cut and paste information into the "Edit Value List: Use Custom Values" field box. Remember, a big advantage in using *Paperwork Solutions'* programs developed using *FileMaker Pro 8* is that this will be the only time that you will have to place information into this field. From now on, it will be "point-n-click. After information is entered, click "OK."



7. In order to complete this task, click "OK" two more times to close and save information in the two previous windows that were opened prior to this window in order to save your changes. (The window images look exactly like the last screen capture images from the previous page, 3, and the second to last screen capture image window on page 3.)

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8. Remember to go back to "Browse Mode" from the View menu to view your list as well as to use your database.



9. Now, click within the field entry, or field box, to test the display and see your database.

