

FILEMAKER PRO: SEARCHING AND SORTING

Browse Through Records

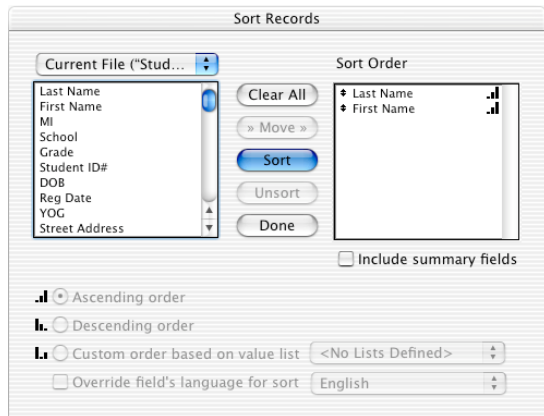
1. Be sure you are in Browse Mode (choose View > Browse Mode or press ⌘B).
2. To move through records one at a time click the pages for the Database Book icon (upper page for previous record, lower page for next record).



View Records

To view	Do this
Individually	Choose View > View as Form
In a list	Choose View > View as List
In a table	Choose View > View as Table

Sort Records



1. In Browse Mode, choose Records > Sort (or ⌘S).
2. Click Clear All
3. In the Current File list (on the left), double click the field to be sorted on first.
4. Click Ascending order or Descending order.
5. Repeat steps 3 and 4 for any other fields you want to sort by.
6. Click the Sort button.

Search for Records

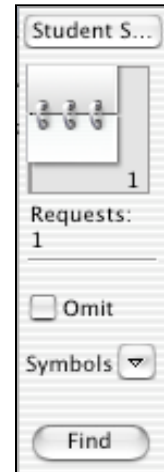
1. Choose View > Find Mode (or ⌘F).
2. Type the criteria you want the records you are searching for to match into the proper fields.
3. Click the Find button on the Find Status panel.

Show All Records

- **Show All Records:** Choose Records > Show All Records (or ⌘J).

Omit Records from a Search

1. Choose View > Find Mode .
2. Enter the criteria that matches the records you want to exclude.
3. Click the Omit box on the Find Status Panel.
4. Click the Find button on the Find Status panel.



Search For Records that Match More Than One Set of Criteria

1. Choose View > Find Mode.
2. Type in the criteria you want to match for the first set of criteria.
3. Choose Requests > Add New Request (or ⌘N).
4. Type in the criteria you want to match for the next set of criteria.
5. Repeat steps 3 and 4 if you want to add more criteria.
6. Click the Find button on the Find Status panel.

Special Search Characters

For this	Use	Example
Contains		Smith (finds Mary Smith and John Smithson) Mary Smith (finds Mary Smith and Mary Alice Smith)
Exact match	=	=smith (finds Mary Smith but not Smithson)
Field content match	==	==Smith (finds Smith but not Mary Smith)
Literal text	" "	"Mary Smith" (finds Mary Smith but not Mary Alice Smith)
Does not equal		(Click the Omit box)
Is blank	=	=
Greater than	>	>40 >10/2//04
Less than	<	<40 <10/2//04
Within a range	...	8/5/03...6/20/04
Unknown character	@	Gr@y (finds Gray and Grey)
Multiple unknown characters	*	*smith (finds Goldsmith)
Duplicates	!	!
Today's date	//	//
Invalid date or time	?	?