

INSTRUCTIONS FOR USING THE VASSAR COLLEGE COSTUME COLLECTION FILEMAKER DATABASE:

- Access
 - You can access the database using any computer on the Vassar campus that has Filemaker software on it (version 7 or higher)
 - These instructions are for Macs – please ask me about Windows (should work fine)
 - if you are using a wireless connection to the network, make sure you log in to that before trying to access the database
- Open the Filemaker application
 - **From the Dock (usually at the bottom of the screen), click on the Filemaker icon** if it's there (an open blue folder), then skip to the next step (to Open the VCCC database)
 - If it's not, click on the Finder (the funny blue face)
 - In the window that opens, click on Applications on the left hand side
 - In the window that opens, find the Filemaker Pro (8.5 Advanced) folder and double click on it
 - In the window that opens, double click on the application Filemaker Pro
- Open the VCCC database
 - **If an introductory window comes up, just click on “cancel”**
 - **Under “file” on the top menubar, select “open remote”**
 - In the dialog box, where it says “view” select “Favorite Hosts” (if it isn't already)
 - It should show a list of hosts. If filemaker01(filemaker01.vassar.edu) isn't there, click on the add button.
 - In the dialog box, enter in filemaker01.vassar.edu in the Host Internet Address, then enter filemaker01 in the Favorite's Host Name. Then click on save.
 - **You should now see “filemaker01” in your favorite hosts list; click on it**
 - **In the right side list of databases, click on “vcccmastertest,” then click on the “open” button**
- Log in
 - **Students:**
 - use the name and password you have been given
 - **Guests:**
 - When you are asked for a username, type in “guest”
 - You should not need a password; if you are asked for a password, type in “vccc”
- Click on the “help” button for further guides for navigating the database

Have fun!

If you have any questions, don't hesitate to contact me: costumeshop@vassar.edu, ext.5589.

As I am still developing this database, I'd love your feedback – let me know what functions you'd like for me to add!

-Arden

updated 4/5/10