

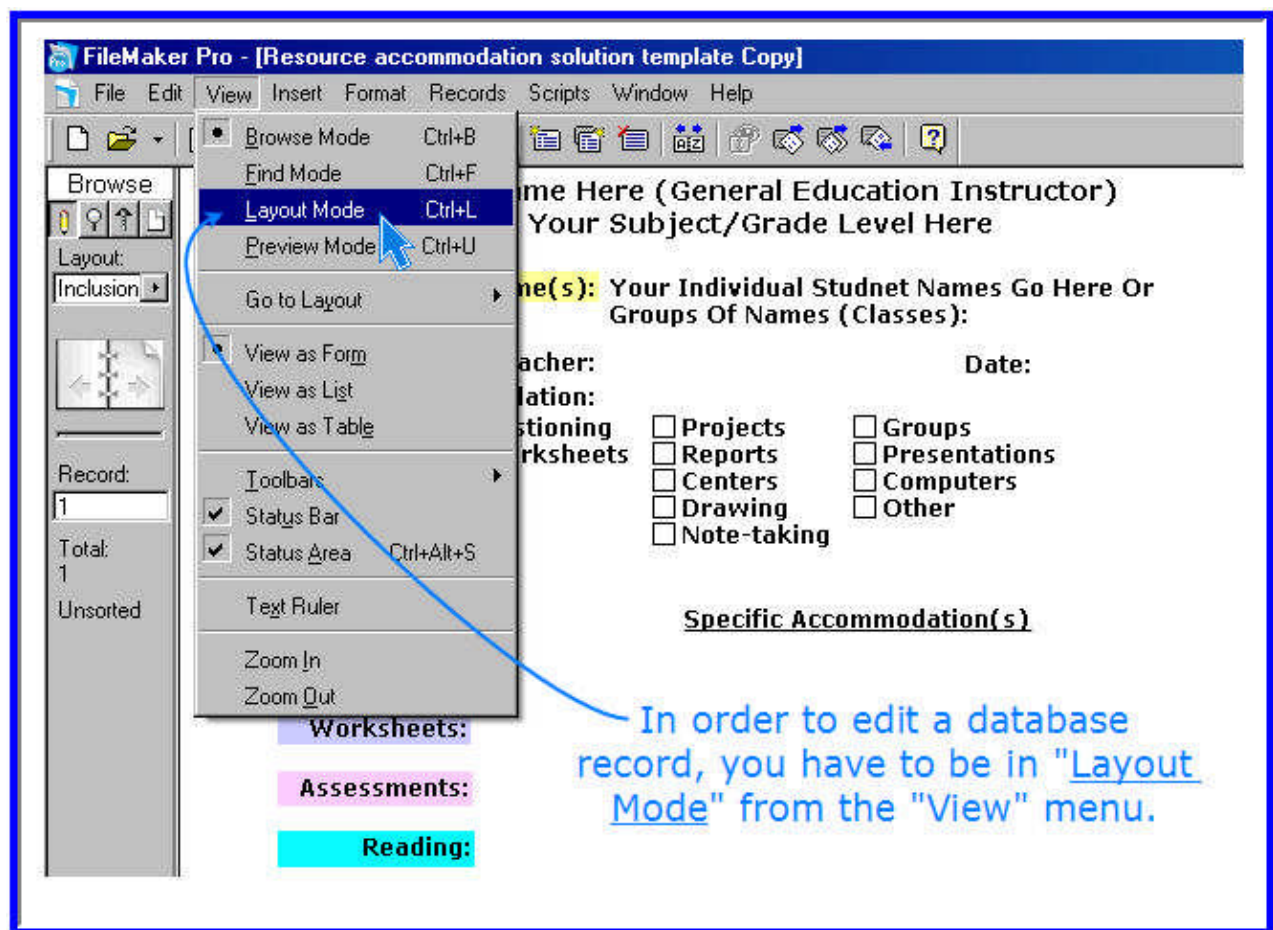
Paperwork Solutions

Free Online Tutorials

Lesson II: Editing (Customizing) Your Templates

Paperwork Solutions provides database templates, or “program shells,” for six common education tasks – discipline reports, lesson plans, assessment rubrics, special education accommodations, and positive recognition awards and certificates. It would be beyond “Ripley’s Believe it or Not!” if we just so happened to teach the same students, have the same standards for lesson plans (or even the same subject), or prefer our documents with 12 point Verdana font. Therefore, you have to customize your templates to meet your specific needs. And that is easy to do! *Paperwork Solutions* has already done the hardest part for you – creating the program templates. So let’s get started with customizing your own personal database.

First, in order to edit a database record, you **must** select “**Layout Mode**” from the “**View**” menu.

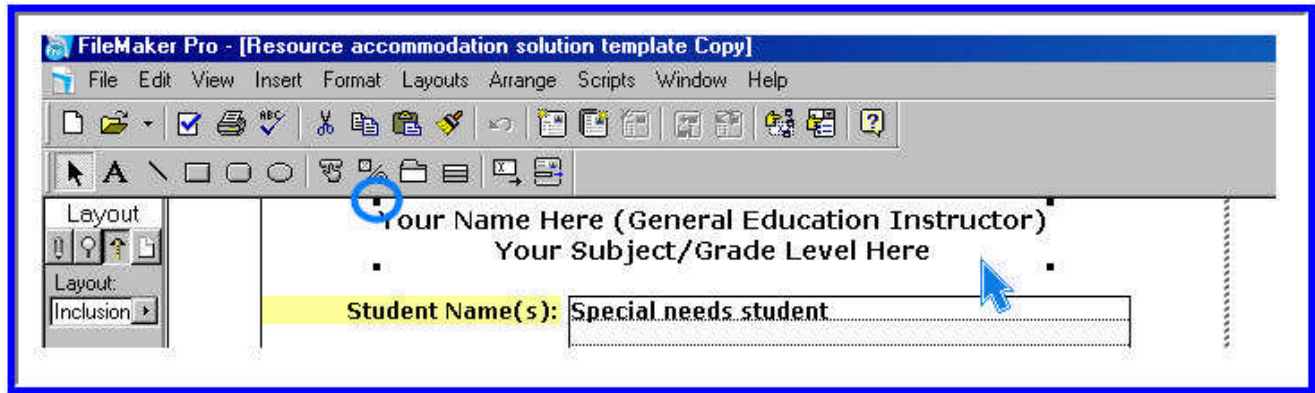


The screenshot shows the FileMaker Pro interface with the 'View' menu open. The 'Layout Mode' option is highlighted, and a blue arrow points from the explanatory text to it. The main window displays a form for a 'Resource accommodation solution template Copy' with fields for 'Name Here (General Education Instructor)', 'Your Subject/Grade Level Here', and a list of accommodations including Projects, Reports, Centers, Drawing, Note-taking, Groups, Presentations, and Computers. Other fields include 'Teacher:', 'Date:', 'View as Form', 'View as List', 'View as Table', 'Toolbars', 'Status Bar', 'Status Area', 'Text Ruler', 'Zoom In', and 'Zoom Out'. The 'Worksheets:', 'Assessments:', and 'Reading:' sections are visible at the bottom of the form.

In order to edit a database record, you have to be in "Layout Mode" from the "View" menu.

Once in Layout Mode, you can now edit text, change the text color, add clip art or other graphics, and more.

Simply click on text or a field title. Notice how it becomes highlighted (four squares in the corner):

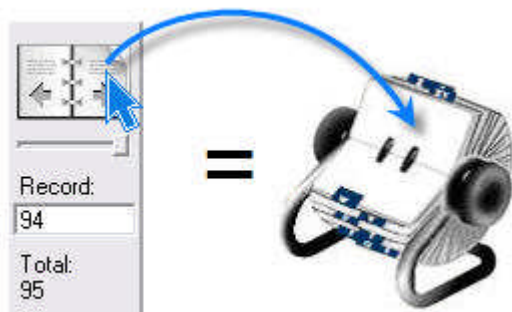


Now all that you have to do is double click within the highlighted text to make changes:

To "browse" through records or to create a new record, go back and select "**Browse Mode**" from the View menu. Remember, in order to edit, you have to be in "Layout Mode."

"I wish this program had been available 25 years ago when I started teaching! It has not only cut down on the amount of paperwork I have to do, but also the amount I have to store. Each time I choose "New Record" a template opens and all of the old records are kept on my computer until I delete them."

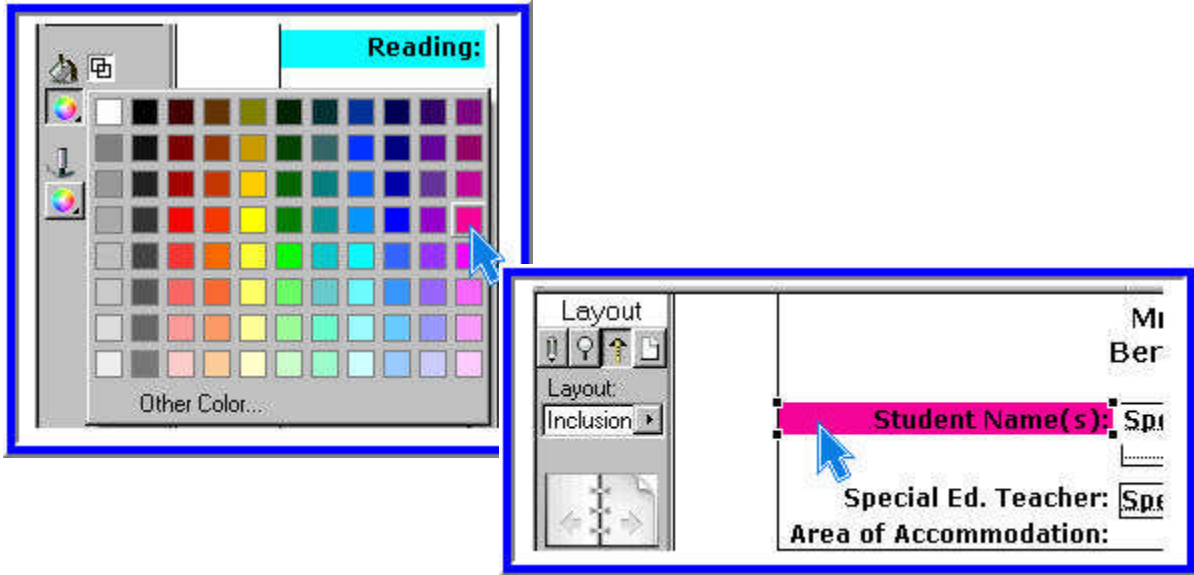
Mrs. Crissy Lambert
Seventh-grade Math Teacher
Cranford H. Burns Middle School
Mobile, Alabama



Think of *Paperwork Solutions* as an "electronic card file," with information already provided for you in each card, or record.

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You may even want to change the overall look of your layout by making color changes. Simply choose a color and click the field title:



There are many more creative and functional things that you can do with the *FileMaker Pro* application and *Paperwork Solutions'* templates. Lesson III will focus on editing field entries by first examining the different ways in which information within field entries may be displayed once a cursor pointer clicks the field box.

