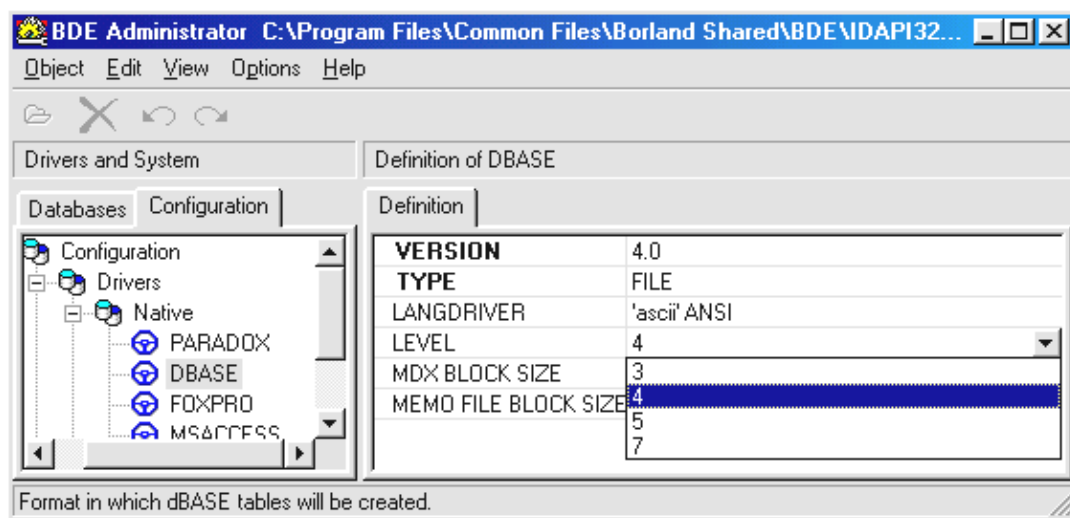


Exporting to a New Filemaker 5 Database Youth Enrollment Help Sheet

You can easily create a new Filemaker 5 database if the information that you need can all be found in Member Query (basically, that's Youth2a.db PLUS the addition of the phone number and parent name from Youth2b.db, and the club name from Youth2x.db).

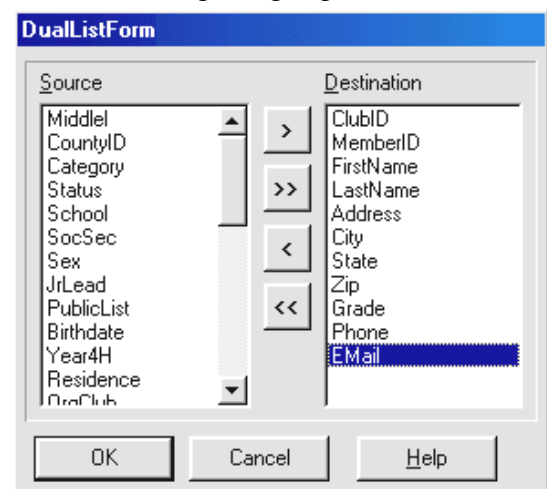
Set Preferences:

To use a .dbf file in either Excel or Filemaker, it must be in the correct "Level" of dBase and Paradox. The new YE2.2 program exports to Level 7, which is not readable by our programs. However, we can fix that. Go to Start/Programs/Youth Enrollment/BDE Admin. Choose the Configuration Tab, and set the preferences as shown on the screen below. Set the level for BOTH the Dbase and Paradox options to 4. Save all edits when asked. You will only have to do this one time (but check it after each time you do a program update!)



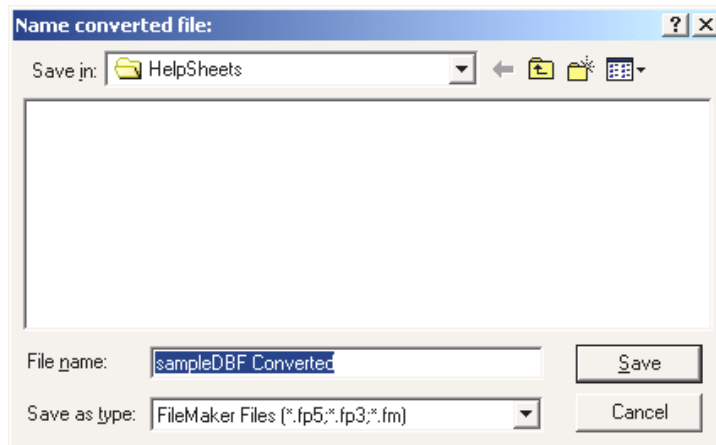
Export:

- ◆ Choose File|Member Query. Filter your records if you need to do that (see Filter.pdf for more information) Select|Select All (Nothing happens unless something's highlighted...)
- ◆ File|Export|DBase. You will see two columns. The computer is asking you to choose which fields from those listed on the left you want to export. Choose the ones you wish to use, and put them in a logical order as you go.
- ◆ The next screen asks you for a name and location for your file. Notice that you don't have any choice as far as file format (you chose that when you chose dBase earlier). Name it something logical, and save it where you will be able to find it soon.



Exporting to a New Filemaker 5 Database Youth Enrollment Help Sheet

- ◆ Exit from Member Query, and Exit from Blue Ribbon. (Blue Ribbon does not like to sit in the background while Excel and FileMaker are running, so it's easier to close Blue Ribbon than to wait until it crashes.)
- ◆ Start Filemaker 5 running, and choose File|Open. Change the "Files of Type" option to "All Files", and locate the file you just created. You will be asked to save the "converted" file, as shown at right. Pick a meaningful name, and a good location.



- ◆ Filemaker 5 recognizes DBF as a valid data format, and will open the file, with the fields defined and named the same as they were in Blue Ribbon. This is pretty darn neat. You will have a choice of a standard "all fields" layout (below), and a "table" layout, which looks much like a spreadsheet. You can create any additional layouts, etc. in Filemaker just the way you always have.

