

# FileMaker Pro Intermediate

Academic Computing Services  
A Division of Information Services

[www.ku.edu/acs](http://www.ku.edu/acs)

---

**Abstract:** Learn to customize layouts. Create simple report layouts such as mailing labels, as well as complex layouts with summary data. Learn about relational databases: how to define relationships and lookups, and display data from related files. Get started with scripts, formulas, and functions. Publish your database on the World Wide Web.

---

## Contents

Introduction .....	3
Objectives .....	3
Prerequisites .....	3
Related Training Available from ACS.....	3
Modes .....	3
Layouts.....	4
Summaries .....	4
Using the built-in layout types .....	4
Labels.....	4
Envelopes .....	7
Merge Fields .....	7
Sliding objects.....	8
Review: databases and database design .....	9
Databases .....	9
Database design .....	10

**ACS Computer Training**  
FileMaker Pro Intermediate

---

Creating relationships .....	13
Types of file relationships.....	13
One-to-one .....	13
One-to-many .....	13
Many-to-many .....	13
To create a relationship.....	13
Portals .....	15
Creating a many-to-many relationship .....	15
Lookups.....	15
Scripts .....	16
Finding records .....	16
Using formulas and functions.....	17
Publishing databases on the Web.....	19
Overview .....	19
Enabling Web Companion .....	19
Enabling Web Companion sharing.....	20
Testing your published database .....	20
For More Information.....	21
Online.....	21
Getting Additional Help .....	21

## Introduction

This workshop expands on the coverage of layouts in *FileMaker Pro: Introduction* to include summaries, printing of mailing labels and envelopes, and removing blank space from printed data. It demonstrates an important aspect of good database design, the *relationship*, and describes the methods for setting up different types of relationships between files. Participants also learn how to display related information from two or more files. *Scripts* are introduced, which can be used to automate many tasks, including switching to another layout; switching to another mode; and finding, sorting, and printing records. Formulas and functions are also introduced. Publishing databases on the World Wide Web using FileMaker Pro Web Companion is demonstrated.

## Objectives

The goal of this workshop is to introduce participants to scripts and file relationships in FileMaker Pro. After today's workshop, participants will be able to:

- Print mailing labels and envelopes
- Create layouts with merge fields and sliding objects to close up blank space
- Create relationships between two or more files.
- Create a script to select records from a file.
- Publish a database on the Web.

## Prerequisites

It is assumed that the participants in this workshop have taken *FileMaker Pro: Introduction* or have equivalent skills.

## Related Training Available from ACS

All workshops offered by Academic Computing Services (ACS), a division of Information Services, are free to KU students, staff, faculty, and [approved affiliates](#). The general public is also welcome to most workshops, but some ACS workshops require a [registration fee](#) for them.

To learn more about or register for workshops, receive automatic announcements of upcoming workshops, and track workshops you've registered for and have attended, visit the ACS Web site at [www.ku.edu/acs/train](http://www.ku.edu/acs/train). You can also check our online schedule at [www.ku.edu/acs/schedule](http://www.ku.edu/acs/schedule) for a list of class offerings and their availability. For further workshop related questions, please email [training@ku.edu](mailto:training@ku.edu).

## Modes

*FileMaker Pro: Introduction* introduced you to three of FileMaker Pro's four modes: Browse, Find, and Layout. The fourth mode, Preview, is used to see how data in forms or reports will look before you print. Preview mode is especially useful for layouts with multiple columns (like mailing labels—see page 4) and grouped reports with summaries (see page 4).

## Layouts

### Summaries

Summary fields can be used to calculate values across multiple records, like subtotals, averages, and grand totals. You must define a summary field for each field you want summarized. You then place these summary fields in a summary layout part. Grand summary and subsummary layout parts contain summary fields, and determine their behavior. Grand summaries display summary information about all records being browsed. Subsummaries display information for a subset of records. The records are grouped (sorted) by values in the *break field*. Whenever the value of the break field changes, the report “breaks” and FileMaker Pro inserts the subsummary part.

The New Layout/Report assistant can be used to quickly create a report with summarized data, by selecting its **Columnar list/report** type.

To add a summary part to a blank or existing layout, drag the **Part** tool from the tool panel to the position you want on the layout, then select the summary part type in the **Part Definition** dialog. For subsummaries, also select the break field.

---

- Notes:**
- The value in a summary field can change depending on where you place the field on a layout (whether in a grand summary or subsummary part), how many records are in the found set, whether the records are sorted (and how), and which mode you are using.
  - FileMaker Pro displays subsummary parts and calculates subsummary data correctly only in Preview mode or in a printed report.
  - When you view records as a list in Browse mode, subsummary parts aren’t displayed.
  - You can have only one leading and one trailing subsummary part based on the same field.
- 

### Using the built-in layout types

In addition to offering basic layout types like Standard form and Columnar list/report, FileMaker Pro’s New Layout/Report assistant can semi-automatically guide you through the completion of everyday tasks like printing mailing labels or envelopes.

### Labels

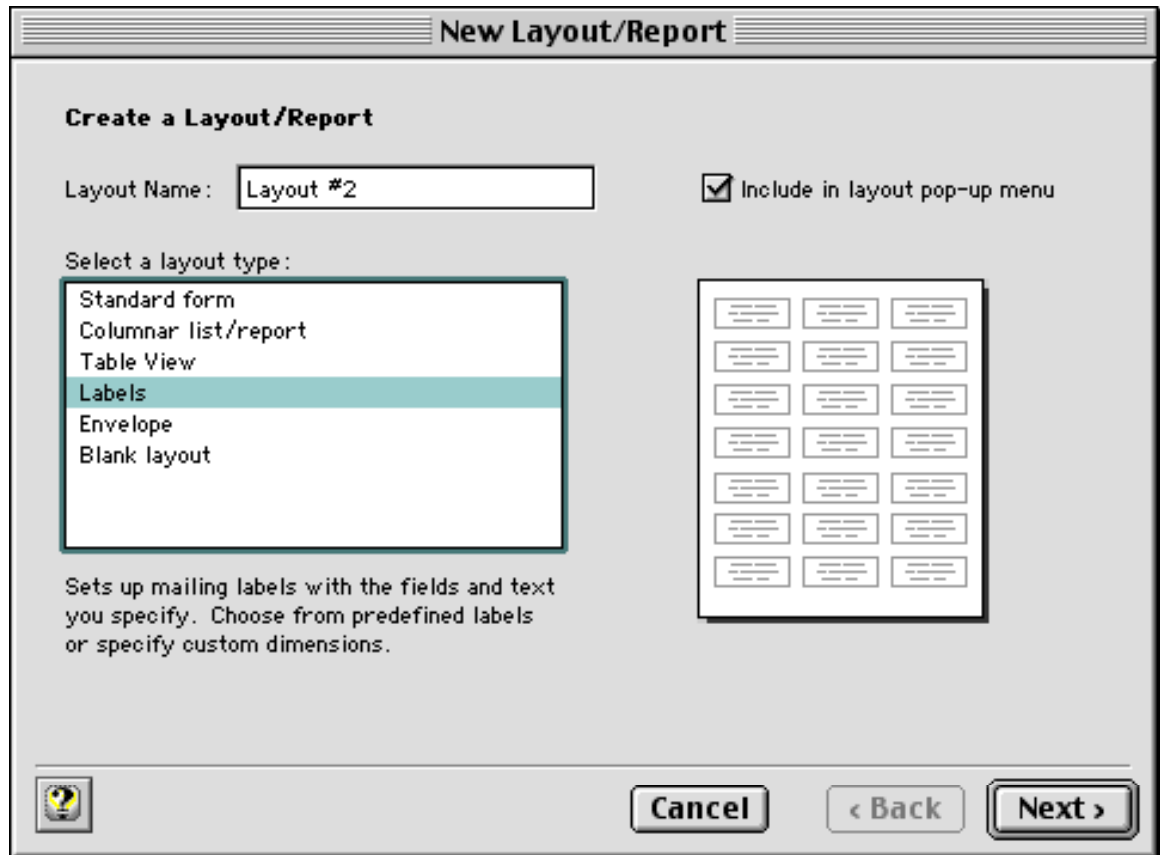
FileMaker Pro includes presets for a large number of standard label types. If the label type you want isn’t available, you can specify custom label dimensions.

1. Choose **Layout Mode** from the **View** menu  
*or*  
choose **Layout** from the Mode pop-up menu at the bottom of the document window.
2. Choose **New Layout/Report** from the **Layouts** menu  
*or*  
click the New Layout/Report button on the Standard Toolbar.



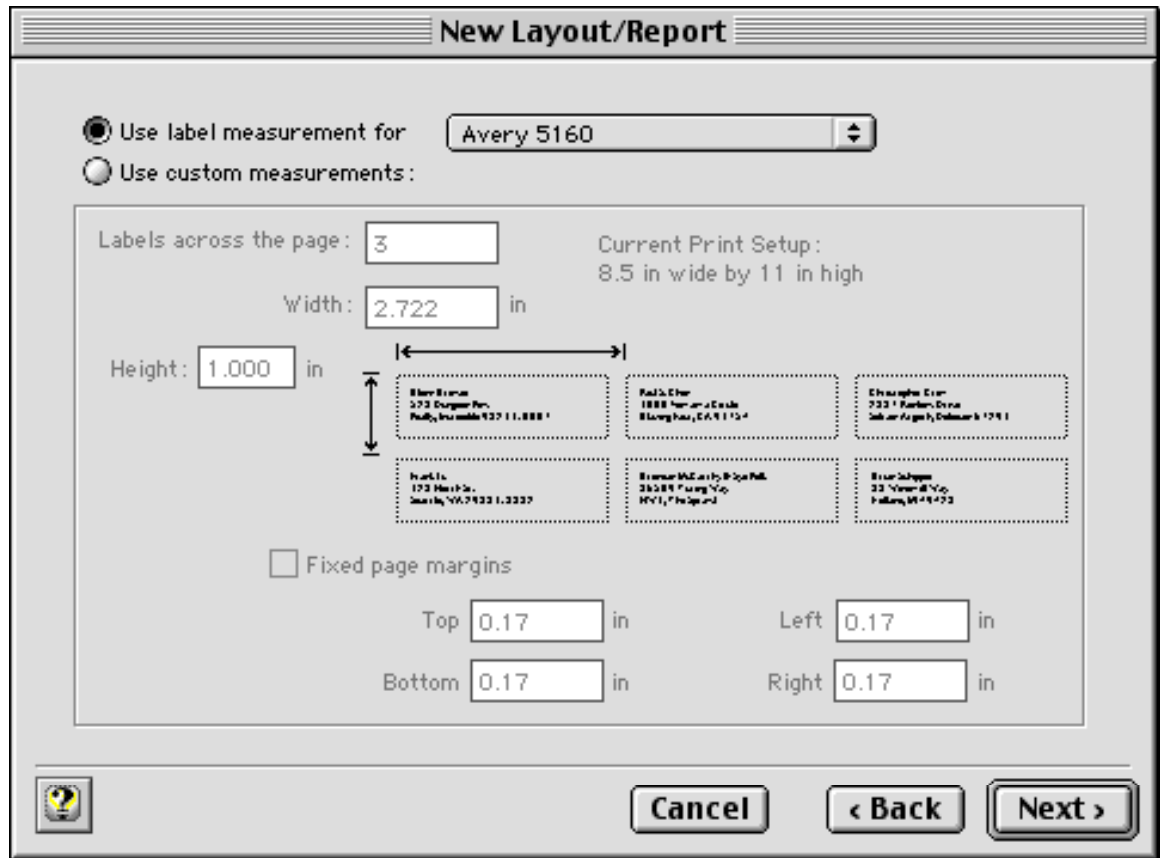
*The New Layout/Report button*

3. In the **New Layout/Report** window, type a unique name in the **Layout Name** text box, or keep the default that FileMaker Pro provides.
4. Select **Labels** from the **Select a layout type** list.



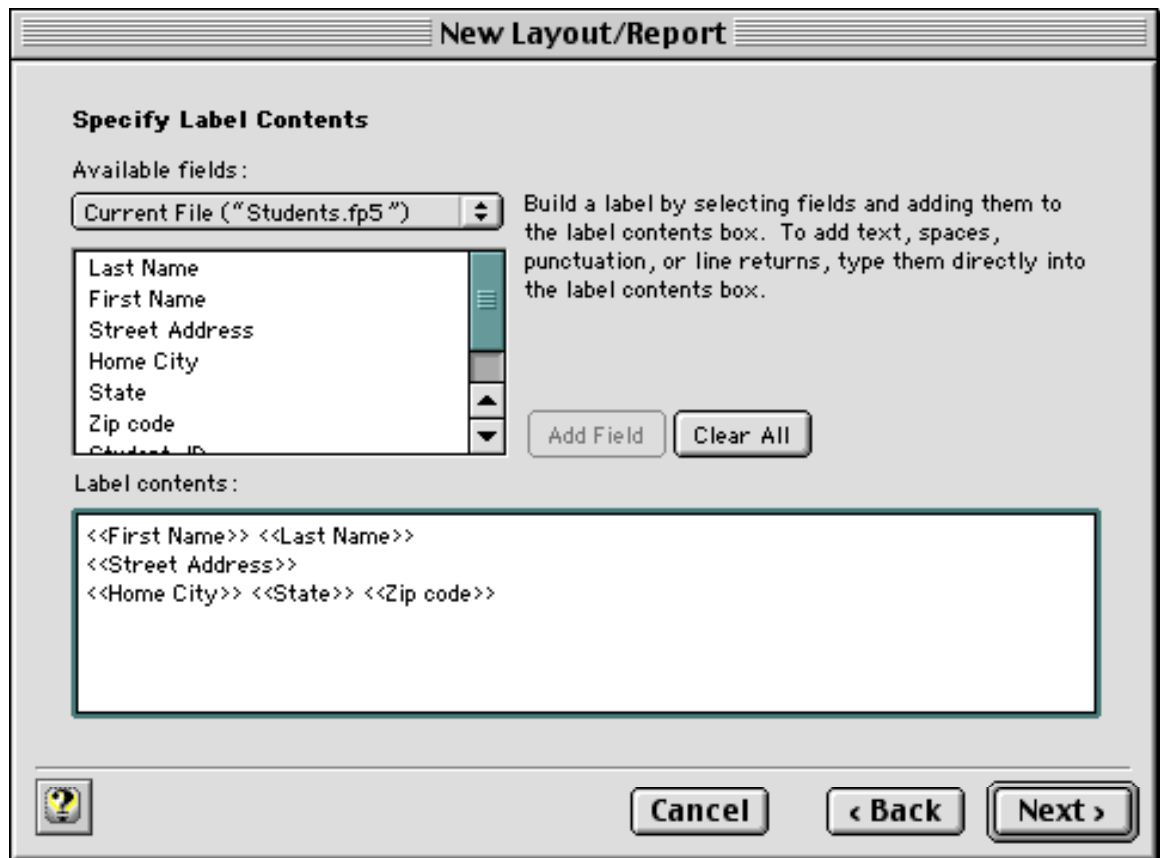
*The New Layout/Report window with Labels selected.*

5. Click **Next**.
6. Select the label size from the **Use label measurements for pop-up menu**  
*or*  
Click the **Use custom measurements** radio button and define the label measurements.



*The New Layout/Report window with Avery 5160 selected.*

7. Click **Next**.
8. Select the fields that are to appear on the label layout by clicking their names in the **Available fields** list and then clicking the **Add Field** button, or by simply double-clicking their names. When you add a field, it appears in the **Label contents** box at the bottom of the window just as it will on the label. You can also type directly into this box to insert text, spaces, punctuation, or line returns. Format the fields as you like, then click **Next**.



*The New Layout/Report window with field contents specified.*

9. Select how you'd initially like to view the new layout.
10. Click **Finish**.

## Envelopes

The Envelope layout is for printing to standard “Number 10” business envelopes.

1. Follow steps 1–3 under Labels, above.
2. Select **Envelope** from the **Select a layout type** list and click **Next**.
3. Specify the envelope contents as described under step 8 above.
4. Follow steps 9–10 above.

## Merge Fields

The Label and Envelope layout types use *merge fields*—placeholder text in Layout mode that is replaced by the field's value when you browse, preview, or print the layout. Merge fields shrink or expand to fit the amount of text in the field for each record. (This behavior includes collapsing an entire line, such as an empty Address Line 2 field, if the field is by itself on a line and the field contains no data.)

You can use merge fields on any layout. To place a merge field on a layout:

1. In Layout mode, select the Pointer tool or the Text tool in the tool panel. (Use the text tool to insert the merge field into a line of text.)



*The Pointer tool (left) and Text tool (right).*

2. Click where you want FileMaker Pro to place the merge field.
3. Choose **Merge Field** from the **Insert** menu.
4. In the **Specify Field** dialog, select the field to insert.
5. Click **OK**.

Insert punctuation and spaced between merge fields as needed on the layout, but be careful not to type extra characters inside the << and >> symbols.

You can also insert a merge field by typing the field name, surrounded by the << and >> symbols, directly on the layout. Note that the merge field characters are not single characters (« and »), but double opening (<<) and closing (>>) angle brackets.

To specify text attributes to be used when you browse, preview, or print the field data in a merge field, select the merge field name and the << and >> symbols in Layout mode, then select formatting options.

## ***Sliding objects***

Often, the amount of information in the fields in your database varies. When you print, FileMaker Pro can shrink field boundaries and shift objects to the left or up on your layout to close up the blank space that results when the information in a field doesn't fill the field boundary. Merge fields are, effectively, one way to accomplish this. You can also do so by *sliding* objects. While merge fields eliminate unnecessary space only between a field and layout text or adjacent fields in a continuous block of text, sliding can be applied to fields, portals (see page 15), other objects, and even layout parts.

To set sliding options:

1. In Layout mode, select the object(s) you want to slide. Also select the left-most (or top-most) field that you want other objects to slide into so it can shrink.

To allow fields to shrink when you specify sliding left, align their top edges and choose **Format** menu > **Align Text** > **Left**. To allow fields to shrink when you specify sliding up, choose **Format** menu > **Align Text** > **Top**.

2. Select the object(s) to slide, then choose **Sliding/Printing** from the **Format** menu.
3. In the **Set Sliding/Printing** dialog, select the sliding options you want.

Select this option	To
<b>Sliding left</b>	Reduce the width of the selected fields to the minimum needed for their data, and then slide all selected objects left based on the amount of space the fields shrink.
<b>Sliding up based on: then click All above</b>	Reduce the height of the selected fields to the minimum needed for their data, and then slide all selected objects up based on the field above that shrinks the least.  This option maintains consistent vertical spacing among columns and repeating fields.
<b>Sliding up based on: then click Only directly above</b>	Reduce the height of the selected fields to the minimum needed for their data, and then slide all selected objects up based on the amount of space the fields directly above shrink.  This option allows the spacing in a column to adjust independently of other columns and repeating fields.
<b>Also reduce the size of the enclosing part</b>	Close up the space in the layout part that contains the selected fields. To slide the part up relative to all objects, set this option for all the objects that are sliding up. To slide the part up relative to a single object, set this option for that object only.

4. Click **OK**.
5. Choose **Preview Mode** from the **View** menu to see the effects of the sliding options.

## Review: databases and database design

### **Databases**

A *database* is an organized collection of data. A *relational database* is a database in which the organization of the data incorporates the way data items are related to one another. In particular, data in a relational database is stored in one or more *files* (also called a *table* or *relation*). A file is conceptually a two-dimensional array of *fields* (also called *columns* or *attributes*) and *records* (also called *rows* or *tuples*). Relational databases are very versatile.

A database consisting of multiple files can offer some advantages over a single-file database. Consider, for example, a database of student information including ID numbers, names, addresses, classes, and grades. A single-file database for this example might have these nine fields:

**students**

ID	<input type="text"/>
last	<input type="text"/>
first	<input type="text"/>
street	<input type="text"/>
city	<input type="text"/>
state	<input type="text"/>
zip	<input type="text"/>
class	<input type="text"/>
grade	<input type="text"/>

Notice that for every class in which a student receives a grade, the **ID**, **last**, **first**, **street**, **city**, **state**, and **zip** for that student must be repeated in the file!

If the database has multiple, related files, however, we can have one file for name and address information, and another for grade information:

**students**

ID	<input type="text"/>
last	<input type="text"/>
first	<input type="text"/>
street	<input type="text"/>
city	<input type="text"/>
state	<input type="text"/>
zip	<input type="text"/>

**grades**

ID	<input type="text"/>
class	<input type="text"/>
grade	<input type="text"/>

Because the common **ID** field relates the two, we can use this to send a student's grade report using the name (**last**, **first**) and address (**street**, **city**, **state**, **zip**) from the first file and the **class** and **grade** data from the second. Notice that this eliminates a considerable amount of data duplication and opportunity for error. Notice also that the data can be used however we wish, without regard for the database structure; in our example, information is combined from both files, and not all fields are utilized (only the name and address would appear on the envelope, for instance). Modification of the database structure is similarly flexible in the multiple-file relational model.

Relational databases are the predominate form of database in use today, and are the type on which this class focuses.

## ***Database design***

Of course, some ways of organizing data are better than others, and you face a number of choices when creating a database. What data is to be included? What will the fields be?

How will they be divided into multiple files? Which fields will the individual files share with each other? These are important considerations, and, in general, it is vital that you plan your database design carefully. It should be capable of accommodating all the data you can foresee needing to store, but should not waste storage space on data you don't need. It should also be immune to errors or inconsistencies arising from changes made to data items, now or in the future.

Besides thoughtful consideration of the needs your database must meet, there are formal means of making (some) database design decisions, those of database normalization. A database that is normalized has certain structural characteristics that make it more efficient and less susceptible to data integrity problems than one that is not. There are multiple levels of normalization, the first three of which are sufficient for most common situations.

For a database to be in *first normal form*, there must be no repeating fields, each cell of the file must have only a single value, and each file record must be unique. Records are guaranteed to be unique through the use of *match fields*. A match field (also called a *primary key*) is a field or group of fields whose values uniquely identify a record in a file.

For example, consider a database of retail clothing items with the following file:

item	colors	price	tax
T-shirt	red, blue	12.00	0.60
polo	red, yellow	12.00	0.60
T-shirt	red, blue	12.00	0.60
sweatshirt	blue, black	25.00	1.25

It is not in first normal form, both because the cells in the **colors** field have multiple items, and because there are duplicate records, i.e., there is no match field. Eliminating the duplicate record and splitting the colors into their own cells brings it to first normal form:

item	color	price	tax
T-shirt	red	12.00	0.60
T-shirt	blue	12.00	0.60
polo	red	12.00	0.60
polo	yellow	12.00	0.60
sweatshirt	blue	25.00	1.25
sweatshirt	black	25.00	1.25

Here, **item** and **color** together comprise the match field. Notice that it is almost trivial to obtain first normal form.

*Second normal form* requires that, if the match field is a combination of multiple fields, all non-key fields must depend on all components of the key. Put another way, no field can be dependent upon just one part of the match field.

In our example, **price** and **tax** depend on **item**, but not **color**, so the file is not in second normal form. Splitting the file into two brings about second normal form:

item	color		item	price	tax
T-shirt	red		T-shirt	12.00	0.60
T-shirt	blue		polo	12.00	0.60
polo	red		sweatshirt	25.00	1.25
polo	yellow				
sweatshirt	blue				
sweatshirt	black				

Notice that **item** and **color** still make up the match field for the left file, and **item** is the match field for the right file. Notice also that a file in first normal form whose match field is a single field is automatically in second normal form as well.

*Third normal form* is attained when no non-key field depends upon a field other than the match field.

In our example, **price** depends on **item**, the match field, but **tax** depends on **price**, not **item**. This is called a *transitive dependency*, and must be eliminated to bring the database into third normal form. Splitting the file once more does the trick:

item	color		item	price	price	tax
T-shirt	red		T-shirt	12.00	12.00	0.60
T-shirt	blue		polo	12.00	25.00	1.25
polo	red		sweatshirt	25.00		
polo	yellow					
sweatshirt	blue					
sweatshirt	black					

(Incidentally, FileMaker Pro features calculation fields, which can be used to compute values like **tax** automatically.)

## Creating relationships

Relationships are connections between files in a database that allow many files with similar fields to share data. This not only creates consistency in records, it also helps keep the size of the database manageable by reducing the duplication of data.

In use, relationships allow you to display fields from multiple files in a layout. The basic idea is that a link can exist between two files that have matching fields, allowing you to reference data in the *related file* from within the *master file* through that link. For example, a file of courses offered by a department on campus could be linked to a file of the professors in that department. The “course” file might have information about the course number, meeting times, credits, and a single field reference to the instructor. The “professors” file would have information about their office addresses, office hours, phone numbers, as well as the courses they are teaching. Through a common field identifying the professor’s record in the courses file, the two files can be linked.

### Types of file relationships

There are three kinds of linking relationships that can be established between files

#### One-to-one

A one-to-one relationship exists between two files when each record in the master file has exactly one matching record in the related file. For example, for each record in a file of all the currently enrolled students at the university, there would be one and only one record in a file containing all the past and present students at the university.

#### One-to-many

A one-to-many relationship exists between two files when one record in the master file matches many records in the related file, but one record in the related file matches only one record in the master file. For example, in a file of courses, each course would have only one instructor, but in a file of instructors, each instructor may teach several courses.

#### Many-to-many

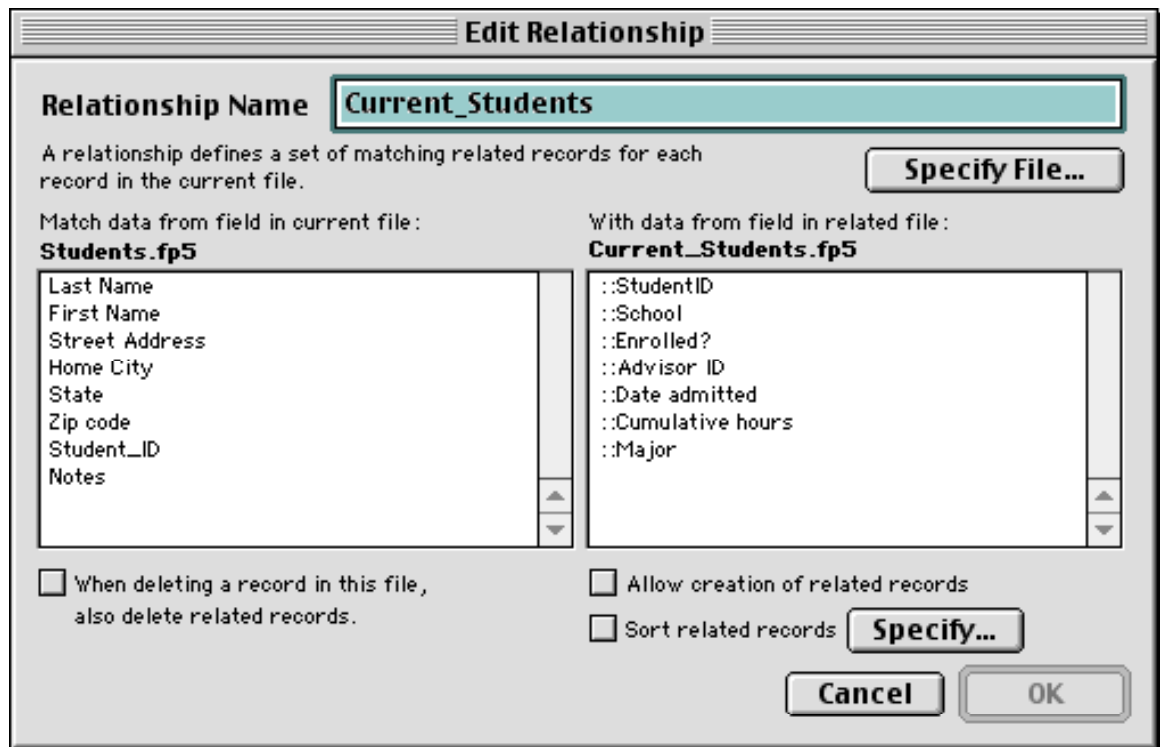
A many-to-many relationship exists between two files when one record in the master file matches many records in the related file, and one record in the related file matches many records in the master file. For example, in a file of courses, each course has many students, and in a file of students, each student can take several courses.

Creating a many-to-many relationship requires creation of a separate join file. See the explanation below.

### To create a relationship

To create relationships between two or more files:

1. In the master file, choose **Define Relationships** from the **File** menu.
2. In the **Define Relationships** dialog, click **New**.
3. In the dialog that appears, double-click the name of the related file (the file to define a relationship to).



The *Edit Relationship* dialog.

4. In the **Edit Relationship** dialog, type a unique name in the **Relationship Name** text box, or keep the default that FileMaker Pro provides.

Don't include colons (:) in the name. FileMaker Pro ignores any spaces at the end of names.

5. Select a match field for the master (current) file in the left list, and a correspondingly valued match field for the related file in the right list. Click each field name once to select it. The match field in the related file containing the same values as a match field in the master file is sometimes called a *foreign key* in the related file.
6. To have related records sorted, select **Sort related records**. Then, in the **Specify Sort** dialog, specify sort instructions for the related fields.

Selecting this option does not affect the sort order in the related file.

7. Select additional options if desired.

To delete matching records in the related file whenever you delete a record in the master file, select **When deleting a record in this file, also delete related records**.

To add records to the related file by entering data into related fields in the master file, select **Allow creation of related records**.

8. When you're finished, click **OK**, then click **Done**.

Once you've created a relationship, you can add fields to display data from the related file on a layout of the master file, and work with the data in the related fields when you work with records in the master file.

## Portals

A portal is a layout object that can be used, for one-to-many relationships, to display data from *more than one* related record for *each* record in the master file. Portals display data from related fields in rows, one record in each row.

To create a portal:

1. In Layout mode, select the Portal tool in the tool panel.



*The Portal tool.*

2. Position the crosshair pointer on the layout where you want the portal to begin, then drag the pointer diagonally until the portal is the size you want.
3. In the **Portal Setup** dialog, choose the relationship to use from the **Show records from** pop-up menu. Alternatively, you can choose **Define Relationships** to create a new relationship.
4. Select options for the portal.
5. Click **OK**.
6. Place related fields in the portal.

## Creating a many-to-many relationship

Although FileMaker Pro allows you to explicitly create one-to-one and one-to-many relationships, you must create an intermediate file, called a *join file*, between two files where you want to create a many-to-many relationship. The join file needs just two fields: the two match fields for the two files you want to link.

For more information about creating many-to-many relationships between database files, choose **Contents and Index** from the **Help** menu, click the **Index** tab, and type `many-to-many correspondence`.

## Lookups

In a relational database, data from a related file can be displayed, edited, and used in the master file while always remaining part of the related file only, so that data displayed in the master file changes whenever data in the related file changes. In contrast, a *lookup* copies data from a related file into a field in the master file. After the data is copied, it becomes part of the master file (and remains in the file it was copied from). Data copied to the master file doesn't automatically change when the data in the other file changes. Lookups, then, are used to copy data from a related file and keep it as copied, even when the data in the related file changes. For example, use a lookup to copy the price of an item at the time of purchase into an invoice file. Even if the price in the related file changes, the price in the invoice file stays the same.

To define a lookup:

1. Define a relationship for the lookup as directed in **To create a relationship** on page 13.

**Note:** Selection of the additional options described in step 7 is not applicable to lookup relationships.

---

2. In the master file, choose **Define Fields** from the **File** menu.
3. In the **Define Fields** dialog, double-click the lookup destination field (the field in the master file to copy data to), or create a new field, then double-click it.
4. Click the **Auto-Enter** tab, then select **Looked-up value**.
5. In the **Lookup** dialog, choose the relationship to use from the relationship pop-up menu.
6. In the list of field names, select the lookup source field (the field in the related file to copy data from).
7. Select options for the lookup.
8. Click **OK**.
9. Click **OK**.
10. Click **Done**.

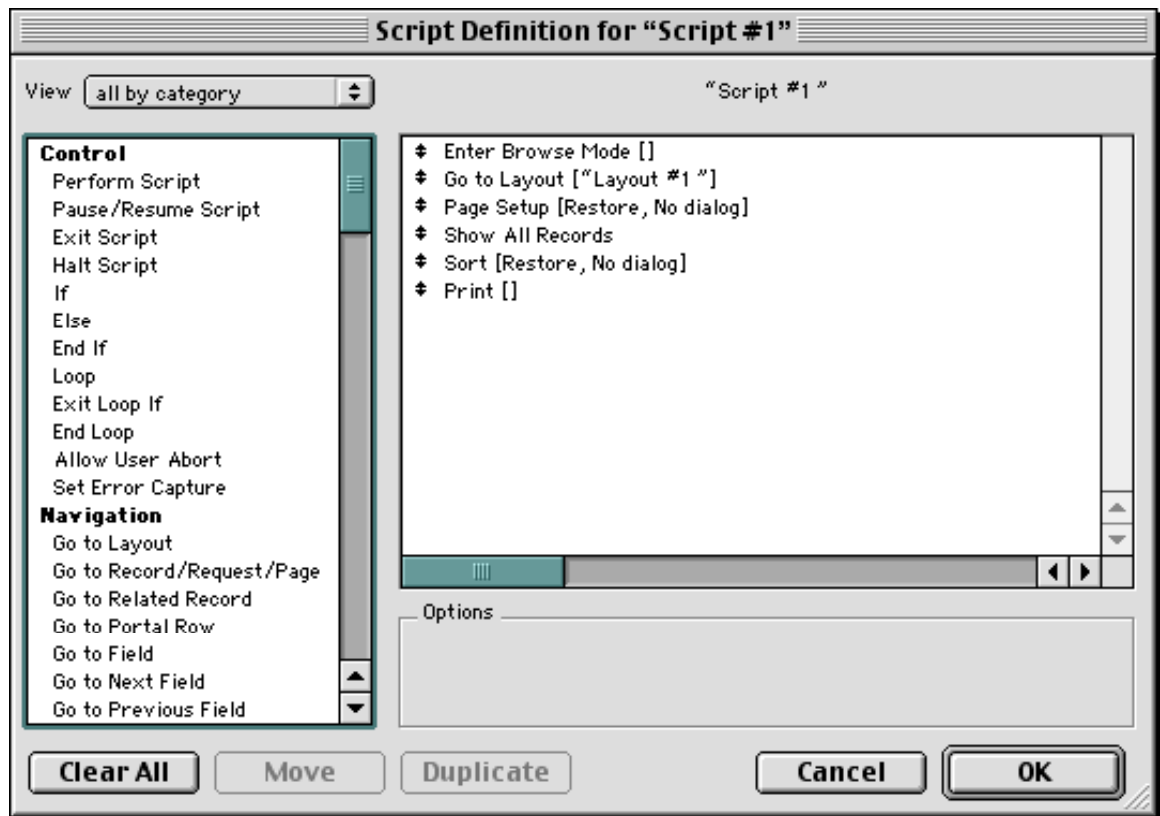
## Scripts

FileMaker Pro includes the ScriptMaker feature, which you can use to automate many tasks, such as switching to another layout or mode; finding, sorting, and printing records; importing data from the same source; or dialing phone numbers. One simple script example is demonstrated here.

## Finding records

In *FileMaker Pro: Introduction*, you learned how to specify criteria for finding specific records. Though it's normally necessary to specify the criteria each time you perform a find, you can use a script to allow you to perform the same find whenever you like, without having to specify its criteria.

1. In Find mode, specify the criteria you want, as explained in *FileMaker Pro: Introduction*.
2. Choose **ScriptMaker™** from the **Scripts** menu.
3. Type a name in the **Script Name** text box.
4. Click the **Create** button.
5. FileMaker Pro includes default steps when you create a script. You can change or delete these steps. Since none of the default steps are necessary for this script, click the **Clear All** button.
6. Scroll down the list on the left until the **Sort/Find/Print** options are visible  
*or*  
choose **Sort/Find/Print** from the **View** pop-up menu.
7. Double-click **Perform Find** in the list.



*The Script Definition dialog.*

8. Click **OK**.
9. Click **Done**.

To use your script at any time, choose its name from the **Scripts** menu. Doing so will perform a find with the set of criteria that was specified when you defined the script.

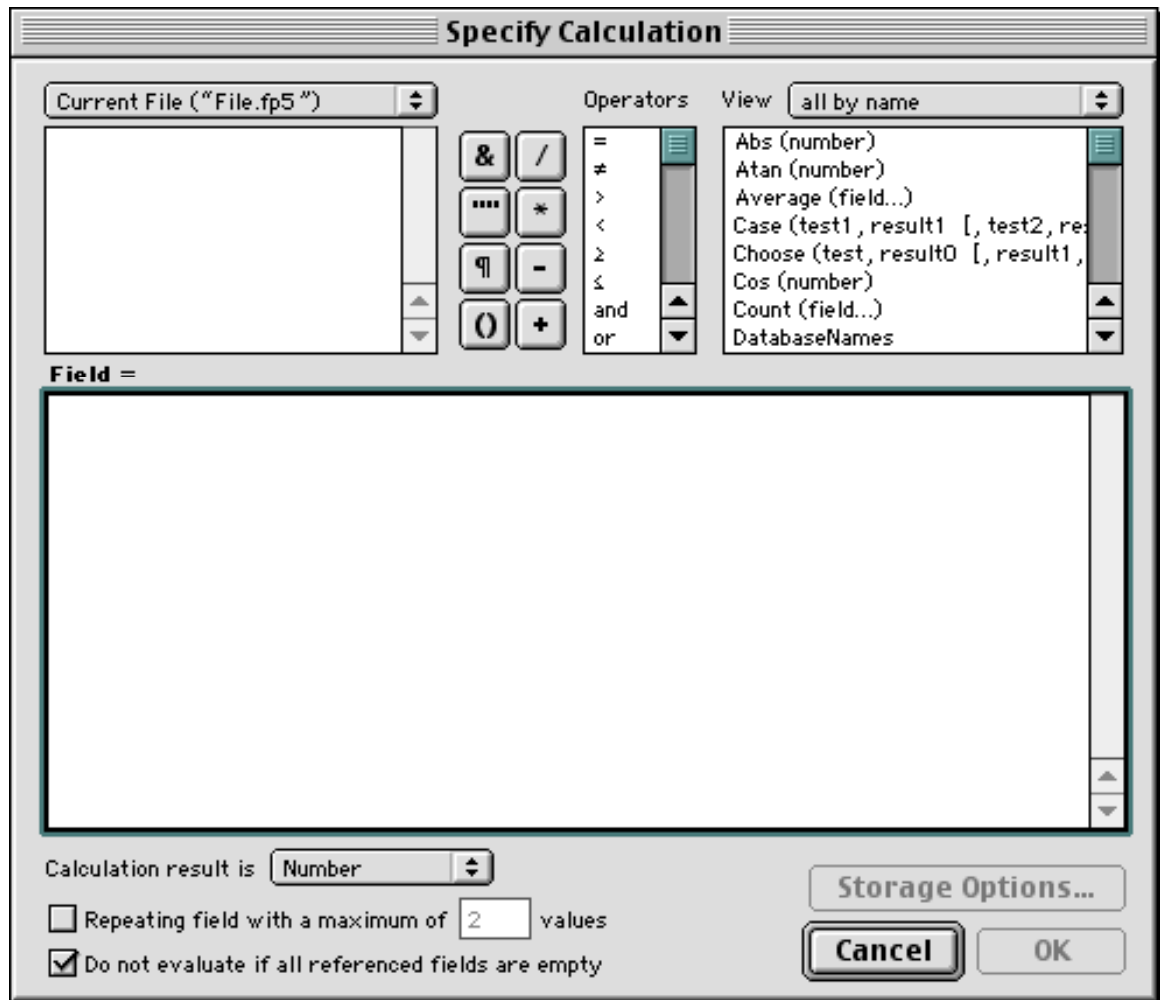
## Using formulas and functions

In *FileMaker Pro: Introduction*, Calculation was listed among the possible field types as storing the result of a calculation formula. A *formula* is a specific operation on one or more values in the database. Formulas can include any combination of constants, field references, operators, and functions (see below). These elements are arranged in a particular order, or *syntax*, to produce expressions giving the result you want.

You create formulas in the **Specify Calculation** dialog.

You can use calculations in several areas of FileMaker Pro, namely:

- when defining calculation fields
- in certain script steps
- to auto-enter calculated values
- for data validation
- when using **Replace** with calculated results



*The Specify Calculation dialog.*

For more information about formulas, choose **Contents and Index** from the **Help** menu, click the **Index** tab, and type *formulas*.

A *function* is a predefined, named formula that performs a specific calculation and returns a single, specific value. FileMaker Pro includes many functions in the following categories:

- Text functions
- Number functions
- Date functions
- Time functions
- Aggregate functions
- Summary functions
- Repeating functions
- Financial functions

- Trigonometric functions
- Logical functions
- Status functions
- Design functions
- External functions

For more information about functions, choose **Contents and Index** from the **Help** menu, click the **Index** tab, and type `functions`.

## Publishing databases on the Web

FileMaker Pro provides a simple way to publish your databases on the World Wide Web (or an intranet), called Instant Web Publishing. This uses the provided Web Companion plug-in.

### Overview

To publish FileMaker Pro databases on the Web you must:

1. Enable the Web Companion plug-in
2. Enable Instant Web Publishing
3. Configure Web Companion

For each database you publish, you must:

1. Enable Web Companion Sharing
2. Choose a web style and set up browser views

### Enabling Web Companion

1. Choose **Edit** menu > **Preferences** > **Application**.
2. Click the **Plug-Ins** tab.
3. Check **Web Companion**.
4. Click **Web Companion** to select it.
5. Click the **Configure** button.
6. Check **Enable Instant Web Publishing**.
7. Specify a port number in the **TCP/IP Port Number** text box. The port number specifies where web browsers can find your FileMaker Pro databases. 80 is the default for web servers; use it if no other web server applications are running on your computer. If port number 80 is already in use, consider changing **TCP/IP Port Number** to 591, which FileMaker, Inc. has registered with the Internet Assigned Numbers Authority (IANA) for use with FileMaker Pro Web Companion.
8. Click **OK**.
9. Click **OK**.

**Note:** If you use a port number other than 80, web users cannot access your database unless they append a colon, and the new port number, to your IP address (or host and domain name). For example, users would type [12.34.56.78:591](http://12.34.56.78:591) or <http://account.yourcompany.com:591/>.

---

## ***Enabling Web Companion sharing***

For each database you want to publish on the Web:

1. Choose **Sharing** from the **File** menu.
2. Check **Web Companion**.
3. Click the **Set Up Views** button.
4. On the **Web Style** tab, choose a style from the **Styles** pop-up menu.
5. If desired, you can select the layouts to be used and the fields to be included on the **Table View**, **Form View**, and **Search** tabs. In practice, you may want to define layouts specifically for these Web views before publishing your database on the Web.
6. If you want to specify sorting options for records displayed in the browser, click the **Sort** tab and select the desired options.
7. Click **Done**.
8. Click **OK**.

## ***Testing your published database***

To test your published database, open a Web browser, and enter your computer's IP address (or hostname). Include the colon and port number if necessary. Your shared database should be listed on the FileMaker Pro Instant Web Portal page that appears.

---

- Notes:**
- FileMaker Pro must be running, and the database(s) to be shared must be opened in order for Web access to be enabled.
  - Your computer must be connected to the Internet (or intranet) to serve your database(s).
  - Some versions of FileMaker Pro impose limitations on the number of users who can access your online database(s) at any one time. To find out the maximum number of users that can access a published database, follow steps 1–5 under **Enabling Web Companion** above, and examine the value for **IP Guest Limit**.
- 

For more information about configuration options, customization, security, etc., choose **Contents and Index** from the **Help** menu, click the **Index** tab, and type `About publishing databases on the Web`.

## For More Information

Here are some additional sources of information about FileMaker Pro:

### **Online**

The FileMaker Pro Web site is at <http://www.filemaker.com/>. It includes a support page at <http://www.filemaker.com/support/index.html> and a selection of Web resources at <http://www.filemaker.com/webresources/index.html>.

## Getting Additional Help

ACS provides consulting and Q&A help in a variety of ways:

785/864-0200

[question@ku.edu](mailto:question@ku.edu)

[www.ku.edu/acs/help](http://www.ku.edu/acs/help)

*Last Update: 05/16/2002*