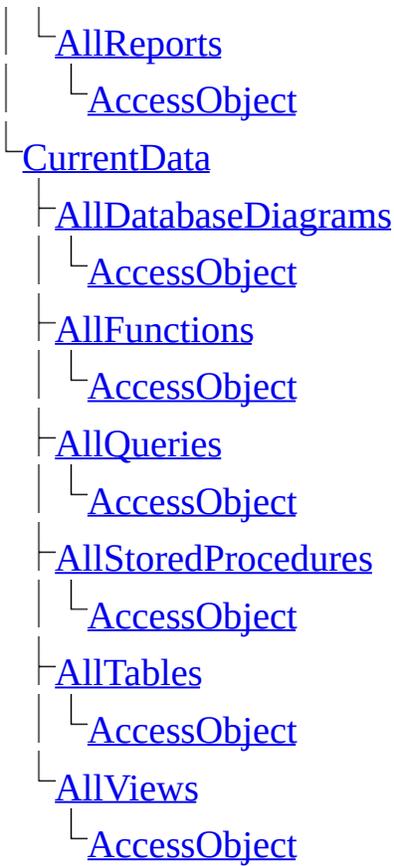


Microsoft Access Object Model

Application





Please refer to the following table for more information on other notable objects in the Access object model.

	SubForm
	└─ Control
	└─ Form
SmartTag	└─ Control
SmartTagAction	└─ Control

[DependencyInfo](#)

[DependencyObjects](#)

└─ [AccessObject](#)

└─ [AccessObjectProperties](#)

└─ [AccessObjectProperty](#)

[SmartTagActions](#)

[SmartTagProperties](#)

[SmartTagProperty](#)

[SmartTags](#)

└─ [M](#)
└─ [Sc](#)
└─ [Prop](#)
└─ [Rep](#)
└─ [C](#)
└─ [G](#)
└─ [M](#)
└─ [Sc](#)

Legend

Object and collection

Object only

New Objects

For the latest information about programming with Microsoft Access, including product news, technical articles, downloads, and samples, visit the Microsoft Office Developer Center on the [Microsoft Developer Network \(MSDN\)](#) Web site.

The following table lists objects added to the Microsoft Office Access 2003 object model.

Object	Description
<u>AdditionalData</u>	Represents the collection of tables and queries that will be included with the parent table that is exported by the ExportXML method.
<u>AutoCorrect</u>	Represents the AutoCorrect functionality of TextBox and ComboBox objects.
<u>DependencyInfo</u>	Represents the dependency information for an AccessObject object.
<u>DependencyObjects</u>	Represents the dependency information for an AccessObject object.
<u>SmartTag</u>	Represents a smart tag that has been added to a control on a form, report, or data access page.
<u>SmartTagAction</u>	Represents a single action for a smart tag.
<u>SmartTagActions</u>	Represents a collection of actions for an individual smart tag or a type of smart tag.
<u>SmartTagProperties</u>	A collection of SmartTagProperty objects that represents the properties related to a smart tag.
<u>SmartTagProperty</u>	Represents a single instance of a custom property for a smart tag.
<u>SmartTags</u>	Represents the collection of smart tags for a control on a form, report, or data access page.



New Properties (Alphabetical List)

For the latest information about programming with Microsoft Access, including product news, technical articles, downloads, and samples, visit the Microsoft Office Developer Center on the [Microsoft Developer Network \(MSDN\)](#) Web site.

The following table lists properties added to the Microsoft Office Access 2003 object model (sorted alphabetically).

New Property	Object
<u>AccessConnection</u>	<u>CodeProject</u> , <u>CurrentProject</u>
<u>AutoCorrect</u>	<u>Application</u>
<u>AutomationSecurity</u>	<u>Application</u>
<u>Dependants</u>	<u>DependencyInfo</u>
<u>Dependencies</u>	<u>DependencyInfo</u>
<u>DisplayAutoCorrectOptions</u>	<u>AutoCorrect</u>
<u>FetchDefaults</u>	<u>Form</u>
<u>InsufficientPermissions</u>	<u>DependencyInfo</u>
<u>IsMissing</u>	<u>SmartTag</u>
<u>NewFileTaskPane</u>	<u>Application</u>
<u>OutOfDateObjects</u>	<u>DependencyInfo</u>
<u>SmartTagActions</u>	<u>SmartTag</u>
<u>SmartTags</u>	<u>ComboBox</u> , <u>Control</u> , <u>Label</u> , <u>ListBox</u> , <u>TextBox</u>
<u>UnsupportedObjects</u>	<u>DependencyInfo</u>
<u>XML</u>	<u>SmartTag</u>



New Properties (by Object)

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The following table lists properties added to the Microsoft Office Access 2003 object model (sorted by object name).

Object	New Properties
<u>Application</u>	<u>AutoCorrect</u> , <u>AutomationSecurity</u> , <u>NewFileTaskPane</u>
<u>AutoCorrect</u>	<u>DisplayAutoCorrectOptions</u>
<u>CodeProject</u>	<u>AccessConnection</u>
<u>ComboBox</u>	<u>SmartTags</u>
<u>Control</u>	<u>SmartTags</u>
<u>CurrentProject</u>	<u>AccessConnection</u>
<u>DependencyInfo</u>	<u>Dependants</u> , <u>Dependencies</u> , <u>InsufficientPermissions</u> , <u>OutOfDateObjects</u> , <u>UnsupportedObjects</u>
<u>Form</u>	<u>FetchDefaults</u>
<u>Label</u>	<u>SmartTags</u>
<u>ListBox</u>	<u>SmartTags</u>
<u>SmartTag</u>	<u>IsMissing</u> , <u>SmartTagActions</u> , <u>XML</u>
<u>TextBox</u>	<u>SmartTags</u>



New Methods (Alphabetical List)

For the latest information about programming with Microsoft Access, including product news, technical articles, downloads, and samples, visit the Microsoft Office Developer Center on the [Microsoft Developer Network \(MSDN\)](#) Web site.

The following table lists methods added to the Microsoft Office Access 2003 object model (sorted alphabetically).

New Method	Object
<u>CreateAdditionalData</u>	<u>Application</u>
<u>Execute</u>	<u>SmartTagAction</u>
<u>GetDependencyInfo</u>	<u>AccessObject</u>
<u>IsDependentUpon</u>	<u>AccessObject</u>
<u>TransformXML</u>	<u>Application</u>
<u>UpdateDependencyInfo</u>	<u>CodeProject</u> , <u>CurrentProject</u>

New Methods (by Object)

For the latest information about programming with Microsoft Access, including product news, technical articles, downloads, and samples, visit the Microsoft Office Developer Center on the [Microsoft Developer Network \(MSDN\)](#) Web site.

The following table lists methods added to the Microsoft Office Access 2003 object model (sorted by object name).

Object	New Method
<u>AccessObject</u>	<u>GetDependencyInfo</u> , <u>IsDependentUpon</u>
<u>Application</u>	<u>CreateAdditionalData</u> , <u>TransformXML</u>
<u>CodeProject</u>	<u>UpdateDependencyInfo</u>
<u>CurrentProject</u>	<u>UpdateDependencyInfo</u>
<u>SmartTagAction</u>	<u>Execute</u>

[Show All](#)

AccessObjectProperties Collection

Multiple objects [└ AccessObjectProperties](#)
[└ AccessObjectProperty](#)

The **AccessObjectProperties** collection contains all of the custom **AccessObjectProperty** objects of a specific instance of an object. These **AccessObjectProperty** objects (which are often just called properties) uniquely characterize that instance of the object.

Using the **AccessObjectProperties** Collection

Use the **AccessObjectProperties** collection in [Visual Basic](#) or in an [expression](#) to refer to properties of the [CurrentProject](#), [CodeProject](#), or [AccessObject](#) object. For example, you can enumerate the **AccessObjectProperties** collection to set or return the values of properties of an individual report.

Note The **AccessObjectProperties** collection isn't accessible for objects derived from the **CurrentData** object (for example, `CurrentData.AllTables!Table1`). For objects derived in this manner, you can only access their built-in properties by direct calls to the desired property (for example, `CurrentData.AllTables!Table1.Name`).

To add a user-defined property to an existing instance of an object, first define its characteristics and add it to the collection with the [Add](#) method. Referencing a user-defined **AccessObjectProperty** object that has not yet been appended to an **AccessObjectProperties** collection will cause an error, as will appending a user-defined **AccessObjectProperty** object to an **AccessObjectProperties** collection containing an **AccessObjectProperty** object of the same name.

You can use the [Remove](#) method to remove user-defined properties from the **AccessObjectProperties** collection.

Note A built-in or user-defined **AccessObjectProperty** object is associated only with the specific instance of an object. The property isn't defined for all instances of objects of the selected type.

To refer to a built-in or user-defined **AccessObjectProperty** object in a collection by its ordinal number or by its **Name** property setting, use any of the following syntax forms:

```
CurrentProject.AllForms("Form1").Properties(0)  
CurrentProject.AllForms("Form1").Properties("name")  
CurrentProject.AllForms("Form1").Properties![name]
```

With the same syntax forms, you can also refer to the **Value** property of a **AccessObjectProperty** object. The context of the reference will determine whether you are referring to the **AccessObjectProperty** object itself or the

Value property of the **AccessObjectProperty** object.

Note Properties in the **AccessObjectProperties** collection are not stored and can be lost when the object they are associated with is checked in or out using the Source Code Control add-in.



[Show All](#)

AllDataAccessPages Collection

Multiple objects [└ AllDataAccessPages](#)
[└ AccessObject](#)
[└ AccessObjectProperties](#)

The **AllDataAccessPages** collection contains an **AccessObject** object for each **data access page** in the **CurrentProject** or **CodeProject** object.

Note Although a [Microsoft Access project](#) (.adp) or [Microsoft Access database](#) (.mdb) can appear to contain data access pages, these pages are actually stored in files that are external to the project or database.

Using the AllDataAccessPages Collection

The **CurrentProject** or **CodeProject** object has an **AllDataAccessPages** collection containing **AccessObject** objects that describe instances of all data access pages. For example, you can enumerate the **AllDataAccessPages** collection in Visual Basic to set or return the values of properties of individual **AccessObject** objects in the collection.



The **For Each...Next** statement is useful for enumerating a collection.

You can refer to an individual **AccessObject** object in the **AllDataAccessPages** collection either by referring to the item by name, or by referring to its index within the collection. If you want to refer to a specific data access page in the **AllDataAccessPages** collection, it's better to refer to the item by name because the index may change.

The **AllDataAccessPages** collection is indexed beginning with zero. If you refer to a data access page by its index, the first data access page is `AllDataAccessPages(0)`, the second data access page is `AllDataAccessPages(1)`, and so on.

Note To list all open data access pages in the database, use the [IsLoaded](#) property of each **AccessObject** object in the **AllDataAccessPages** collection. You can then use the [Name](#) property of each individual **AccessObject** object to return the name of a data access page.

You can't add or delete an **AccessObject** object from the **AllDataAccessPages** collection.

The following example prints the name of each open **AccessObject** object in the **AllDataAccessPages** collection.

```
Sub AllDataAccessPages()  
    Dim obj As AccessObject, dbs As Object  
    Set dbs = Application.CurrentProject  
    ' Search for open AccessObject objects in  
    ' AllDataAccessPages collection.
```

```
For Each obj In dbs.AllDataAccessPages
  If obj.IsLoaded = True Then
    ' Print name of obj.
    Debug.Print obj.Name
  End If
Next obj
End Sub
```



[Show All](#)

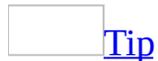
AllDatabaseDiagrams Collection

Multiple objects [└ AllDatabaseDiagrams](#)
[└ AccessObject](#)
[└ AccessObjectProperties](#)

The **AllDatabaseDiagrams** collection contains an [AccessObject](#) for each database diagram in the [CurrentData](#) or [CodeData](#) object.

Using the AllDatabaseDiagrams Collection

The **CurrentData** or **CodeData** object has an **AllDatabaseDiagrams** collection containing **AccessObject** objects that describe instances of all database diagrams specified by **CurrentData** or **CodeData**. For example, you can enumerate the **AllDatabaseDiagrams** collection in Visual Basic to set or return the values of properties of individual **AccessObject** objects in the collection.



The **For Each...Next** statement is useful for enumerating a collection.

You can refer to an individual **AccessObject** object in the **AllDatabaseDiagrams** collection either by referring to the object by name, or by referring to its index within the collection. If you want to refer to a specific object in the **AllDatabaseDiagrams** collection, it's better to refer to the database diagram by name because a database diagram's collection index may change.

The **AllDatabaseDiagrams** collection is indexed beginning with zero. If you refer to a database diagram by its index, the first database diagram is `AllDatabaseDiagrams(0)`, the second database diagram is `AllDatabaseDiagrams(1)`, and so on.

Notes

- The **AllDatabaseDiagrams** collection only contains **AccessObject** objects within a [Microsoft Access project](#) (.adp). A [Microsoft Access database](#) (.mdb) does not contain any database diagrams.
- To list all open database diagrams in the project, use the **IsLoaded** property of each **AccessObject** object in the **AllDatabaseDiagrams** collection. You can then use the **Name** property of each individual **AccessObject** object to return the name of a database diagram.

You can't add or delete an **AccessObject** object from the **AllDatabaseDiagrams** collection.

The following example prints the name of each open **AccessObject** object in the **AllDatabaseDiagrams** collection.

```
Sub AllDatabaseDiagrams()  
  Dim obj As AccessObject, dbs As Object  
  Set dbs = Application.CurrentData  
  ' Search for open AccessObject objects in  
  ' AllDatabaseDiagrams collection.  
  For Each obj In dbs.AllDatabaseDiagrams  
    If obj.IsLoaded = True Then  
      ' Print name of obj.  
      Debug.Print obj.Name  
    End If  
  Next obj  
End Sub
```



[Show All](#)

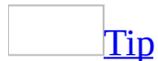
AllForms Collection

Multiple objects [└ AllForms](#)
[└ AccessObject](#)
[└ AccessObjectProperties](#)

The **AllForms** collection contains an [AccessObject](#) object for each [form](#) in the [CurrentProject](#) or [CodeProject](#) object.

Using the AllForms Collection

The **CurrentProject** and **CodeProject** object has an **AllForms** collection containing **AccessObject** objects that describe instances of all the forms in the database. For example, you can enumerate the **AllForms** collection in Visual Basic to set or return the values of properties of individual **AccessObject** objects in the collection.



The **For Each...Next** statement is useful for enumerating a collection.

You can refer to an individual **AccessObject** object in the **AllForms** collection either by referring to the object by name, or by referring to its index within the collection. If you want to refer to a specific object in the **AllForms** collection, it's better to refer to the form by name because a form's collection index may change.

The **AllForms** collection is indexed beginning with zero. If you refer to a form by its index, the first form is `AllForms(0)`, the second form is `AllForms(1)`, and so on.

Note To list all open forms in the database, use the [IsLoaded](#) property of each **AccessObject** object in the **AllForms** collection. You can then use the [Name](#) property of each individual **AccessObject** object to return the name of a form.

You can't add or delete an **AccessObject** object from the **AllForms** collection.

The following example prints the name of each open **AccessObject** object in the **AllForms** collection.

```
Sub AllForms()  
    Dim obj As AccessObject, dbs As Object  
    Set dbs = Application.CurrentProject  
    ' Search for open AccessObject objects in AllForms collection.  
    For Each obj In dbs.AllForms  
        If obj.IsLoaded = True Then  
            ' Print name of obj.  
            Debug.Print obj.Name  
        End If  
    End For  
End Sub
```

Next obj
End Sub



AllFunctions Collection

Multiple objects [└ AllFunctions](#)
└ [AccessObject](#)
└ [AccessObjectProperties](#)

The **AllFunctions** collection contains an [AccessObject](#) object for each function in the [CurrentData](#) or [CodeData](#) object.

Using the AllFunctions collection

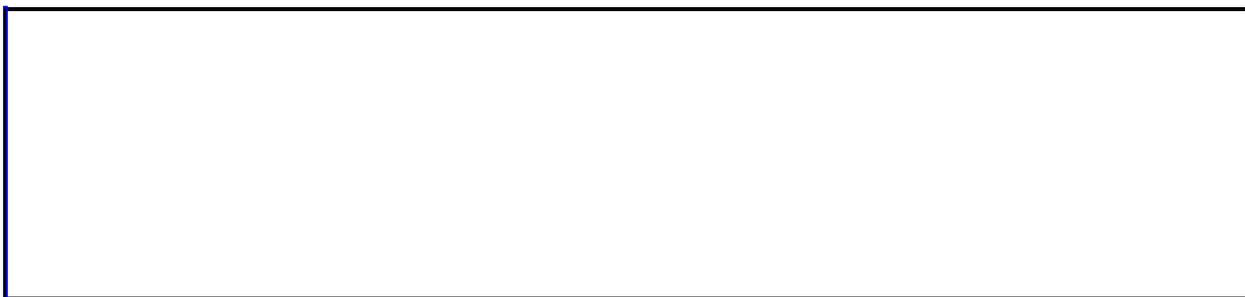
The **CurrentData** or **CodeData** object has an **AllFunctions** collection containing **AccessObject** objects that describe instances of all functions specified by the **CurrentData** or **CodeData** objects. For example, you can enumerate the **AllFunctions** collection in Visual Basic to set or return the values of properties of individual **AccessObject** objects in the collection.

You can refer to an individual **AccessObject** object in the **AllFunctions** collection either by referring to the object by name, or by referring to its index within the collection. If you want to refer to a specific object in the **AllFunctions** collection, it's better to refer to the function by name because a function's collection index may change.

The **AllFunctions** collection is indexed beginning with zero. If you refer to a function by its index, the first function is `AllFunctions(0)`, the second table is `AllFunctions(1)`, and so on.

To list all open functions in the database, use the [IsLoaded](#) property of each **AccessObject** object in the **AllFunctions** collection. You can then use the [Name](#) property of each individual **AccessObject** object to return the name of a function.

You can't add or delete an **AccessObject** object from the **AllFunctions** collection.



[Show All](#)

AllMacros Collection

Multiple objects [└ AllMacros](#)
[└ AccessObject](#)
[└ AccessObjectProperties](#)

The **AllMacros** collection contains an [AccessObject](#) for each [macro](#) in the [CurrentProject](#) or [CodeProject](#) object.

Using the AllMacros Collection

The **CurrentProject** or **CodeProject** object has an **AllMacros** collection containing **AccessObject** objects that describe instances of all the macros specified by **CurrentProject** or **CodeProject**. For example, you can enumerate the **AllMacros** collection in Visual Basic to set or return the values of properties of individual **AccessObject** objects in the collection.



The **For Each...Next** statement is useful for enumerating a collection.

You can refer to an individual **AccessObject** object in the **AllMacros** collection either by referring to the object by name, or by referring to its index within the collection. If you want to refer to a specific object in the **AllMacros** collection, it's better to refer to the macro by name because a macro's collection index may change.

The **AllMacros** collection is indexed beginning with zero. If you refer to a macro by its index, the first macro is `AllMacros(0)`, the second macro is `AllMacros(1)`, and so on.

Note To list all open macros in the database, use the **IsLoaded** property of each **AccessObject** object in the **AllMacros** collection. You can then use the **Name** property of each individual **AccessObject** object to return the name of a macro.

You can't add or delete an **AccessObject** object from the **AllMacros** collection.

The following example prints the name of each open **AccessObject** object in the **AllMacros** collection.

```
Sub AllMacros()  
    Dim obj As AccessObject, dbs As Object  
    Set dbs = Application.CurrentProject  
    ' Search for open AccessObject objects in AllMacros collection.  
    For Each obj In dbs.AllMacros  
        If obj.IsLoaded = True Then  
            ' Print name of obj.  
            Debug.Print obj.Name  
        End If  
    End For  
End Sub
```

Next obj
End Sub



[Show All](#)

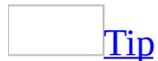
AllModules Collection

Multiple objects [└ AllModules](#)
[└ AccessObject](#)
[└ AccessObjectProperties](#)

The **AllModules** collection contains an **AccessObject** of each **module** in the **CurrentProject** or **CodeProject** object.

Using the AllModules Collection

The **CurrentProject** or **CodeProject** object has an **AllModules** collection containing **AccessObject** objects that describe instances of all the **Module** objects specified by **CurrentProject** or **CodeProject**. For example, you can enumerate the **AllModules** collection in Visual Basic to set or return the values of properties of individual **AccessObject** objects in the collection.



The **For Each...Next** statement is useful for enumerating a collection.

You can refer to an individual **AccessObject** object in the **AllModules** collection either by referring to the object by name, or by referring to its index within the collection. If you want to refer to a specific object in the **AllModules** collection, it's better to refer to the module by name because a module's collection index may change.

The **AllModules** collection is indexed beginning with zero. If you refer to a module by its index, the first module is `AllModules(0)`, the second module is `AllModules(1)`, and so on.

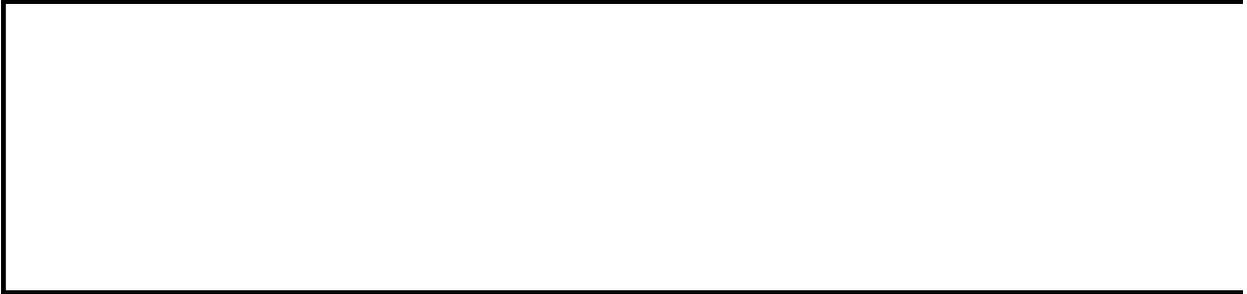
Note To list all open modules in the database, use the [IsLoaded](#) property of each **AccessObject** object in the **AllModules** collection. You can then use the [Name](#) property of each individual **AccessObject** object to return the name of a module.

You can't add or delete an **AccessObject** object from the **AllModules** collection.

The following example prints the name of each open **AccessObject** object in the **AllModules** collection.

```
Sub AllModules()  
    Dim obj As AccessObject, dbs As Object  
    Set dbs = Application.CurrentProject  
    ' Search for open AccessObject objects in AllModules collection.  
    For Each obj In dbs.AllModules  
        If obj.IsLoaded = True Then  
            ' Print name of obj.  
            Debug.Print obj.Name  
        End If  
    End For  
End Sub
```

```
        End If
    Next obj
End Sub
```



[Show All](#)

AllQueries Collection

Multiple objects [└ AllQueries](#)
[└ AccessObject](#)
[└ AccessObjectProperties](#)

The **AllQueries** collection contains an **AccessObject** for each [query](#) in the **CurrentData** or **CodeData** object.

Using the AllQueries Collection

The **CurrentData** or **CodeData** object has an **AllQueries** collection containing **AccessObject** objects that describe instances of all queries specified by **CurrentData** or **CodeData**. For example, you can enumerate the **AllQueries** collection in Visual Basic to set or return the values of properties of individual **AccessObject** objects in the collection.



The **For Each...Next** statement is useful for enumerating a collection.

You can refer to an individual **AccessObject** object in the **AllQueries** collection either by referring to the object by name, or by referring to its index within the collection. If you want to refer to a specific object in the **AllQueries** collection, it's better to refer to the query by name because a query's collection index may change.

The **AllQueries** collection is indexed beginning with zero. If you refer to a query by its index, the first query is `AllQueries(0)`, the second query is `AllQueries(1)`, and so on.

Notes

- The **AllQueries** collection only contains **AccessObject** objects within a [Microsoft Access database](#) (.mdb). A [Microsoft Access project](#) (.adp) does not contain any macros, see the [AllViews](#) collection.
- To list all open queries in the database, use the [IsLoaded](#) property of each **AccessObject** object in the **AllQueries** collection. You can then use the [Name](#) property of each individual **AccessObject** object to return the name of a query.
- You can't add or delete an **AccessObject** object from the **AllQueries** collection.

The following example prints the name of each open **AccessObject** object in the **AllQueries** collection.

```
Sub AllQueries()  
  Dim obj As AccessObject, dbs As Object  
  Set dbs = Application.CurrentData  
  ' Search for open AccessObject objects in AllQueries collection.  
  For Each obj In dbs.AllQueries  
    If obj.IsLoaded = True Then  
      ' Print name of obj.  
      Debug.Print obj.Name  
    End If  
  Next obj  
End Sub
```



[Show All](#)

AllReports Collection

Multiple objects [└ AllReports](#)
└ [AccessObject](#)
└ [AccessObjectProperties](#)

The **AllReports** collection contains an [AccessObject](#) for each [report](#) in the [CurrentProject](#) or [CodeProject](#) object.

Using the AllReports Collection

The **CurrentProject** or **CodeProject** object has an **AllReports** collection containing **AccessObject** objects that describe instances of all the reports in the database. For example, you can enumerate the **AllReports** collection in Visual Basic to set or return the values of properties of individual **AccessObject** objects in the collection.



The **For Each...Next** statement is useful for enumerating a collection.

You can refer to an individual **AccessObject** object in the **AllReports** collection either by referring to the item by name, or by referring to its index within the collection. If you want to refer to a specific report in the **AllReports** collection, it's better to refer to the item by name because the index may change.

The **AllReports** collection is indexed beginning with zero. If you refer to a report by its index, the first report is `AllReports(0)`, the second report is `AllReports(1)`, and so on.

Note To list all open reports in the database, use the **IsLoaded** property of each **AccessObject** object in the **AllReports** collection. You can then use the **Name** property of each individual **AccessObject** object to return the name of a report.

You can't add or delete an **AccessObject** object from the **AllReports** collection.

The following example prints the name of each open **AccessObject** object in the **AllReports** collection.

```
Sub AllReports()  
    Dim obj As AccessObject, dbs As Object  
    Set dbs = Application.CurrentProject  
    ' Search for open AccessObject objects in AllReports collection.  
    For Each obj In dbs.AllReports  
        If obj.IsLoaded = True Then  
            ' Print name of obj.  
            Debug.Print obj.Name  
        End If  
    Next obj
```

End Sub



[Show All](#)

AllStoredProcedures Collection

Multiple objects [└ AllStoredProcedures](#)
[└ AccessObject](#)
[└ AccessObjectProperties](#)

The **AllStoredProcedures** collection contains an [AccessObject](#) for each [stored procedure](#) in the [CurrentData](#) or [CodeData](#) object.

Using the **AllStoredProcedures** Collection

The **CurrentData** or **CodeData** object has an **AllStoredProcedures** collection containing **AccessObject** objects that describe instances of all stored procedures specified by **CurrentData** or **CodeData**. For example, you can enumerate the **AllStoredProcedures** collection in Visual Basic to set or return the values of properties of individual **AccessObject** objects in the collection.



The **For Each...Next** statement is useful for enumerating a collection.

You can refer to an individual **AccessObject** object in the **AllStoredProcedures** collection either by referring to the object by name, or by referring to its index within the collection. If you want to refer to a specific object in the **AllStoredProcedures** collection, it's better to refer to the stored procedures by name because a stored procedure's collection index may change.

The **AllStoredProcedures** collection is indexed beginning with zero. If you refer to a stored procedure by its index, the first stored procedure is `AllStoredProcedures(0)`, the second stored procedure is `AllStoredProcedures(1)`, and so on.

Notes

- The **AllStoredProcedures** collection only contains **AccessObject** objects within a [Microsoft Access project](#) (.adp). A [Microsoft Access database](#) (.mdb) does not contain any stored procedures, see the [AllMacros](#) collection.
- To list all open stored procedures in the project, use the [IsLoaded](#) property of each **AccessObject** object in the **AllStoredProcedures** collection. You can then use the [Name](#) property of each individual **AccessObject** object to return the name of a stored procedure.
- You can't add or delete an **AccessObject** object from the **AllStoredProcedures** collection.

The following example prints the name of each open **AccessObject** object in the **AllProcedures** collection.

```
Sub AllStoredProcedures()  
    Dim obj As AccessObject, dbs As Object  
    Set dbs = Application.CurrentData  
    ' Search for open AccessObject objects in  
    ' AllStoredProcedures collection.  
    For Each obj In dbs.AllStoredProcedures  
        If obj.IsLoaded = True Then  
            ' Print name of obj.  
            Debug.Print obj.Name  
        End If  
    Next obj  
End Sub
```



[Show All](#)

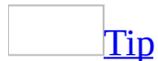
AllTables Collection

Multiple objects [└ AllTables](#)
[└ AccessObject](#)
[└ AccessObjectProperties](#)

The **AllTables** collection contains an **AccessObject** for each [table](#) in the **CurrentData** or **CodeData** object.

Using the AllTables Collection

The **CurrentData** or **CodeData** object has an **AllTables** collection containing **AccessObject** objects that describe instances of all tables specified by **CurrentData** or **CodeData**. For example, you can enumerate the **AllTables** collection in Visual Basic to set or return the values of properties of individual **AccessObject** objects in the collection.



The **For Each...Next** statement is useful for enumerating a collection.

You can refer to an individual **AccessObject** object in the **AllTables** collection either by referring to the object by name, or by referring to its index within the collection. If you want to refer to a specific object in the **AllTables** collection, it's better to refer to the table by name because a table's collection index may change.

The **AllTables** collection is indexed beginning with zero. If you refer to a table by its index, the first table is `AllTables(0)`, the second table is `AllTables(1)`, and so on.

Note To list all open tables in the database, use the [IsLoaded](#) property of each **AccessObject** object in the **AllTables** collection. You can then use the [Name](#) property of each individual **AccessObject** object to return the name of a table.

You can't add or delete an **AccessObject** object from the **AllTables** collection.

The following example prints the name of each open **AccessObject** object in the **AllTables** collection.

```
Sub AllTables()  
    Dim obj As AccessObject, dbs As Object  
    Set dbs = Application.CurrentData  
    ' Search for open AccessObject objects in AllTables collection.  
    For Each obj In dbs.AllTables  
        If obj.IsLoaded = True Then  
            ' Print name of obj.  
            Debug.Print obj.Name  
        End If  
    End For  
End Sub
```

Next obj
End Sub



[Show All](#)

AllViews Collection

Multiple objects [└ AllViews](#)
[└ AccessObject](#)
[└ AccessObjectProperties](#)

The **AllViews** collection contains an [AccessObject](#) for each [view](#) in the [CurrentData](#) or [CodeData](#) object.

Using the AllViews Collection

The **CurrentData** or **CodeData** object has an **AllViews** collection containing **AccessObject** objects that describe instances of all views specified by **CurrentData** or **CodeData**. For example, you can enumerate the **AllViews** collection in Visual Basic to set or return the values of properties of individual **AccessObject** objects in the collection.



The **For Each...Next** statement is useful for enumerating a collection.

You can refer to an individual **AccessObject** object in the **AllViews** collection either by referring to the object by name, or by referring to its index within the collection. If you want to refer to a specific object in the **AllViews** collection, it's better to refer to the view by name because a view's collection index may change.

The **AllViews** collection is indexed beginning with zero. If you refer to a view by its index, the first view is `AllViews(0)`, the second table is `AllViews(1)`, and so on.

Notes

- The **AllViews** collection only contains **AccessObject** objects within a [Microsoft Access project](#) (.adp). A [Microsoft Access database](#) (.mdb) does not contain any views, see the [AllQueries](#) collection.
- To list all open views in the project, use the [IsLoaded](#) property of each **AccessObject** object in the **AllViews** collection. You can then use the [Name](#) property of each individual **AccessObject** object to return the name of a view.
- You can't add or delete an **AccessObject** object from the **AllViews** collection.

The following example prints the name of each open **AccessObject** object in the **AllViews** collection.

```
Sub AllViews()  
  Dim obj As AccessObject, dbs As Object  
  Set dbs = Application.CurrentData  
  ' Search for open AccessObject objects in AllViews collection.  
  For Each obj In dbs.AllViews  
    If obj.IsLoaded = True Then  
      ' Print name of obj.  
      Debug.Print obj.Name  
    End If  
  Next obj  
End Sub
```



[Show All](#)

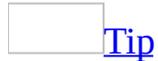
Controls Collection

Multiple objects [└ Controls](#)
└ [Control](#)
└ Multiple objects

The **Controls** collection contains all of the [controls](#) on a form, report, or subform, within another control, or attached to another control. The **Controls** collection is a member of a [Form](#), [Report](#), and [SubForm](#) objects.

Using the Controls Collection

You can enumerate individual controls, count them, and set their properties in the **Controls** collection. For example, you can enumerate the **Controls** collection of a particular form and set the **Height** property of each control to a specified value.



The **For Each...Next** statement is useful for enumerating a collection.

It is faster to refer to the **Controls** collection implicitly, as in the following examples, which refer to a control called `NewData` on a form named `OrderForm`. Of the following syntax examples, `Me!NewData` is the fastest way to refer to the control.

```
Me!NewData          ' Or Forms!OrderForm!NewData.
```

```
Me![New Data]      ' Use if control name contains space.
```

```
Me("NewData")     ' Performance is slightly slower.
```

You can also refer to an individual control by referring explicitly to the **Controls** collection.

```
Me.Controls!NewData    ' Or Forms!OrderForm.Controls!NewData.
```

```
Me.Controls![New Data]
```

```
Me.Controls("NewData")
```

Additionally, you can refer to a control by its index in the collection. The **Controls** collection is indexed beginning with zero.

```
Me(0)              ' Refer to first item in collection.
```

Me.Controls(0)

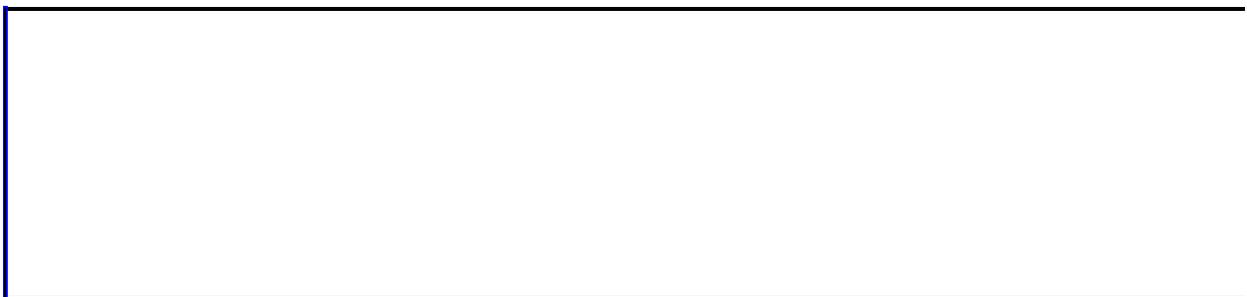
Note You can use the **Me** keyword to represent a form or report within code only if you're referring to the form or report from code within the [form module](#) or [report module](#). If you're referring to a form or report from a [standard module](#) or a different form's or report's module, you must use the full reference to the form or report.

To work with the controls on a section of a form or report, use the [Section](#) property to return a reference to a **Section** object. Then refer to the **Controls** collection of the **Section** object.

Two types of **Control** objects, the [tab control](#) and [option group](#) control, have **Controls** collections that can contain multiple controls. The **Controls** collection belonging to the option group control contains any [option button](#), [check box](#), [toggle button](#), or [label](#) controls in the option group.

The tab control contains a [Pages](#) collection, which is a special type of **Controls** collection. The **Pages** collection contains [Page](#) objects. **Page** objects are also controls. The [ControlType](#) property constant for a **Page** control is **acPage**. A **Page** object, in turn, has its own **Controls** collection, which contains all the controls on an individual page.

Other **Control** objects have a **Controls** collection that can contain an attached label. These controls include the text box, option group, option button, toggle button, check box, combo box, list box, command button, bound object frame, and unbound object frame controls.



[Show All](#)

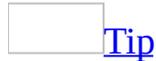
DataAccessPages Collection

[Application](#) └ [DataAccessPages](#)
└ [DataAccessPage](#)
└ [WebOptions](#)

The **DataAccessPages** collection contains all of the [data access pages](#) that are currently open in a [Microsoft Access project](#) (.adp) or Access [database](#) (.mdb).

Using the **DataAccessPages** Collection

Use the **DataAccessPages** collection in Visual Basic or in an [expression](#) to refer to data access pages that are currently open. For example, you can enumerate the **DataAccessPages** collection to set or return the values of properties of individual data access pages in the collection.



The **For Each...Next** statement is useful for enumerating a collection.

You can refer to an individual [DataAccessPage](#) object in the **DataAccessPages** collection either by referring to the data access page by name, or by referring to its index within the collection. If you want to refer to a specific data access page in the **DataAccessPages** collection, it's better to refer to the data access page by name because a data access page's collection index may change.

The **DataAccessPages** collection is indexed beginning with zero. If you refer to a data access page by its index, the first data access page opened is `DataAccessPages(0)`, the second form opened is `DataAccessPages(1)`, and so on. If you opened `Page1` and then opened `Page2`, `Page2` would be referenced in the **DataAccessPages** collection by its index as `DataAccessPages(1)`. If you then closed `Page1`, `Page2` would be referenced in the **DataAccessPages** collection by its index as `DataAccessPages(0)`.

Note To list all data access pages in the database, whether open or closed, enumerate the [AllDataAccessPages](#) collection of the [CurrentProject](#) object. You can then use the [Name](#) property of each individual [AccessObject](#) object to return the name of a data access page.

You can't add or delete a **DataAccessPage** object from the **DataAccessPages** collection.

The following example creates a new data access page and sets certain properties:

```
Sub NewDataAccessPage()  
    Dim dap As AccessObject
```

```
' Create new data access page.
Set dap = CreateDataAccessPage("c:\My Documents\Sales Entry", _
    True)
' Set data access page Tag property.
dap.Tag = "Sales Entry Data Access Page"
' Restore data access page.
DoCmd.Restore
End Sub
```

The next example enumerates the **DataAccessPages** collection and prints the name of each data access page in the **DataAccessPages** collection.

```
Sub AllOpenDataAccessPages()
    Dim dap As AccessObject

    Set dbs = Application.CurrentProject
    ' Search for open objects in DataAccessPages collection.
    For Each dap In dbs.AllDataAccessPages
        If dap.IsLoaded = TRUE then
            ' Print name of form.
            Debug.Print dap.Name
        End If
    Next dap
End Sub
```



DependencyObjects Collection

[DependencyObjects](#) └ [AccessObject](#)
 └ [AccessObjectProperties](#)

Represents the collection of [AccessObject](#) objects that a [DependencyInfo](#) object contains.

Using the **DependencyObjects** Collection

To return a **DependencyObjects** collection, use the [Dependants](#) or [Dependencies](#) property of the **DependencyInfo** object.

To return a single **AccessObject** object, use the [Item](#) method of the **DependencyObjects** collection.



[Show All](#)

FormatConditions Collection

Multiple objects [└FormatConditions](#)
[└FormatCondition](#)

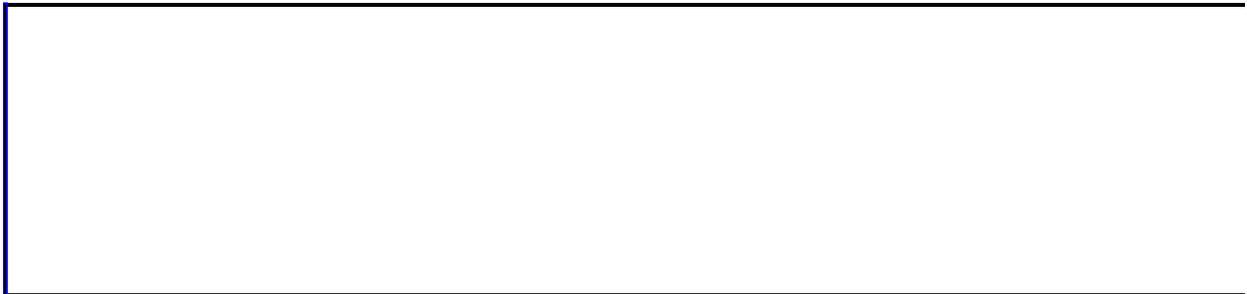
The **FormatConditions** collection represents the collection of [conditional formats](#) for a [combo box](#) or [text box](#) control. Each format is represented by a [FormatCondition](#) object.

Using the FormatConditions Collection

Use the **FormatConditions** property of a combo box or text box in Visual Basic or in an [expression](#) to return a **FormatConditions** collection. Use the [Add](#) method to create a new conditional format, and use the [Modify](#) method to change an existing conditional format.

You can use the [Modify](#) method to change one of the formats, or the [Delete](#) method to delete a format.

Conditional formatting can also be set on a combo box or text box from the **Conditional Formatting** dialog box. The **Conditional Formatting** dialog box is available by clicking **Conditional Formatting** on the **Format** menu when a form is in [Design view](#).



[Show All](#)

Forms Collection

[Application](#) └ [Forms](#)
└ [Form](#)
└ Multiple objects

The **Forms** collection contains all of the currently open [forms](#) in a Microsoft Access [database](#).

Using the Forms Collection

Use the **Forms** collection in Visual Basic or in an [expression](#) to refer to forms that are currently open. For example, you can enumerate the **Forms** collection to set or return the values of properties of individual forms in the collection.



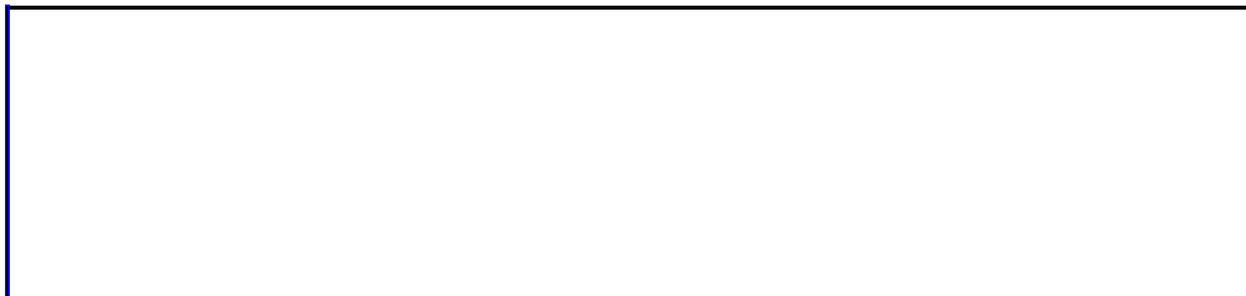
The **For Each...Next** statement is useful for enumerating a collection.

You can refer to an individual **Form** object in the **Forms** collection either by referring to the form by name, or by referring to its index within the collection. If you want to refer to a specific form in the **Forms** collection, it's better to refer to the form by name because a form's collection index may change.

The **Forms** collection is indexed beginning with zero. If you refer to a form by its index, the first form opened is `Forms(0)`, the second form opened is `Forms(1)`, and so on. If you opened `Form1` and then opened `Form2`, `Form2` would be referenced in the **Forms** collection by its index as `Forms(1)`. If you then closed `Form1`, `Form2` would be referenced in the **Forms** collection by its index as `Forms(0)`.

Note To list all forms in the database, whether open or closed, enumerate the [AllForms](#) collection of the [CurrentProject](#) object. You can then use the [Name](#) property of each individual [AccessObject](#) object to return the name of a form.

You can't add or delete a **Form** object from the **Forms** collection.



[Show All](#)

Modules Collection

[Application](#) └ [Modules](#)
└ [Module](#)

The **Modules** collection contains all open [standard modules](#) and [class modules](#) in a Microsoft Access database.

Using the Modules Collection

All open modules are included in the **Modules** collection, whether they are uncompiled, are compiled, are in break mode, or contain the code that's running.

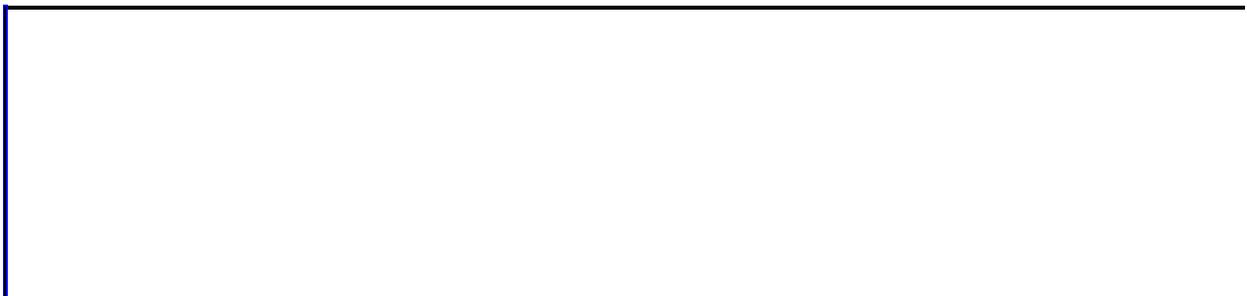
To determine whether an individual **Module** object represents a standard module or a class module, check the **Module** object's **Type** property.

The **Modules** collection belongs to the Microsoft Access **Application** object.

Individual **Module** objects in the **Modules** collection are indexed beginning with zero.

The following example illustrates how to use the Modules collection to loop through the open modules. The example prints the name of each open module in the Immediate window.

```
Sub PrintOpenModuleNames()  
    Dim i As Integer  
    Dim modOpenModules As Modules  
  
    Set modOpenModules = Application.Modules  
  
    For i = 0 To modOpenModules.Count - 1  
        Debug.Print modOpenModules(i).Name  
    Next  
End Sub
```



[Show All](#)

Pages Collection

Multiple objects [└ Pages](#)
└ [Page](#)
└ [Properties](#)

The **Pages** collection contains all **Page** objects in a [tab control](#).

Using the Pages Collection

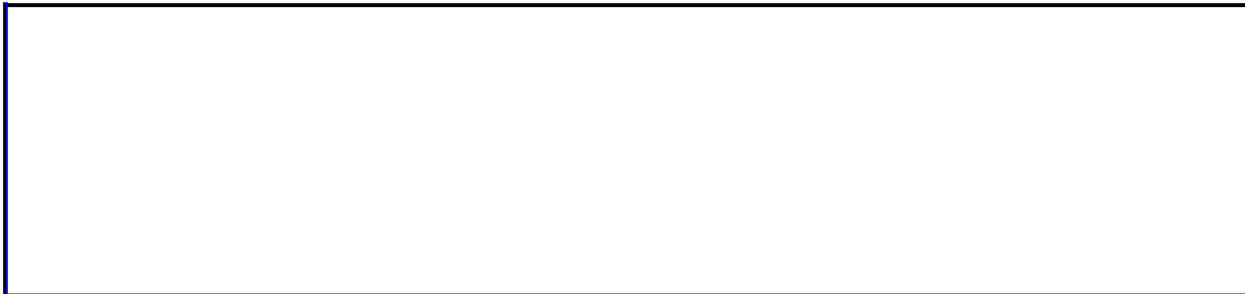
The **Pages** collection is a special kind of **Controls** collection belonging to the tab control. It contains **Page** objects, which are controls. The **Pages** collection differs from a typical **Controls** collection in that you can add and remove **Page** objects by using methods of the **Pages** collection.

To add a new **Page** object to the **Pages** collection from Visual Basic, use the [Add](#) method of the **Pages** collection. To remove an existing **Page** object, use the [Remove](#) method of the **Pages** collection. To count the number of **Page** objects in the **Pages** collection, use the [Count](#) property of the **Pages** collection.

You can also use the [CreateControl](#) method to add a **Page** object to the **Pages** collection of a tab control. To do this, you must specify the name of the tab control for the *Parent* argument of the **CreateControl** function. The [ControlType](#) property constant for a **Page** object is **acPage**.

You can enumerate through the **Pages** collection by using the **For Each...Next** statement.

Individual **Page** objects in the **Pages** collection are indexed beginning with zero.



Printers Collection

[Application](#) └ [Printers](#)
└ [Printer](#)

The **Printers** collection contains [Printer](#) objects representing all the printers available on the current system.

Using the Printers collection

Use the [Printers](#) property of the **Application** object to return the **Printers** collection. You can enumerate through the **Printers** collection by using the **For Each...Next** statement. The following example displays information about all the printers available to the system.

```
Dim prtLoop As Printer

For Each prtLoop In Application.Printers
    With prtLoop
        MsgBox "Device name: " & .DeviceName & vbCr _
            & "Driver name: " & .DriverName & vbCr _
            & "Port: " & .Port
    End With
Next prtLoop
```

You can refer to an individual **Printer** object in the **Printers** collection either by referring to the printer by name, or by referring to its index within the collection.

The **Printers** collection is indexed beginning with zero. If you refer to a printer by its index, the first printer is `Printers(0)`, the second printer is `Printers(1)`, and so on.

You can't add or delete a **Printer** object from the **Printers** collection.



[Show All](#)

Properties Collection

Multiple objects [↳ Properties](#)

The **Properties** collection contains all of the built-in properties in an instance of an open form, report, or control. These properties uniquely characterize that instance of the object.

Using the Properties Collection

Use the **Properties** collection in [Visual Basic](#) or in an [expression](#) to refer to form, report, or control properties on forms or reports that are currently open.



The **For Each...Next** statement is useful for enumerating a collection.

You can use the **Properties** collection of an object to enumerate the object's built-in properties. You don't need to know beforehand exactly which properties exist or what their characteristics (**Name** and **Value** properties) are to manipulate them.

Note In addition to the built-in properties, you can also create and add your own user-defined properties. To add a user-defined property to an existing instance of an object, see the [AccessObjectProperties](#) collection and [Add](#) method topics.

The following example enumerates the **Forms** collection and prints the name of each open form in the **Forms** collection. It then enumerates the **Properties** collection of each form and prints the name of each property and value.

```
Sub AllOpenForms()  
    Dim frm As Form, prp As Property  
  
    ' Enumerate Forms collection.  
    For Each frm In Forms  
        ' Print name of form.  
        Debug.Print frm.Name  
        ' Enumerate Properties collection of each form.  
        For Each prp In frm.Properties  
            ' Print name of each property.  
            Debug.Print prp.Name; " = "; prp.Value  
        Next prp  
    Next frm  
End Sub
```



References Collection

Multiple objects [References](#)
└ [Reference](#)
└ [References](#)

The **References** collection contains **Reference** objects representing each reference that's currently set.

Using the References Collection

The **Reference** objects in the **References** collection correspond to the list of references in the **References** dialog box, available by clicking **References** on the **Tools** menu. Each **Reference** object represents one selected reference in the list. References that appear in the **References** dialog box but haven't been selected aren't in the **References** collection.

You can enumerate through the **References** collection by using the **For Each...Next** statement.

The **References** collection belongs to the Microsoft Access **Application** object.

Individual **Reference** objects in the **References** collection are indexed beginning with 1.



[Show All](#)

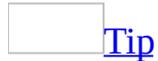
Reports Collection

[Application](#) └ [Reports](#)
└ [Report](#)
└ Multiple objects

The **Reports** collection contains all of the currently open [reports](#) in a Microsoft Access [database](#).

Using the Reports Collection

You can use the **Reports** collection in Visual Basic or in an [expression](#) to refer to reports that are currently open. For example, you can enumerate the **Reports** collection to set or return the values of properties of individual reports in the [collection](#).



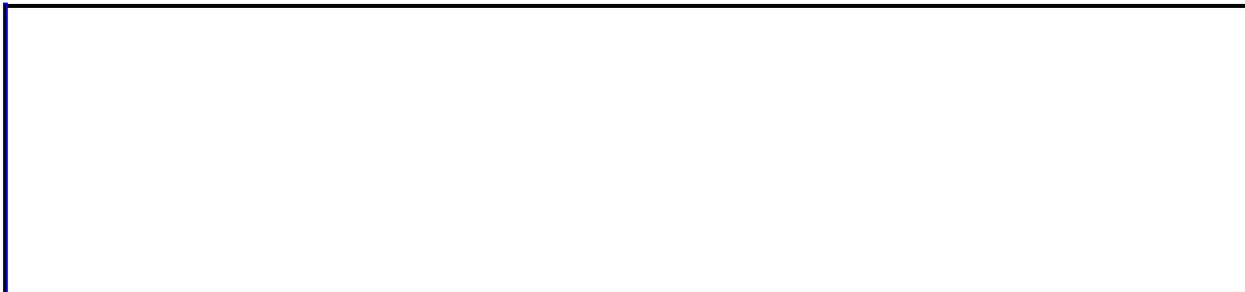
The **For Each...Next** statement is useful for enumerating a collection.

You can refer to an individual [Report](#) object in the **Reports** collection either by referring to the report by name, or by referring to its index within the collection.

The **Reports** collection is indexed beginning with zero. If you refer to a report by its index, the first report is Reports(0), the second report is Reports(1), and so on. If you opened Report1 and then opened Report2, Report2 would be referenced in the **Reports** collection by its index as Reports(1). If you then closed Report1, Report2 would be referenced in the **Reports** collection by its index as Reports(0).

Note To list all reports in the database, whether open or closed, enumerate the [AllReports](#) collection of the [CurrentProject](#) object. You can then use the [Name](#) property of each individual [AccessObject](#) object to return the name of a report.

You can't add or delete a **Report** object from the **Reports** collection.



[Show All](#)

SmartTagActions Collection

[SmartTagActions](#)  [SmartTagAction](#)

Represents a collection of actions for an individual [smart tag](#) or a type of smart tag.

Smart tag actions are processes that are programmed into smart tags; they allow users to perform certain functions related to the smart tag. For example, one action for a smart tag might be to access a Web site, while another action inserts contact information from Microsoft Outlook, while yet another action displays a map and driving directions.

Using the SmartTagActions Collection

To return the collection of actions related to a smart tag, use the [SmartTagActions](#) property of the [SmartTag](#) object.



[Show All](#)

SmartTagProperties Collection

[SmartTagProperties](#)  [SmartTagProperty](#)

A collection of [SmartTagProperty](#) objects that represents the properties related to a [smart tag](#).

Using the SmartTagProperties Collection

To return the **SmartTagProperties** collection for a smart tag, use the [Properties](#) property of the [SmartTag](#) object. To create a custom property from within a Visual Basic for Applications (VBA) project, use the [Add](#) method of the **SmartTagProperties** collection.



[Show All](#)

SmartTags Collection

[SmartTags](#)  [SmartTag](#)

Represents the collection of [smart tags](#) for a control on a form, report, or [data access page](#).

Using the SmartTags Collection

To return a single [SmartTag](#) object, use the [Item](#) method or use `SmartTags(Index)`, where *Index* represents the number of the smart tag.

Note Unlike the **SmartTags** collections in Microsoft Excel and Microsoft Word, the **SmartTags** collection in Microsoft Access is zero-based. Therefore, the code `control.SmartTags(0)` returns the first smart tag for the specified control.



[Show All](#)

AccessObject Object

Multiple objects [└ AccessObject](#)
[└ AccessObjectProperties](#)

An **AccessObject** object refers to a particular Microsoft Access [object](#) within the following collections.

[AllDataAccessPages](#)

[AllDatabaseDiagrams](#)

[AllForms](#)

[AllFunctions](#)

[AllMacros](#)

[AllModules](#)

[AllQueries](#)

[AllReports](#)

[AllStoredProcedures](#)

[AllTables](#)

[AllViews](#)

Using the AccessObject Object

An **AccessObject** object includes information about one instance of an object. The following table lists the types of objects each **AccessObject** describes, the name of its collection, and what type of information **AccessObject** contains.

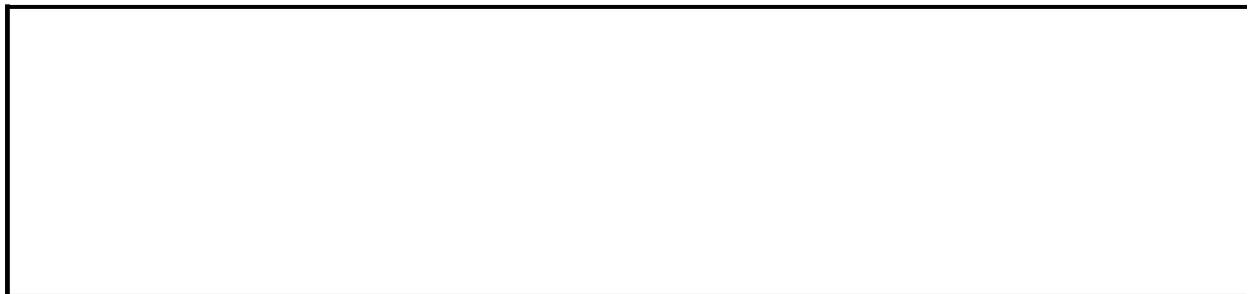
AccessObject	Collection	Contains information about
Data access page	AllDataAccessPages	Saved data access pages
Database diagram	AllDatabaseDiagrams	Saved database diagrams
Form	AllForms	Saved forms
Function	AllFunctions	Saved functions
Macro	AllMacros	Saved macros
Module	AllModules	Saved modules
Query	AllQueries	Saved queries
Report	AllReports	Saved reports
Stored procedure	AllStoredProcedures	Saved stored procedures
Table	AllTables	Saved tables
View	AllViews	Saved views

Because an **AccessObject** object corresponds to an existing object, you can't create new **AccessObject** objects or delete existing ones. To refer to an **AccessObject** object in a collection by its ordinal number or by its **Name** property setting, use any of the following syntax forms:

AllForms(0)

AllForms("name")

AllForms![name]



[Show All](#)

AccessObjectProperty Object

Multiple objects [└ AccessObjectProperties](#)
[└ AccessObjectProperty](#)

An **AccessObjectProperty** object represents a built-in or user-defined characteristic of an **AccessObject** object.

Using the AccessObjectProperty Object

Every **AccessObject** object contains an **AccessObjectProperties** collection that has **AccessObjectProperty** objects corresponding to the properties of that **AccessObject** object. The user can also define **AccessObjectProperty** objects and append them to the **AccessObjectProperties** collection of some **AccessObject** objects.

You can create user-defined properties for the following objects:

- **CodeData**, **CodeProject**, **CurrentProject**, and **CurrentData** objects
- **AccessObject** objects in the following collections.

**CurrentProject and CodeProject
object collections**

[AllForms](#)

[AllReports](#)

[AllDataAccessPages](#)

[AllMacros](#)

[AllModules](#)

**CodeData and CodeProject
object collections**

[AllTables](#)

[AllQueries](#)

[AllViews](#)

[AllStoredProcedures](#)

[AllDatabaseDiagrams](#)

Note The **AccessObjectProperties** collection isn't accessible for objects derived from the **CurrentData** object (for example, `CurrentData.AllTables!Table1`). For objects derived in this manner, you can only access their built-in properties by direct calls to the desired property (for example, `CurrentData.AllTables!Table1.Name`).

To add a user-defined property, use the **Add** method to create and add an **AccessObjectProperty** object with a unique **Name** property setting and **Value** property of the new **AccessObjectProperty** object to the **AccessObjectProperties** collection of the appropriate object. The object to which you are adding the user-defined property must already be appended to a collection. Referencing a user-defined **AccessObjectProperty** object that has not yet been appended to an **AccessObjectProperties** collection will cause an error, as will appending a user-defined **AccessObjectProperty** object to an **AccessObjectProperties** collection containing an **AccessObjectProperty** object

of the same name.

You can delete user-defined properties from the **AccessObjectProperties** collection.

Note A user-defined **AccessObjectProperty** object is associated only with the specific instance of an object. The property isn't defined for all instances of objects of the selected type.

The **AccessObjectProperty** object has two built-in properties:

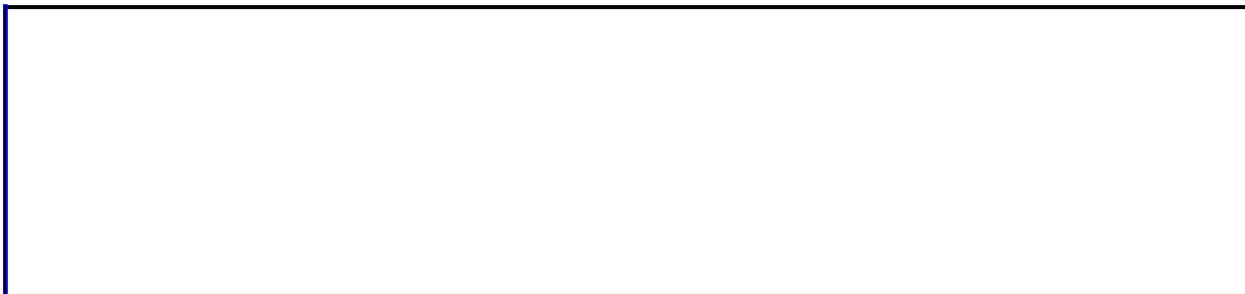
- The **Name** property, a **String** that uniquely identifies the property.
- The **Value** property, a **Variant** that contains the property setting.

To refer to a built-in or user-defined **AccessObjectProperty** object in a collection by its ordinal number or by its **Name** property setting, use any of the following syntax forms:

```
CurrentProject.AllForms("Form1").Properties(0)  
CurrentProject.AllForms("Form1").Properties("name")  
CurrentProject.AllForms("Form1").Properties![name]
```

With the same syntax forms, you can also refer to the **Value** property of a **AccessObjectProperty** object. The context of the reference will determine whether you are referring to the **AccessObjectProperty** object itself or the **Value** property of the **AccessObjectProperty** object.

Note Properties in the **AccessObjectProperties** collection are not stored and can be lost when the object they are associated with is checked in or out using the Source Code Control add-in.



AdditionalData Object

[AdditionalData](#)

Represents the collection of tables and queries that will be included with the parent table that is exported by the [ExportXML](#) method.

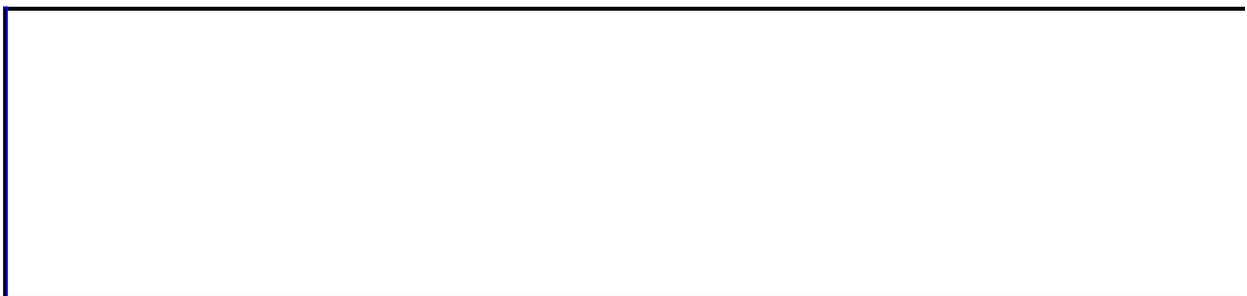
Using the **AdditionalData** Object

To create an **AdditionalData** object, use the [CreateAdditionalData](#) method of the [Application](#) object.

To add a table to an existing **AdditionalData** object, use the [Add](#) method.

The following example exports the contents of the Customers table in the Northwind Traders sample database, along with the contents of the Orders and Orders Details tables, to an XML data file named Customer Orders.xml.

```
Sub ExportCustomerOrderData()  
    Dim objOrderInfo As AdditionalData  
  
    Set objOrderInfo = Application.CreateAdditionalData  
  
    ' Add the Orders and Order Details tables to the data to be expo  
    objOrderInfo.Add "Orders"  
    objOrderInfo.Add "Order Details"  
  
    ' Export the contents of the Customers table. The Orders and Ord  
    ' Details tables will be included in the XML file.  
    Application.ExportXML ObjectType:=acExportTable, DataSource:="Cu  
        DataTarget:="Customer Orders.xml", _  
        AdditionalData:=objOrderInfo  
  
End Sub
```



[Show All](#)

Application Object

[Application](#) └ Multiple objects

The **Application** object refers to the active Microsoft Access application.

Using the Application Object

The **Application** object contains all [Microsoft Access objects](#) and [collections](#).

You can use the **Application** object to apply methods or property settings to the entire Microsoft Access application. For example, you can use the [SetOption](#) method of the **Application** object to set database options from Visual Basic. The following example shows how you can set the **Status Bar** check box under **Show** on the **View** tab of the **Options** dialog box.

```
Application.SetOption "Show Status Bar", True
```

Microsoft Access is a COM component that supports [Automation](#), formerly called OLE Automation. You can manipulate Microsoft Access objects from another application that also supports Automation. To do this, you use the **Application** object.

For example, Microsoft Visual Basic is a COM component. You can open a Microsoft Access database from Visual Basic and work with its objects. From Visual Basic, first create a reference to the Microsoft Office Access 2003 object library. Then create a new [instance](#) of the **Application** [class](#) and point an object variable to it, as in the following example:

```
Dim appAccess As New Access.Application
```

From applications that don't support the **New** keyword, you can create a new instance of the **Application** class by using the **CreateObject** function:

```
Dim appAccess As Object  
Set appAccess = CreateObject("Access.Application")
```

Once you've created a new instance of the **Application** class, you can open a database or create a new database, by using either the [OpenCurrentDatabase](#) method or the [NewCurrentDatabase](#) method. You can then set the properties of the **Application** object and call its methods. When you return a reference to the **CommandBars** object by using the [CommandBars](#) property of the **Application** object, you can access all Office 2003 [command bar](#) objects and

collections by using this reference.

You can also manipulate other Microsoft Access objects through the **Application** object. For example, by using the [OpenForm](#) method of the Microsoft Access [DoCmd](#) object, you can open a Microsoft Access form from Microsoft Excel:

```
appAccess.DoCmd.OpenForm "Orders"
```

For more information on creating a reference and controlling objects by using Automation, see the documentation for the application that's acting as the COM component.



AutoCorrect Object

[AutoCorrect](#)

The **AutoCorrect** object represents the AutoCorrect functionality of [TextBox](#) and [ComboBox](#) objects.

Using the AutoCorrect Object

To return an **AutoCorrect** object, use the [AutoCorrect](#) property.

To enable or disable the display of the **AutoCorrect Options** button, use the [DisplayAutoCorrectOptions](#) property.

To enable or disable AutoCorrect functionality for a particular **TextBox** or **ComboBox** object, use the [AllowAutoCorrect](#) property.



[Show All](#)

BoundObjectFrame Object

[BoundObjectFrame](#)  [Properties](#)

A bound object frame object displays a picture, [chart](#), or any [OLE object](#) stored in a table in a Microsoft Access database. For example, if you store pictures of your employees in a table in Microsoft Access, you can use a bound object frame to display these pictures on a form or report.

Using the BoundObjectFrame Object

This object type allows you to create or edit the object from within the form or report by using the [OLE server](#).

A bound object frame is [bound](#) to a field in an underlying table.

The field in the underlying table to which the bound object frame is bound must be of the [OLE Object](#) data type.

The object in a bound object frame is different for each record. The bound object frame can display [linked](#) or [embedded](#) objects. If you want to display objects not stored in an underlying table, use an [unbound object frame](#) or an [image control](#).



[Show All](#)

CheckBox Object

[CheckBox](#)  [Properties](#)

This object corresponds to a check box on a form or report. This check box is a stand-alone control that displays a Yes/No value from an underlying [record source](#).

Control: **Tool:**

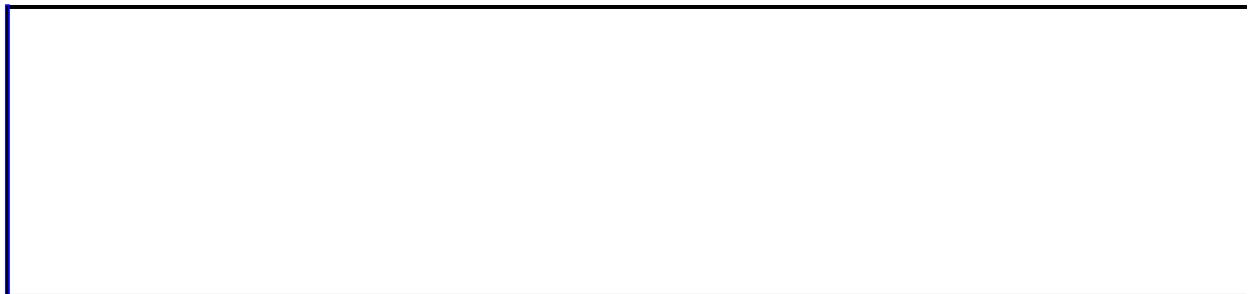
Address Change

Note This control should not be confused with the Dynamic HTML check box control used on a data access page. For information about a check box control on a data access page, see [Check Box Control \(Data Access Pages\)](#).

When you select or clear a check box that's bound to a Yes/No field, Microsoft Access displays the value in the underlying table according to the field's **Format** property (Yes/No, **True/False**, or On/Off).

You can also use check boxes in an [option group](#) to display values to choose from.

It's also possible to use an [unbound](#) check box in a [custom dialog box](#) to accept user input.



[Show All](#)

CodeData Object

[Application](#) └ [CodeData](#)
└ Multiple objects

The **CodeData** object refers to objects stored within the code database by the source (server) application (Jet or SQL).

Remarks

The **CodeData** object has several [collections](#) that contain specific object types within the code database. The following table lists the name of each collection defined by the database and the types of objects it contains.

Collections	Object type
AllTables	All tables
AllFunctions	All functions
AllQueries	All queries (the count of queries in a Microsoft Access project (.adp) will be zero).
AllViews	All views (the count of views in an Access database (.mdb) database will be zero).
AllStoredProcedures	All stored procedures (the count of stored procedures in a .mdb database will be zero).
AllDatabaseDiagrams	All database diagrams (the count of database diagrams in a .mdb database will be zero).

Note The collections in the preceding table contain all of the respective objects in the database regardless if they are opened or closed.

For example, an **AccessObject** representing a table is a member of the **AllTables** collection, which is a collection of **AccessObject** objects within the current database. Within the **AllTables** collection, individual tables are indexed beginning with zero. You can refer to an individual **AccessObject** object in the **AllTables** collection either by referring to the table by name, or by referring to its index within the collection. If you want to refer to a specific item in the **AllTables** collection, it's better to refer to it by name because the item's index may change. If the object name includes a space, the name must be surrounded by brackets ([]).

Syntax	Example
AllTables! <i>tablename</i>	AllTables!OrderTable
AllTables! [<i>table name</i>]	AllTables![Order Table]
AllTables (" <i>tablename</i> ")	AllTables("OrderTable")

AllTables(*index*)

AllTables(0)

--

[Show All](#)

CodeProject Object

[Application](#) └ [CodeProject](#)
└ Multiple objects

The **CodeProject** object refers to the [project](#) for the code database of a Microsoft [Access project](#) (.adp) or [Access database](#) (.mdb).

Using the CodeProject Object

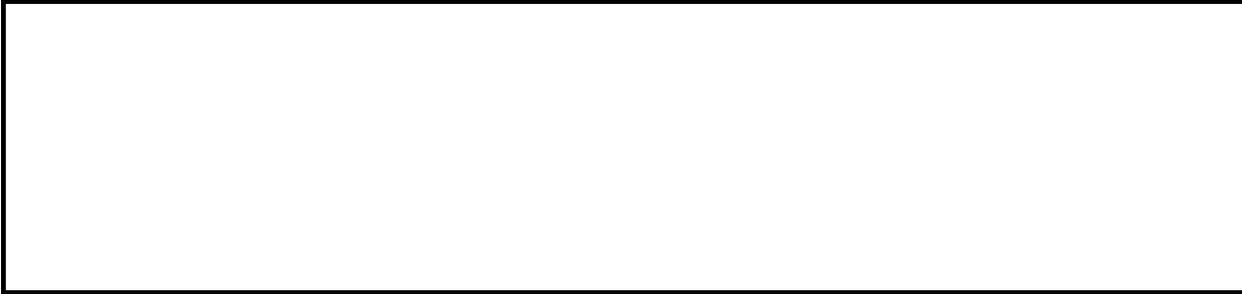
The **CodeProject** object has several [collections](#) that contain specific [AccessObject](#) objects within the code database. The following table lists the name of each collection defined by Access project and the types of objects it contains.

Collections	Object type
AllForms	All forms
AllReports	All reports
AllMacros	All macros
AllModules	All modules
AllDataAccessPages	All data access pages

Note The collections in the preceding table contain all of the respective objects in the database regardless if they are opened or closed.

For example, an **AccessObject** object representing a form is a member of the **AllForms** collection, which is a collection of **AccessObject** objects within the current database. Within the **AllForms** collection, individual members of the collection are indexed beginning with zero. You can refer to an individual **AccessObject** object in the **AllForms** collection either by referring to the form by name, or by referring to its index within the collection. If you want to refer to a specific object in the **AllForms** collection, it's better to refer to it by name because a item's collection index may change. If the object name includes a space, the name must be surrounded by brackets ([]).

Syntax	Example
AllForms! <i>formname</i>	AllForms!OrderForm
AllForms! [<i>form name</i>]	AllForms![Order Form]
AllForms (" <i>formname</i> ")	AllForms("OrderForm")
AllForms (<i>index</i>)	AllForms(0)



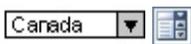
[Show All](#)

ComboBox Object

[ComboBox](#)  Multiple objects

This object corresponds to a combo box control. The combo box control combines the features of a [text box](#) and a [list box](#). Use a combo box when you want the option of either typing a value or selecting a value from a predefined list.

Control: **Tool:**



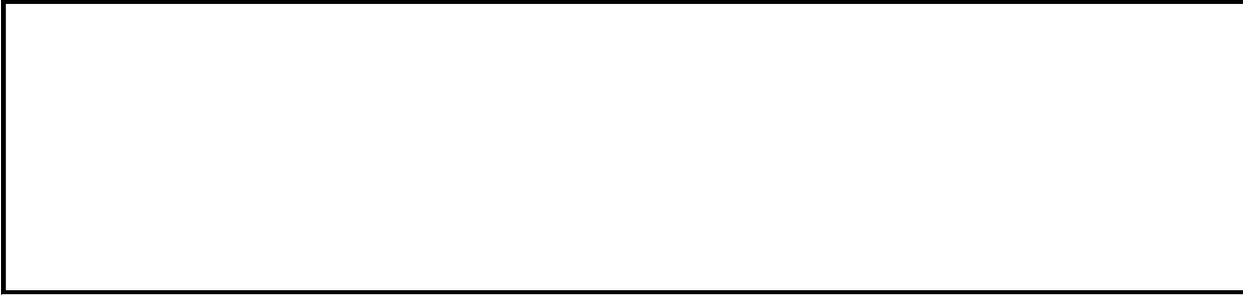
Note This control should not be confused with the Dynamic HTML drop-down list box control used on a data access page. For information about a drop-down list box control on a data access page, see [Drop-down List Box Control \(Data Access Page\)](#).

In [Form view](#), Microsoft Access doesn't display the list until you click the combo box's arrow.

If you have Control Wizards on before you select the combo box tool, you can create a combo box with a wizard. To turn Control Wizards on or off, click the Control Wizards tool  in the toolbox.

The setting of the [LimitToList](#) property determines whether you can enter values that aren't in the list.

The list can be single- or multiple-column, and the columns can appear with or without headings.



[Show All](#)

CommandButton Object

[CommandButton](#)  [Properties](#)

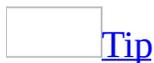
This object corresponds to a command button. A command button on a form can start an action or a set of actions. For example, you could create a command button that opens another form. To make a command button do something, you write a [macro](#) or [event procedure](#) and attach it to the button's [OnClick](#) property.

Control: **Tool:**



Note This control should not be confused with the Dynamic HTML command button control used on a data access page. For information about a command button control on a data access page, see [Command Button Control \(Data Access\)](#)

You can display text on a command button by setting its [Caption](#) property, or you can display a picture by setting its [Picture](#) property.



You can create over 30 different types of command buttons with the Command Button Wizard. When you use the Command Button Wizard, Microsoft Access creates the button and the event procedure for you.

[Show All](#)

Control Object

Multiple objects [Control](#)
└─ Multiple objects

The **Control** object represents a [control](#) on a [form](#), [report](#), or section, within another control, or attached to another control.

Using the Control Object

All controls on a form or report belong to the **Controls** collection for that **Form** or **Report** object. Controls within a particular section belong to the **Controls** collection for that section. Controls within a [tab control](#) or [option group](#) control belong to the **Controls** collection for that control. A [label](#) control that is attached to another control belongs to the **Controls** collection for that control.

When you refer to an individual **Control** object in the **Controls** collection, you can refer to the **Controls** collection either implicitly or explicitly.

```
' Implicitly refer to NewData control in Controls  
' collection.  
Me!NewData
```

```
' Use if control name contains space.  
Me![New Data]
```

```
' Performance slightly slower.  
Me("NewData")
```

```
' Refer to a control by its index in the controls  
' collection.  
Me(0)
```

```
' Refer to a NewData control by using the subform  
' Controls collection.  
Me.ctlSubForm.Controls!NewData
```

```
' Explicitly refer to the NewData control in the  
' Controls collection.  
Me.Controls!NewData
```

```
Me.Controls("NewData")
```

```
Me.Controls(0)
```

Note You can use the **Me** keyword to represent a **Form** or **Report** object within code only if you're referring to the form or report from code within the [class module](#). If you're referring to a form or report from a [standard module](#) or a different form's or report's module, you must use the full reference to the form or report.

Each **Control** object is denoted by a particular [intrinsic constant](#). For example, the intrinsic constant **acTextBox** is associated with a [text box](#) control, and **acCommandButton** is associated with a [command button](#). The constants for the various Microsoft Access controls are set forth in the control's [ControlType](#) property.

To determine the type of an existing control, you can use the **ControlType** property. However, you don't need to know the specific type of a control in order to use it in code. You can simply represent it with a variable of data type **Control**.

If you do know the data type of the control to which you are referring, and the control is a built-in Microsoft Access control, you should represent it with a variable of a specific type. For example, if you know that a particular control is a text box, declare a variable of type **TextBox** to represent it, as shown in the following code.

```
Dim txt As TextBox
Set txt = Forms!Employees!LastName
```

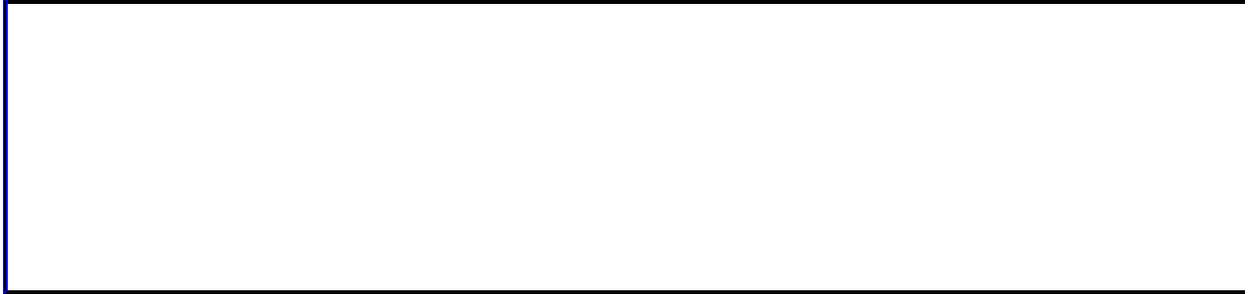
Note If a control is an [ActiveX control](#), then you must declare a variable of type **Control** to represent it; you cannot use a specific type. If you're not certain what type of control a variable will point to, declare the variable as type **Control**.

The option group control can contain other controls within its **Controls** collection, including [option button](#), [check box](#), [toggle button](#), and label controls.

The tab control contains a [Pages](#) collection, which is a special type of **Controls** collection. The **Pages** collection contains [Page](#) objects, which are controls. Each **Page** object in turn contains a **Controls** collection, which contains all of the controls on that page.

Other **Control** objects have a **Controls** collection that can contain an attached

label. These controls include the text box, option group, option button, toggle button, check box, [combo box](#), [list box](#), [command button](#), [bound object frame](#), and [unbound object frame](#) controls.



[Show All](#)

CurrentData Object

[Application](#) └ [CurrentData](#)
└ Multiple objects

The **CurrentData** object refers to the objects stored in the current database by the source (server) application (Jet or SQL).

Using the CurrentData Object

The **CurrentData** object has several [collections](#) that contain specific [AccessObject](#) objects within the current database. The following table lists the name of each collection defined by the database and the types of objects it contains.

Collections	Object type
AllTables	All tables
AllFunctions	All functions
AllQueries	All queries (the count of queries in a Microsoft Access project (.adp) will be zero).
AllViews	All views (the count of views in an Access database (.mdb) database will be zero).
AllStoredProcedures	All stored procedures (the count of stored procedures in a .mdb database will be zero).
AllDatabaseDiagrams	All database diagrams (the count of database diagrams in a .mdb database will be zero).

Note The collections in the preceding table contain all of the respective objects in the database regardless if they are opened or closed.

For example, an **AccessObject** representing a table is a member of the **AllTables** collection, which is a collection of **AccessObject** objects within the current database. Within the **AllTables** collection, individual tables are indexed beginning with zero. You can refer to an individual **AccessObject** object in the **AllTables** collection either by referring to the table by name, or by referring to its index within the collection. If you want to refer to a specific item in the **AllTables** collection, it's better to refer to it by name because the item's index may change. If the object name includes a space, the name must be surrounded by brackets ([]).

Syntax	Example
AllTables! <i>tablename</i>	AllTables!OrderTable
AllTables! [<i>table name</i>]	AllTables![Order Table]

AllTables("tablename") AllTables("OrderTable")

AllTables(index) AllTables(5)



[Show All](#)

CurrentProject Object

[Application](#) └ [CurrentProject](#)
└ Multiple objects

The **CurrentProject** object refers to the [project](#) for the current Microsoft [Access project](#) (.adp) or [Access database](#) (.mdb).

Using the CurrentProject Object

The **CurrentProject** object has several [collections](#) that contain specific [AccessObject](#) objects within the current database. The following table lists the name of each collection and the types of objects it contains.

Collections	Object type
AllForms	All forms
AllReports	All reports
AllMacros	All macros
AllModules	All modules
AllDataAccessPages	All data access pages

Note The collections in the preceding table contain all of the respective objects in the database regardless if they are opened or closed.

For example, an **AccessObject** object representing a form is a member of the **AllForms** collection, which is a collection of **AccessObject** objects within the current database. Within the **AllForms** collection, individual members of the collection are indexed beginning with zero. You can refer to an individual **AccessObject** object in the **AllForms** collection either by referring to the form by name, or by referring to its index within the collection. If you want to refer to a specific object in the **AllForms** collection, it's better to refer to it by name because a item's collection index may change. If the object name includes a space, the name must be surrounded by brackets ([]).

Syntax	Example
AllForms! <i>formname</i>	AllForms!OrderForm
AllForms! [<i>form name</i>]	AllForms![Order Form]
AllForms ("formname")	AllForms("OrderForm")
AllForms (<i>index</i>)	AllForms(0)

The following example prints some current property settings of the **CurrentProject** object and then sets an option to display hidden objects within the application:

```

Sub ApplicationInformation()
    ' Print name and type of current object.
    Debug.Print Application.CurrentProject.FullName
    Debug.Print Application.CurrentProject.ProjectType
    ' Set Hidden Objects option under Show on View Tab
    'of the Options dialog box.
    Application.SetOption "Show Hidden Objects", True
End Sub

```

The next example shows how to use the CurrentProject object using Automation from another Microsoft Office application. First, from the other application, create a reference to Microsoft Access by clicking **References** on the **Tools** menu in the Module window. Select the check box next to **Microsoft Access Object Library**. Then enter the following code in a Visual Basic module within that application and call the GetAccessData procedure.

The example passes a database name and report name to a procedure that creates a new instance of the **Application** class, opens the database, and verifies that the specified report exists using the **CurrentProject** object and **AllReports** collection.

```

Sub GetAccessData()
    ' Declare object variable in declarations section of a module
    Dim appAccess As Access.Application
    Dim strDB As String
    Dim strReportName As String

    strDB = "C:\Program Files\Microsoft "_
        & "Office\Office11\Samples\Northwind.mdb"
    strReportName = InputBox("Enter name of report to be verified",
        "Report Verification")
    VerifyAccessReport strDB, strReportName
End Sub

Sub VerifyAccessReport(strDB As String, _
    strReportName As String)
    ' Return reference to Microsoft Access
    ' Application object.
    Set appAccess = New Access.Application
    ' Open database in Microsoft Access.
    appAccess.OpenCurrentDatabase strDB
    ' Verify report exists.
    On Error Goto ErrorHandler
    appAccess.CurrentProject.AllReports(strReportName)
    MsgBox "Report " & strReportName & _

```

```
        " verified within Northwind database."  
    appAccess.CloseCurrentDatabase  
    Set appAccess = Nothing  
Exit Sub  
ErrorHandler:  
    MsgBox "Report " & strReportName & _  
        " does not exist within Northwind database."  
    appAccess.CloseCurrentDatabase  
    Set appAccess = Nothing  
End Sub
```



[Show All](#)

CustomControl Object

[CustomControl](#)  [Properties](#)

Some of the content in this topic may not be applicable to some languages.

When setting the properties of an [ActiveX control](#), you may need or prefer to use the control's [custom properties dialog box](#). This custom properties dialog box provides an alternative to the list of properties in the Microsoft Access [property sheet](#) for setting ActiveX control properties in [Design view](#).

Using the CustomControl Object

Note This information only applies to ActiveX controls in a [Microsoft Access database](#) (.mdb) environment.

Two Ways to Set Properties

The reason for the custom properties dialog box is that not all applications that use ActiveX controls provide a property sheet like the one in Microsoft Access. The custom properties dialog box provides an interface for setting key control properties regardless of the interface supplied by the hosting application.

For some ActiveX control properties, you can choose either of these two locations to set the property:

- The Microsoft Access property sheet.
- The ActiveX control's custom properties dialog box.

In some cases, the custom properties dialog box is the only way to set a property in Design view. This is usually the situation when the interface needed to set a property doesn't work inside the Microsoft Access property sheet. For example, the **GridFont** property for the Calendar control has a number of arguments; you can't set more than one argument per property in the Microsoft Access property sheet.

Finding the Custom Properties Dialog Box

Not all ActiveX controls provide a custom properties dialog box. To see whether a control provides this custom properties dialog box, look for the **Custom** property in the Microsoft Access property sheet for this control. If the list of properties contains the name **Custom**, then the control provides the custom properties dialog box.

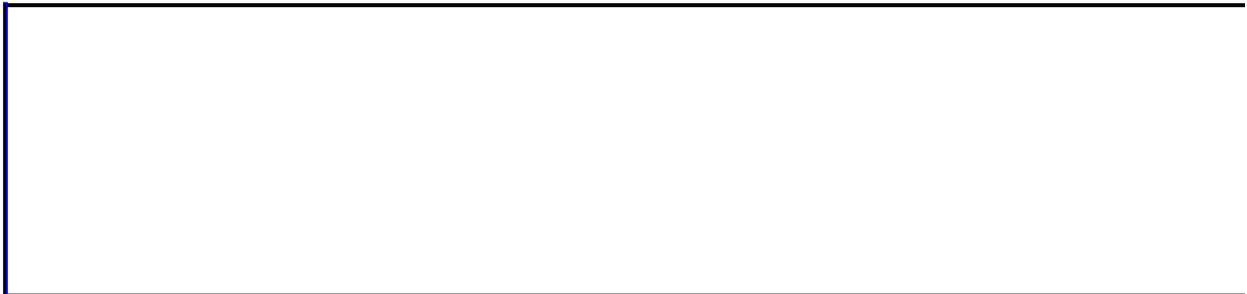
Using the Custom Properties Dialog Box

After you click the **Custom** property box in the Microsoft Access property sheet, click the **Build** button  to the right of the property box to display the control's

custom properties dialog box, often presented as a tabbed dialog box. Choose the tab that contains the interface for setting the properties that you want to set.

After you make changes on one tab, you can often apply those changes immediately by clicking the **Apply** button (if provided). You can click other tabs to set other properties as needed. To approve all changes made in the custom properties dialog box, click the **OK** button. To return to the Microsoft Access property sheet without changing any property settings, click the **Cancel** button.

You can also view the custom properties dialog box by clicking the **Properties** subcommand of the ActiveX control **Object** command (for example, **Calendar Control Object**) on the **Edit** menu, or by clicking this same subcommand on the [shortcut menu](#) for the ActiveX control. In addition, some properties in the Microsoft Access property sheet for the ActiveX control, like the **GridFontColor** property of the Calendar control, have a **Build** button to the right of the property box. When you click the **Build** button, the custom properties dialog box is displayed, with the appropriate tab selected (for example, **Colors**).



[Show All](#)

DataAccessPage Object

Multiple objects [↳ DataAccessPage](#)
[↳ WebOptions](#)

A **DataAccessPage** object refers to a particular Microsoft Access [data access page](#).

Using the **DataAccessPage** Object

A **DataAccessPage** object is a member of the **DataAccessPages** collection, which is a collection of all currently open data access pages. Within the **DataAccessPages** collection, individual data access pages are indexed beginning with zero. You can refer to an individual **DataAccessPage** object in the **DataAccessPages** collection either by referring to the data access page by name, or by referring to its index within the [collection](#). If you want to refer to a specific data access page in the **DataAccessPages** collection, it's better to refer to the data access page by name because a data access page's collection index may change. If the data access name includes a space, the name must be surrounded by brackets ([]).

Syntax	Example
DataAccessPages! <i>pagename</i>	DataAccessPages!SalePage
DataAccessPages! [<i>page name</i>]	DataAccessPages![Sale Page]
DataAccessPages (" <i>pagename</i> ")	DataAccessPages("Sale Page")
DataAccessPages (<i>index</i>)	DataAccessPages(0)

The following example creates a new data access page and sets certain properties:

```
Sub NewDataAccessPage()  
    Dim dap As AccessObject  
    ' Create new data access page.  
    Set dap = CreateDataAccessPage("c:\My Documents\Sales Entry", _  
        True)  
    ' Set data access page Tag property.  
    dap.Tag = "Sales Entry Data Access Page"  
    ' Restore data access page.  
    DoCmd.Restore  
End Sub
```

The next example enumerates the **DataAccessPages** collection and prints the name of each data access page in the **DataAccessPages** collection.

```
Sub AllOpenDataAccessPages()  
    Dim dap As AccessObject
```

```
Set dbs = Application.CurrentProject
' Search for open objects in DataAccessPages collection.
For Each dap In dbs.AllDataAccessPages
    If dap.IsLoaded = TRUE then
        ' Print name of form.
        Debug.Print dap.Name
    End If
Next dap
End Sub
```



DefaultWebOptions Object

[Application](#)  [DefaultWebOptions](#)

The **DefaultWebOptions** object contains global application-level attributes used by Microsoft Access when you save a data access page as a Web page or open a Web page. You can return or set attributes either at the application (global) level or at the data access page level.

Using the DefaultWebOptions Object

Use the [DefaultWebOptions](#) property to return the **DefaultWebOptions** object.

Note that attribute values can be different from one data access page to another, depending on the attribute value at the time the data access page was saved. Data access page-level attributes override application-level attributes. Data access page attributes are contained in the [WebOptions](#) object.

The following example checks to see whether Microsoft Office Web components are downloaded when a saved data access page is displayed and sets the download flag accordingly.

```
Set objAppWebOptions = Application.DefaultWebOptions
With objAppWebOptions
    If .DownloadComponents = True Then
        strCompDownload = "Loaded"
    Else
        strCompDownload = "Not Loaded"
    End If
End With
```



DependencyInfo Object

[DependencyInfo](#)

Represents the dependency information for an [AccessObject](#) object.

Using the DependencyInfo Object

To return the dependency information for an **AccessObject** object, use the [GetDependencyInfo](#) method of the **AccessObject** object.



[Show All](#)

DoCmd Object

[Application](#) └ [DoCmd](#)

You can use the [methods](#) of the **DoCmd** object to run Microsoft Access [actions](#) from Visual Basic. An action performs tasks such as closing windows, opening forms, and setting the value of [controls](#).

Using the DoCmd Object

For example, you can use the [OpenForm](#) method of the **DoCmd** object to open a form, or use the [Hourglass](#) method to change the mouse pointer to an hourglass icon.

Most of the methods of the **DoCmd** object have arguments— some are required, while others are optional. If you omit optional arguments, the arguments assume the default values for the particular method. For example, the **OpenForm** method uses seven arguments, but only the first argument, **FormName**, is required. The following example shows how you can open the Employees form in the current database. Only employees with the title Sales Representative are included.

```
DoCmd.OpenForm "Employees", , , "[Title] = 'Sales Representative'"
```

The **DoCmd** object doesn't support methods corresponding to the following actions:

- AddMenu.
- MsgBox. Use the **MsgBox** function.
- RunApp. Use the **Shell** function to run another application.
- RunCode. Run the function directly in Visual Basic.
- SendKeys. Use the **SendKeys** statement.
- SetValue. Set the value directly in Visual Basic.
- StopAllMacros.
- StopMacro.

For more information on the Microsoft Access action corresponding to a **DoCmd** method, search the Help index for the name of the action.

The following example opens a form in Form view and moves to a new record.

```
Sub ShowNewRecord()  
    DoCmd.OpenForm "Employees", acNormal  
    DoCmd.GoToRecord , , acNewRec  
End Sub
```



[Show All](#)

Form Object

Multiple objects \perp [Form](#)
 \perp Multiple objects

A **Form** object refers to a particular Microsoft Access [form](#).

Using the Form Object

A **Form** object is a member of the **Forms** collection, which is a collection of all currently open forms. Within the **Forms** collection, individual forms are indexed beginning with zero. You can refer to an individual **Form** object in the **Forms** collection either by referring to the form by name, or by referring to its index within the [collection](#). If you want to refer to a specific form in the **Forms** collection, it's better to refer to the form by name because a form's collection index may change. If the form name includes a space, the name must be surrounded by brackets ([]).

Syntax	Example
Forms! <i>formname</i>	Forms!OrderForm
Forms! [<i>form name</i>]	Forms![Order Form]
Forms ("formname")	Forms("OrderForm")
Forms (<i>index</i>)	Forms(0)

Each **Form** object has a [Controls](#) collection, which contains all [controls](#) on the form. You can refer to a control on a form either by implicitly or explicitly referring to the **Controls** collection. Your code will be faster if you refer to the **Controls** collection implicitly. The following examples show two of the ways you might refer to a control named `NewData` on the form called `OrderForm`:

```
' Implicit reference.  
Forms!OrderForm!NewData
```

```
' Explicit reference.  
Forms!OrderForm.Controls!NewData
```

The next two examples show how you might refer to a control named `NewData` on a subform `ctlSubForm` contained in the form called `OrderForm`:

```
Forms!OrderForm.ctlSubForm.Form!Controls.NewData
```

```
Forms!OrderForm.ctlSubForm!NewData
```



[Show All](#)

FormatCondition Object

[FormatConditions](#) | [FormatCondition](#)

The **FormatCondition** object represents a [conditional format](#) of a [combo box](#) or [text box](#) control and is a member of the **FormatConditions** collection.

Using the FormatCondition Object

You can use the **FormatConditions**(*index*), where *index* is the index number of the conditional format, to return a **FormatCondition** object.

Use the [Add](#) method to create a new conditional format. You can use the [Modify](#) method to change one of the formats, or the [Delete](#) method to delete a format.

Conditional formatting can also be set on a combo box or text box from the **Conditional Formatting** dialog box. The **Conditional Formatting** dialog box is available by clicking **Conditional Formatting** on the **Format** menu when a form is in Design view.

Use the [BackColor](#), [Enabled](#), [FontBold](#), [FontItalic](#), [FontUnderline](#), and [ForeColor](#) properties of the **FormatCondition** object to control the appearance of formatted combo box and text box controls.



[Show All](#)

GroupLevel Object

[Report](#) └ [GroupLevel](#)
└ [Properties](#)

You can use the **GroupLevel** property in Visual Basic to refer to the [group level](#) you are grouping or sorting on in a report.

Using the GroupLevel Object

The **GroupLevel** property setting is an [array](#) in which each entry identifies a group level. To refer to a group level, use this syntax:

GroupLevel(*n*)

The number *n* is the group level, starting with 0. The first field or [expression](#) you group on is group level 0, the second is group level 1, and so on. You can have up to 10 group levels (0 to 9).

The following sample settings show how you use the **GroupLevel** property to refer to a group level.

Group level	Refers to
GroupLevel(0)	The first field or expression you sort or group on.
GroupLevel(1)	The second field or expression you sort or group on.
GroupLevel(2)	The third field or expression you sort or group on.

You can use this property only by using Visual Basic to set the [SortOrder](#), [GroupOn](#), [GroupInterval](#), [KeepTogether](#), and [ControlSource](#) properties. You set these properties in the [Open](#) event procedure of a report.

In reports, you can group or sort on more than one field or expression. Each field or expression you group or sort on is a group level.

You specify the fields and expressions to sort and group on by using the [CreateGroupLevel](#) method.

If a group is already defined for a report (the **GroupLevel** property is set to 0), then you can use the **ControlSource** property to change the group level in the report's Open event procedure. For example, the following code changes the **ControlSource** property to a value contained in the txtPromptYou [text box](#) on the open form named SortForm:

```
Private Sub Report_Open(Cancel As Integer)
    Me.GroupLevel(0).ControlSource =
```

```
        = Forms!SortForm!txtPromptYou  
End Sub
```



[Show All](#)

Hyperlink Object

[Hyperlink](#)

The **Hyperlink** object represents a [hyperlink](#) associated with a [control](#) on a [form](#), [report](#), or [data access page](#).

Using the Hyperlink Object

Use the [Hyperlink](#) property to return a reference to a hyperlink object.



Image Object

[Image](#) └ [Properties](#)

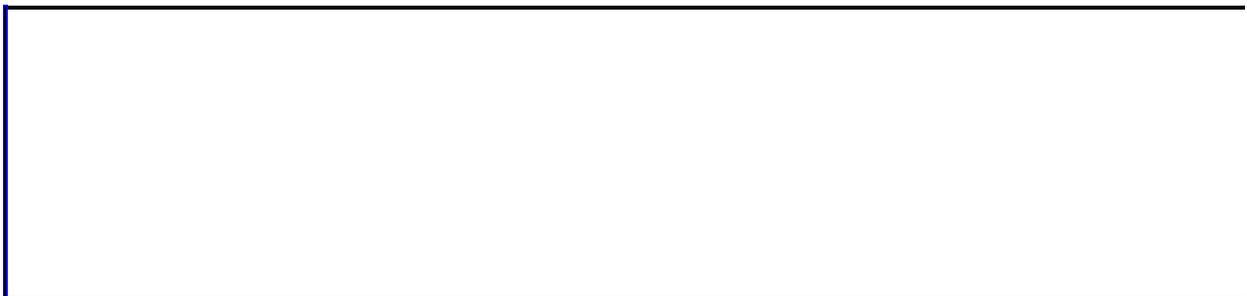
This object corresponds to an image control. The image control can add a picture to a form or report. For example, you could include an image control for a logo on an Invoice report.

Control: Tool:



Note This control should not be confused with the Dynamic HTML image control used on a data access page. For information about a image control on a data access page, see [Image Control \(Data Access Page\)](#).

You can use the image control or an [unbound object frame](#) for unbound pictures. The advantage of using the image control is that it's faster to display. The advantage of using the unbound object frame is that you can edit the object directly from the form or report.



[Show All](#)

Label Object

[Label](#)  [Properties](#)

This object corresponds to a label control. Labels on a form or report display descriptive text such as titles, captions, or brief instructions.

Labels have certain characteristics:

- Labels don't display values from [fields](#) or [expressions](#).
- Labels are always [unbound](#).
- Labels don't change as you move from record to record.

Control: **Tool:**

Contact Name:

Note This control should not be confused with the Dynamic HTML label control used on a data access page. For information about a label control on a data access page, see [Label Control \(Data Access Pages\)](#).

A label can be attached to another control. When you create a text box, for example, it has an attached label that displays a caption for that text box. This label appears as a column heading in the [Datasheet view](#) of a form.

When you create a label by using the **Label** tool, the label stands on its own— it isn't attached to any other control. You use stand-alone labels for information such as the title of a form or report, or for other descriptive text. Stand-alone labels don't appear in Datasheet view.



Line Object

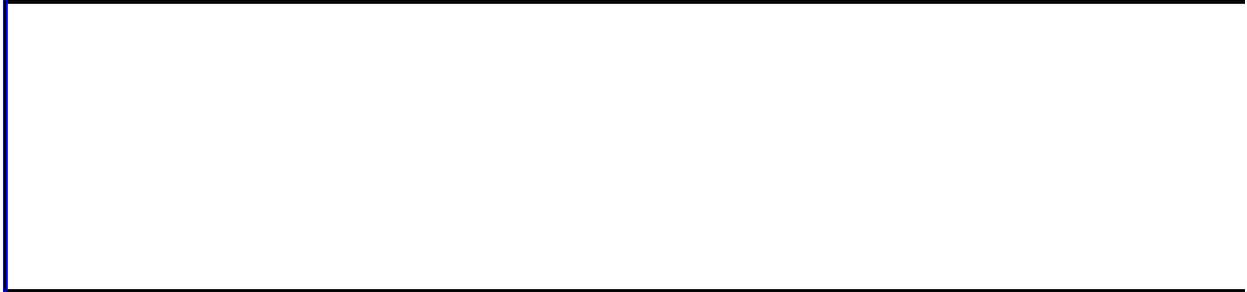
[Line](#)  [Properties](#)

The line control displays a horizontal, vertical, or diagonal line on a form or report.

Note This control should not be confused with the Dynamic HTML line control used on a data access page. For information about a line control on a data access page, see [Line](#) Control (Data Access Pages).

Using the Line object

You can use the **BorderWidth** property to change the line width. You can use the **BorderColor** property to change the color of the border or make it transparent. You can change the line style (dots, dashes, and so on) of the border by using the [BorderStyle](#) property.



[Show All](#)

ListBox Object

[ListBox](#) └ [Properties](#)

This object corresponds to a list box control. The list box control displays a list of values or alternatives.

In many cases, it's quicker and easier to select a value from a list than to remember a value to type. A list of choices also helps ensure that the value that's entered in a field is correct.

Control:



Tool:



Note The list in a list box consists of rows of data. Rows can have one or more columns, which can appear with or without headings.



Note This control should not be confused with the Dynamic HTML list box control used on a data access page. For information about a list box control on a data access page, see [List Box Control \(Data Access Pages\)](#).

If a multiple-column list box is [bound](#), Microsoft Access stores the values from one of the columns.

You can use an [unbound](#) list box to store a value that you can use with another control. For example, you could use an unbound list box to limit the values in another list box or in a [custom dialog box](#). You could also use an unbound list box to find a record based on the value you select in the list box.

If you don't have room on your form to display a list box, or if you want to be able to type new values as well as select values from a list, use a [combo box](#)

instead of a list box.

A large, empty rectangular box with a thin black border, positioned below the text. It spans most of the width of the page and is vertically oriented, suggesting it is a placeholder for content or a diagram.

[Show All](#)

Module Object

Multiple objects \hookrightarrow [Module](#)

A **Module** object refers to a [standard module](#) or a [class module](#).

Using the Module Object

Microsoft Access includes class modules that are not associated with any object, and [form modules](#) and [report modules](#), which are associated with a form or report.

To determine whether a **Module** object represents a standard module or a class module from code, check the **Module** object's [Type](#) property.

The [Modules](#) collection contains all open **Module** objects, regardless of their type. Modules in the **Modules** collection can be compiled or uncompiled.

To return a reference to a particular standard or class **Module** object in the **Modules** collection, use any of the following syntax forms.

Syntax	Description
Modules! <i>modulename</i>	The <i>modulename</i> argument is the name of the Module object.
Modules(" <i>modulename</i> ")	The <i>modulename</i> argument is the name of the Module object.
Modules(<i>index</i>)	The <i>index</i> argument is the numeric position of the object within the collection.

The following example returns a reference to a standard **Module** object and assigns it to an object variable:

```
Dim mdl As Module
Set mdl = Modules![Utility Functions]
```

Note that the brackets enclosing the name of the **Module** object are necessary only if the name of the **Module** includes spaces.

The next example returns a reference to a form **Module** object and assigns it to an object variable:

```
Dim mdl As Module
Set mdl = Modules!Form_Employees
```

To refer to a specific form or report module, you can also use the [Form](#) or [Report](#) object's [Module](#) property:

```
Forms!formname.Module
```

The following example also returns a reference to the **Module** object associated with an Employees form and assigns it to an object variable:

```
Dim mdl As Module  
Set mdl = Forms!Employees.Module
```

Once you've returned a reference to a **Module** object, you can set or read its properties and apply its methods.



[Show All](#)

ObjectFrame Object

[ObjectFrame](#) [Properties](#)

This object corresponds to an unbound object frame. The unbound object frame control displays a picture, [chart](#), or any [OLE object](#) not stored in a table.

For example, you can use an unbound object frame to display a chart that you created and stored in Microsoft Graph.

This control allows you to create or edit the object from within a Microsoft Access form or report by using the application in which the object was originally created.

To display objects that are stored in a Microsoft Access database, use a [bound object frame control](#).

The object in an unbound object frame is the same for every record.

The unbound object frame can display [linked](#) or [embedded](#) objects.

 [Tip](#)

You can use the unbound object frame or an [image control](#) to display unbound pictures in a form or report. The advantage of using the unbound object frame is that you can edit the object directly from the form or report. The advantage of using the image control is that it's faster to display.

[Show All](#)

OptionButton Object

[OptionButton](#)  [Properties](#)

An option button on a form or report is a stand-alone control used to display a Yes/No value from an underlying [record source](#)

Note This control should not be confused with the Dynamic HTML option button control used on a data access page. For information about an option button control on a data access page, see [Option Button Control \(Data Access Pages\)](#).

Using the OptionButton object

When you select or clear an option button that's bound to a Yes/No field, Microsoft Access displays the value in the underlying table according to the field's **Format** property (Yes/No, **True/False**, or On/Off).

You can also use option buttons in an [option group](#) to display values to choose from.

It's also possible to use an unbound option button in a [custom dialog box](#) to accept user input.



[Show All](#)

OptionGroup Object

[OptionGroup](#)  [Properties](#)

An option group on a form or report displays a limited set of alternatives. An option group makes selecting a value easy since you can just click the value you want. Only one option in an option group can be selected at a time.

An option group consists of a group frame and a set of [check boxes](#), [toggle buttons](#), or [option buttons](#).

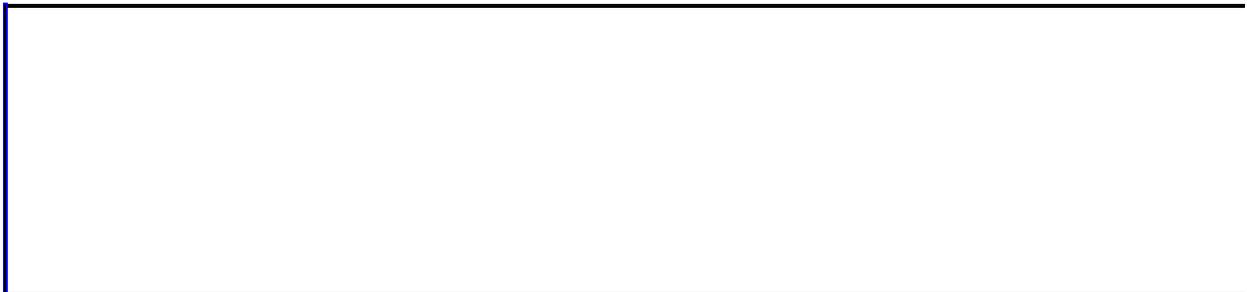
Note This control should not be confused with the Dynamic HTML option group control used on a data access page. For information about a option group control on a data access page, see [Option Group Control \(Data Access Pages\)](#).

Using the OptionGroup object

If an option group is [bound](#) to a field, only the group frame itself is bound to the field, not the check boxes, toggle buttons, or option buttons inside the frame. Instead of setting the [ControlSource](#) property for each control in the option group, you set the [OptionValue](#) property of each check box, toggle button, or option button to a number that's meaningful for the field to which the group frame is bound. When you select an option in an option group, Microsoft Access sets the value of the field to which the option group is bound to the value of the selected option's **OptionValue** property.

Note The **OptionValue** property is set to a number because the value of an option group can only be a number, not text. Microsoft Access stores this number in the underlying table. In the preceding example, if you want to display the name of the shipper instead of a number in the Orders table, you can create a separate table called Shippers that stores shipper names, and then make the ShipVia field in the Orders table a [Lookup](#) field that looks up data in the Shippers table.

An option group can also be set to an [expression](#), or it can be unbound. You can use an unbound option group in a [custom dialog box](#) to accept user input and then carry out an action based on that input.



[Show All](#)

Page Object

Multiple objects [└ Pages](#)
└ [Page](#)
└ [Properties](#)

A **Page** object corresponds to an individual page on a [tab control](#).

Using the Page Object

A **Page** object is a member of a tab control's [Pages](#) collection.

To return a reference to a particular **Page** object in the **Pages** collection, use any of the following syntax forms.

Syntax	Description
Pages! <i>pagename</i>	The <i>pagename</i> argument is the name of the Page object.
Pages("pagename")	The <i>pagename</i> argument is the name of the Page object.
Pages(index)	The <i>index</i> argument is the numeric position of the object within the collection.

You can create, move, or delete **Page** objects and set their properties either in Visual Basic or in [form Design view](#). To create a new **Page** object in Visual Basic, use the [Add](#) method of the **Pages** collection. To delete a **Page** object, use the [Remove](#) method of the **Pages** collection.

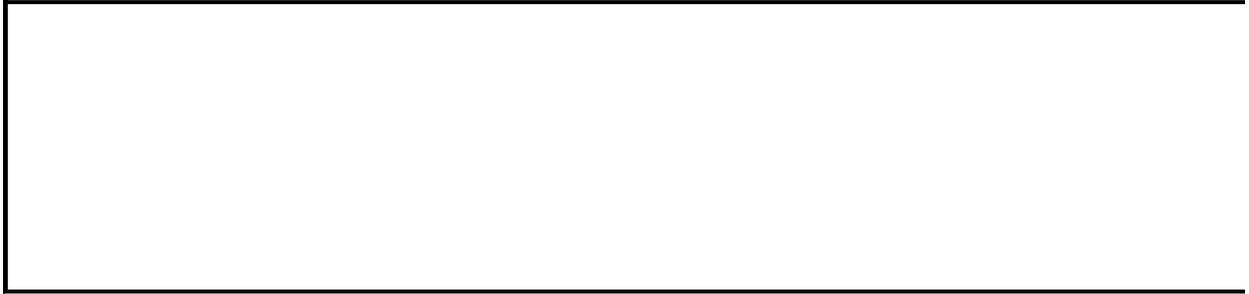
To create a new **Page** object in form Design view, right-click the tab control and then click **Insert Page** on the [shortcut menu](#). You can also copy an existing page and paste it. You can set the properties of the new **Page** object in form Design view by using the [property sheet](#).

Each **Page** object has a [PageIndex](#) property that indicates its position within the **Pages** collection. The [Value](#) property of the tab control is equal to the **PageIndex** property of the current page. You can use these properties to determine which page is currently selected after the user has switched from one page to another, or to change the order in which the pages appear in the control.

A **Page** object is also a type of **Control** object. The [ControlType](#) property constant for a **Page** object is **acPage**. Although it is a control, a **Page** object belongs to a **Pages** collection, rather than a **Controls** collection. A tab control's **Pages** collection is a special type of **Controls** collection.

Each **Page** object can also contain one or more controls. Controls on a **Page** object belong to that **Page** object's [Controls](#) collection. In order to work with a

control on a **Page** object, you must refer to that control within the **Page** object's **Controls** collection.



[Show All](#)

PageBreak Object

[PageBreak](#)  [Properties](#)

This object corresponds to a page break control. The page break control marks the start of a new screen or printed page on a form or report.

Control: Tool:

.....



In a form, a page break is active only when you set the form's [DefaultView](#) property to Single Form. Page breaks don't affect a form's [datasheet](#).

In [Form view](#), press the PAGE UP or PAGE DOWN key to move to the previous or next page break.

Position page breaks above or below other controls. Placing a page break on the same line as another control splits that control's data.



Printer Object

[Printers](#) └ [Printer](#)

A **Printer** object corresponds to a printer available on your system.

Using the Printer object

A **Printer** object is a member of the [Printers](#) collection.

To return a reference to a particular **Printer** object in the **Printers** collection, use any of the following syntax forms.

Syntax	Description
Printer <i>s!</i> <i>devicename</i>	The <i>devicename</i> argument is the name of the Printer object as returned by the DeviceName property.
Printer <i>s("devicename")</i>	The <i>devicename</i> argument is the name of the Printer object as returned by the DeviceName property.
Printer <i>s(index)</i>	The <i>index</i> argument is the numeric position of the object within the collection. The valid range is from 0 to <code>Printers.Count - 1</code> .

You can use the properties of the **Printer** object to set the printing characteristics for any of the printers available on your system.

Use the [ColorMode](#) , [Copies](#) , [Duplex](#) , [Orientation](#) , [PaperBin](#) , [PaperSize](#) , and [PrintQuality](#) properties to specify print settings for a particular printer.

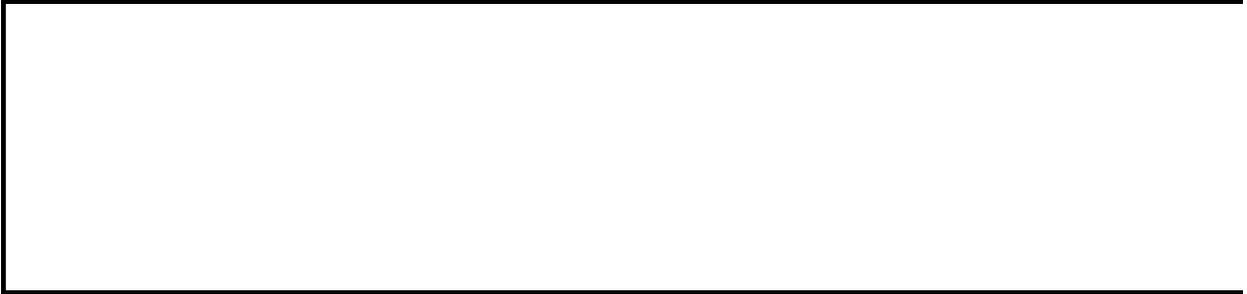
Use the [LeftMargin](#) , [RightMargin](#) , [TopMargin](#) , [BottomMargin](#) , [ColumnSpacing](#) , [RowSpacing](#) , [DataOnly](#) , [DefaultSize](#) , [ItemLayout](#) , [ItemsAcross](#) , [ItemSizeHeight](#) , and [ItemSizeWidth](#) properties to specify how Microsoft Access should format the appearance of data on printed pages.

Use the [DeviceName](#) , [DriverName](#) , and [Port](#) properties to return system information about a particular printer.

The following example displays system information about the first printer in the **Printers** collection.

```
Dim prtFirst As Printer
Set prtFirst = Application.Printers(0)
With prtFirst
    MsgBox "Device name: " & .DeviceName & vbCr _
```

```
        & "Driver name: " & .DriverName & vbCr _  
        & "Port: " & .Port  
End With
```



Rectangle Object

[Rectangle](#) [Properties](#)

This object corresponds to a rectangle control. The rectangle control displays a rectangle on a form or report.

Control: Tool:



Note This control should not be confused with the Dynamic HTML rectangle control used on a data access page. For information about a rectangle control on a data access page, see [Rectangle Control \(Data Access Page\)](#).

You can move a rectangle and the controls in it as a single unit by dragging the mouse pointer diagonally across the entire rectangle to select all of the controls. The entire selection can then be moved to a new position.



[Show All](#)

Reference Object

[References](#) [└Reference](#)
[└References](#)

The **Reference** object refers to a reference set to another application's or project's [type library](#).

Using the Reference Object

When you create a **Reference** object, you set a reference dynamically from Visual Basic.

The **Reference** object is a member of the **References** collection. To refer to a particular **Reference** object in the **References** collection, use any of the following syntax forms.

Syntax	Description
References! <i>referencename</i>	The <i>referencename</i> argument is the name of the Reference object.
References (" <i>referencename</i> ")	The <i>referencename</i> argument is the name of the Reference object.
References (<i>index</i>)	The <i>index</i> argument is the object's numerical position within the collection.

Note The following example refers to the **Reference** object that represents the reference to the Microsoft Access type library:

```
Dim ref As Reference
Set ref = References!Access
```



[Show All](#)

Report Object

Multiple objects [↳ Report](#)
↳ Multiple objects

A **Report** object refers to a particular Microsoft Access [report](#).

Using the Report Object

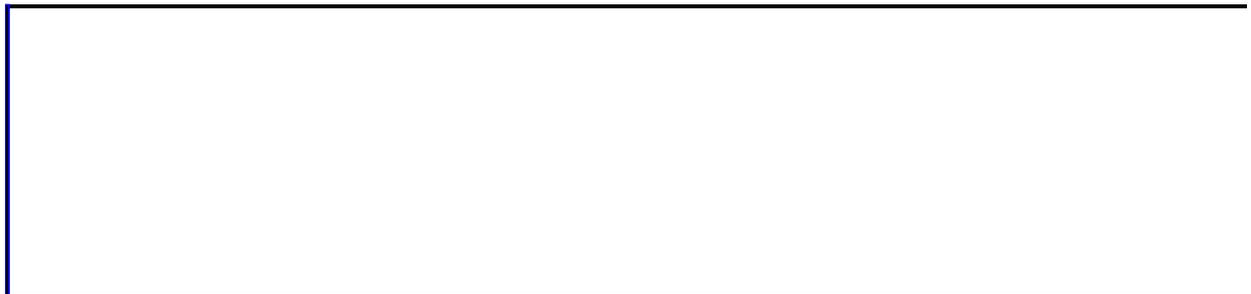
A **Report** object is a member of the **Reports** collection, which is a collection of all currently open reports. Within the **Reports** collection, individual reports are indexed beginning with zero. You can refer to an individual **Report** object in the **Reports** collection either by referring to the report by name, or by referring to its index within the [collection](#). If the report name includes a space, the name must be surrounded by brackets ([]).

Syntax	Example
Reports! <i>reportname</i>	Reports!OrderReport
Reports! [<i>report name</i>]	Reports![Order Report]
Reports ("reportname")	Reports("OrderReport")
Reports (<i>index</i>)	Reports(0)

Note Each **Report** object has a [Controls](#) collection, which contains all controls on the report. You can refer to a control on a report either by implicitly or explicitly referring to the **Controls** collection. Your code will be faster if you refer to the **Controls** collection implicitly. The following examples show two of the ways you might refer to a control named `NewData` on a report called `OrderReport`.

```
' Implicit reference.  
Reports!OrderReport!NewData
```

```
' Explicit reference.  
Reports!OrderReport.Controls!NewData
```



[Show All](#)

Screen Object

[Application](#) └ [Screen](#)
└ Multiple objects

The **Screen** object refers to the particular [form](#), [report](#), or [control](#) that currently has the [focus](#).

Using the Screen Object

You can use the **Screen** object together with its properties to refer to a particular form, report, or control that has the focus.

For example, you can use the **Screen** object with the [ActiveForm](#) property to refer to the form in the active window without knowing the form's name. The following example displays the name of the form in the active window:

```
MsgBox Screen.ActiveForm.Name
```

Referring to the **Screen** object doesn't make a form, report, or control active. To make a form, report, or control active, you must use the [SelectObject](#) method of the [DoCmd](#) object.

If you refer to the **Screen** object when there's no active form, report, or control, Microsoft Access returns a [run-time error](#). For example, if a [standard module](#) is in the active window, the code in the preceding example would return an error.

The following example uses the **Screen** object to print the name of the form in the active window and of the active control on that form:

```
Sub ActiveObjects()  
    Dim frm As Form, ctl As Control  
  
    ' Return Form object pointing to active form.  
    Set frm = Screen.ActiveForm  
    MsgBox frm.Name & " is the active form."  
    ' Return Control object pointing to active control.  
    Set ctl = Screen.ActiveControl  
    MsgBox ctl.Name & " is the active control " _  
        & "on this form."  
End Sub
```



[Show All](#)

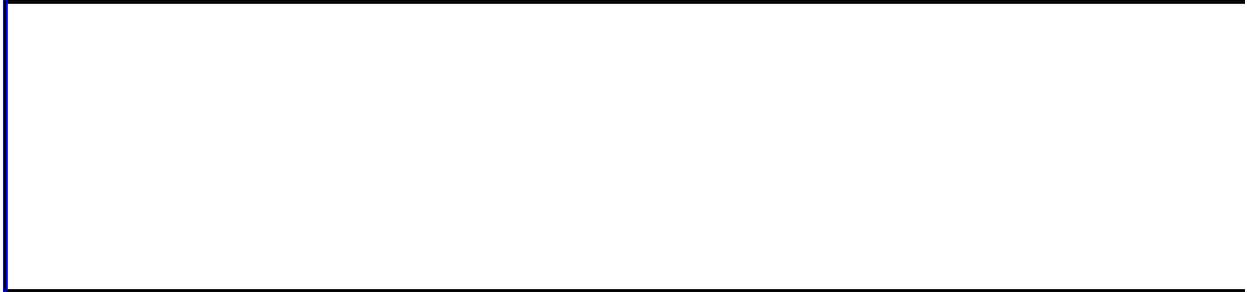
Section Object

Multiple objects [Section](#)
[Properties](#)

A form section is part of a [form](#) such as a header, footer, or detail section.

Using the Section Object

You can set section properties which are attributes of a form that affect the appearance or behavior of that section. For example, you can set the [CanGrow](#) property to specify whether the section will increase vertically to print all the data the section contains. Section properties are set in [form Design view](#).



[Show All](#)

SmartTag Object

[SmartTags](#) | [SmartTag](#)

Represents a [smart tag](#) that has been added to a control on a form, report, or [data access page](#). The **SmartTag** object is a member of the [SmartTags](#) collection.

Using the SmartTag Object

To return a single **SmartTag** object, use the [Item](#) method of the **SmartTags** collection, or use **SmartTags** (*Index*), where *Index* represents the number of the smart tag.

Note Unlike the **SmartTags** collections in Microsoft Excel and Microsoft Word, the **SmartTags** collection in Microsoft Access is zero-based. Therefore, the code `control.SmartTags(0)` returns the first smart tag for the specified control.

To return the collection of actions available for the smart tag, use the [SmartTagActions](#) property. To perform a smart tag action, use the [Execute](#) method of the [SmartTagAction](#) object.



[Show All](#)

SmartTagAction Object

[SmartTagActions](#) | [SmartTagAction](#)

Represents a single action for a [smart tag](#).

Smart tag actions are processes that are programmed into smart tags that allow users to perform certain functions related to the smart tag. For example, one action for a smart tag might be to access a Web site, while another action inserts contact information from Microsoft Outlook, while yet another action displays a map and driving directions.

Using the SmartTagAction Object

To perform an action represented by a **SmartTagAction** object, use the [Execute](#) method.

To return the parent control of the [SmartTag](#) object, use the [Parent](#) property.



[Show All](#)

SmartTagProperty Object

[SmartTagProperties](#)  [SmartTagProperty](#)

Represents a single instance of a custom property for a [smart tag](#). The **SmartTagProperty** object is a member of the [SmartTagProperties](#) collection.

Using the SmartTagProperty Object

To return a **SmartTagProperty** object, use the **Item** method of the **SmartTagProperties** collection, or use **SmartTagProperties (Index)**, where *Index* is the number of the property. To return the information related to a custom property for a smart tag, use the **Name** and **Value** properties of the **SmartTagProperty** object.



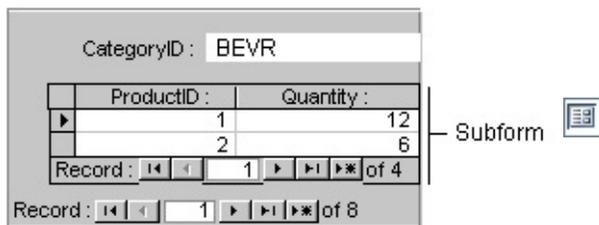
[Show All](#)

SubForm Object

[SubForm](#) | Multiple objects

This object corresponds to a subform control. The subform control [embeds](#) a form in a form.

Control:



Tool:

Note For example, you can use a form with a subform to present [one-to-many relationships](#), such as one product category with the items that fall into that category. In this case, the main form can display the category ID, name, and description; the subform can display the available products in that category.

 [Tip](#)

Instead of creating the main form, and then adding the subform control to it, you can simultaneously [create the main form and subform with a wizard](#). You can also [create a subform](#) by dragging an existing form or report from the [Database window](#) to the main form.

[Show All](#)

SubReport Object

[SubReport](#)  Multiple objects

This object corresponds to a subreport control. A subreport control [embeds](#) a report in a report.

Tip You can create a subreport by dragging an existing report from the [Database window](#) to the main report.



[Show All](#)

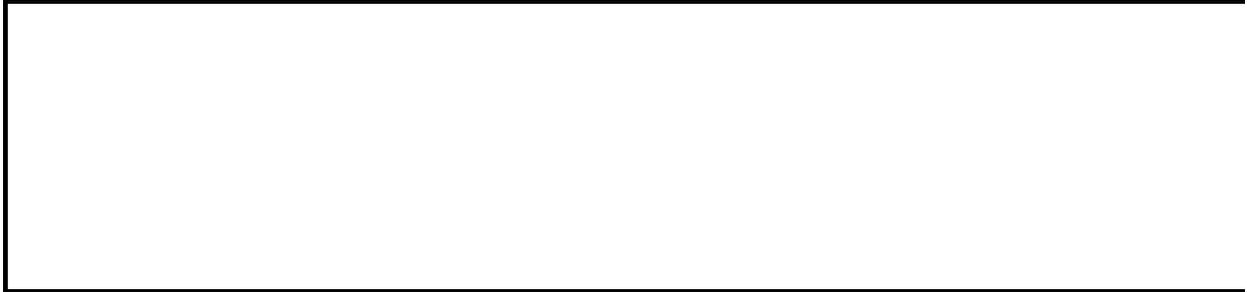
TabControl Collection

[TabControl](#) └ Multiple objects

A tab control contains multiple pages on which you can place other controls, such as [text boxes](#) or [option buttons](#). When a user clicks the corresponding tab, that page becomes active.

Using the TabControl collection

With the tab control, you can construct a single form or dialog box that contains several different tabs, and you can group similar options or data on each tab's page. For example, you might use a tab control on an Employees form to separate general and personal information.



[Show All](#)

TextBox Object

[TextBox](#)  Multiple objects

This object corresponds to a text box. Text boxes on a form or report display data from a [record source](#).

This type of text box is called a bound text box because it's [bound](#) to data in a field. Text boxes can also be [unbound](#). For example, you can create an unbound text box to display the results of a calculation, or to accept input from a user. Data in an unbound text box isn't saved with the database.

Control: **Tool:**

Extension:

Note This control should not be confused with the Dynamic HTML text box control used on a data access page. For information about a text box control on a data access page, see [Text Box Control \(Data Access Pages\)](#).



[Show All](#)

ToggleButton Object

[ToggleButton](#) [Properties](#)

This object corresponds to a toggle button. A toggle button on a form is a stand-alone control used to display a Yes/No value from an underlying [record source](#).

Control:



Tool:

Note When you click a toggle button that's bound to a Yes/No field, Microsoft Access displays the value in the underlying table according to the field's [Format](#) property (Yes/No, **True/False**, or On/Off).

Toggle buttons are most useful when used in an [option group](#) with other buttons.

You can also use a toggle button in a [custom dialog box](#) to accept user input.



[Show All](#)

WebOptions Object

[DataAccessPage](#)  [WebOptions](#)

A **WebOptions** object refers to a specific Microsoft Access [data access page's](#) web option properties.

Using the WebOptions Object

Use the [WebOptions](#) property to return the **WebOptions** object.

Contains data access page attributes used by Microsoft Access when you save a data access page as a Web page or open a Web page. You can return or set attributes either at the application (global) level or at the data access page level. (Note that attribute values can be different from one data access page to another, depending on the attribute value at the time the data access page was saved.)

Data access page-level attributes override application-level attributes.

Application-level attributes are contained in the [DefaultWebOptions](#) object.

Remember that if you change the value of a data access page-level attribute, the corresponding application-level attribute is automatically set to the same value. Therefore, you should restore and save the application-level values for a given data access page during each session in that data access page.

The following example checks to see whether Microsoft Office Web components are downloaded when a saved data access page ("Inventory") is displayed and sets the download flag accordingly.

```
Set objAppWebOptions = DataAccessPages("Inventory").WebOptions
With objAppWebOptions
    If .DownloadComponents = True Then
        strCompDownload = "Loaded"
    Else
        strCompDownload = "Not Loaded"
    End If
End With
```



AccessError Method

You can use the **AccessError** method to return the descriptive string associated with a Microsoft Access or DAO error. **Variant**.

expression.**AccessError**(*ErrorNumber*)

expression Required. An expression that returns one of the objects in the Applies To list.

ErrorNumber Required **Variant**. The number of the error for which you wish to return a descriptive string.

Remarks

You can use the **AccessError** method to return the descriptive string associated with a Microsoft Access or DAO error when the error hasn't actually occurred, but you cannot use it for ADO errors.

You can use the Visual Basic **Raise** method to raise a Visual Basic error. Once you've raised the error, you can determine its associated descriptive string by reading the **Description** property of the **Err** object.

You can't use the **Raise** method to raise a Microsoft Access or DAO error. However, you can use the **AccessError** method to return the descriptive string associated with these errors, without having to generate the error.

You can use the **AccessError** method to return a descriptive string from within a form's Error event.

If the Microsoft Access error has occurred, you can return the descriptive string by using either the **AccessError** method or the **Description** property of the Visual Basic **Err** object.

Example

The following function returns an error string for any valid error number:

Note You must have your error trapping options set to **Break on Unhandled Errors** for the code to run in the VBA IDE. You can set this option on the **General** tab of the **Options** dialog found on the **VBA Tools** menu.

```
Function ErrorString(ByVal lngError As Long) As String
    Const conAppError = "Application-defined or " & _
"object-defined error"

    On Error Resume Next
    Err.Raise lngError

    If Err.Description = conAppError Then
        ErrorString = AccessError(lngError)
    ElseIf Err.Description = vbNullString Then
        MsgBox "No error string associated with this number."
    Else
        ErrorString = Err.Description
    End If

End Function
```



[Show All](#)

Add Method

[Add](#) method as it applies to the [AccessObjectProperties](#) collection object.

You can use the **Add** method to add a new property as an [AccessObjectProperty](#) object to the [AccessObjectProperties](#) collection of an [AccessObject](#) object.

expression.**Add**(*PropertyName*, *Value*)

expression Required. An expression that returns an [AccessObjectProperties](#) collection object.

PropertyName Required **String**. A string expression that's the name of the new property.

Value Required **Variant**. A **Variant** value corresponding to the option setting. The setting of the value argument depends on the possible settings for a particular option. Can be a constant or a string value.

Remarks

You can use the [Remove](#) method of the **AccessObjectProperties** collection to delete an existing property.

[Add method as it applies to the **FormatConditions** collection object.](#)

You can use the **Add** method to add a conditional format as a [FormatCondition](#) object to the [FormatConditions](#) collection of a combo box or text box control.

expression.Add(Type, Operator, Expression1, Expression2)

expression Required. An expression that returns a [FormatConditions](#) collection object.

Type Required [AcFormatConditionType](#). The type of format condition to be added.

AcFormatConditionType can be one of these AcFormatConditionType constants.

acExpression

acFieldHasFocus

acFieldValue

Operator Optional [AcFormatConditionOperator](#). If the **Type** argument is **acExpression**, the **Operator** argument is ignored. If you leave this argument blank, the default constant (**acBetween**) is assumed.

AcFormatConditionOperator can be one of these AcFormatConditionOperator constants.

acBetween *default*

acEqual

acGreaterThan

acGreaterThanOrEqual

acLessThan

acLessThanOrEqual

acNotBetween

acNotEqual

Expression1 Optional **Variant**. A **Variant** value or expression associated with the first part of the conditional format. Can be a constant or a string value.

Expression2 Optional **Variant**. A **Variant** value or expression associated with the second part of the conditional format when the ***Operator*** argument is **acBetween** or **acNotBetween** (otherwise, this argument is ignored). Can be a constant or a string value.

Remarks

You can use the [Delete](#) method of the **FormatConditions** collection to delete an existing **FormatConditions** collection from a combo box or text box control.

[Add method as it applies to the Pages collection object.](#)

The **Add** method adds a new [Page](#) object to the [Pages](#) collection of a tab control.

expression.Add(Before)

expression Required. An expression that returns a [Pages](#) collection object.

Before Optional Variant. An **Integer** that specifies the index of the **Page** object before which the new **Page** object should be added. The index of the **Page** object corresponds to the value of the [PageIndex](#) property for that **Page** object. If you omit this argument, the new **Page** object is added to the end of the collection.

Remarks

The first **Page** object in the **Pages** collection corresponds to the leftmost page in the tab control and has an index of 0. The second **Page** object is immediately to the right of the first page and has an index of 1, and so on for all the **Page** objects in the tab control.

If you specify 0 for the *Before* argument, the new **Page** object is added before the first **Page** object in the **Pages** collection. The new **Page** object then becomes the first **Page** object in the collection, with an index of 0.

You can add a **Page** object to the **Pages** collection of a tab control only when the form is in Design view.



[Add method as it applies to the **AdditionalData** object.](#)

Adds an add table or query that will be included when the **ExportXML** method is called. Returns **AdditionalData**.

expression.**Add**(*var*)

expression Required. An expression that returns an **AdditionalData** object.

var Required **String**. The name of the table or query to add.



[Add method as it applies to the **SmartTagProperties** object.](#)

Adds a custom property to a smart tag. Returns **SmartTagProperty**.

expression.**Add**(*Name*, *Value*)

expression Required. An expression that returns a **SmartTagProperties** object.

Name Required **String**. The name to be used for the custom property.

Value Required **Variant**. The value of the custom property.



[Add method as it applies to the **SmartTags** object.](#)

Adds a smart tag to a form, control, or data access page. Returns **SmartTag**.

expression.**Add**(*Name*)

expression Required. An expression that returns one a **SmartTags** collection.

Name Required **String**. The name of the smart tag to add.

Example

 [As it applies to the **Pages** collection object.](#)

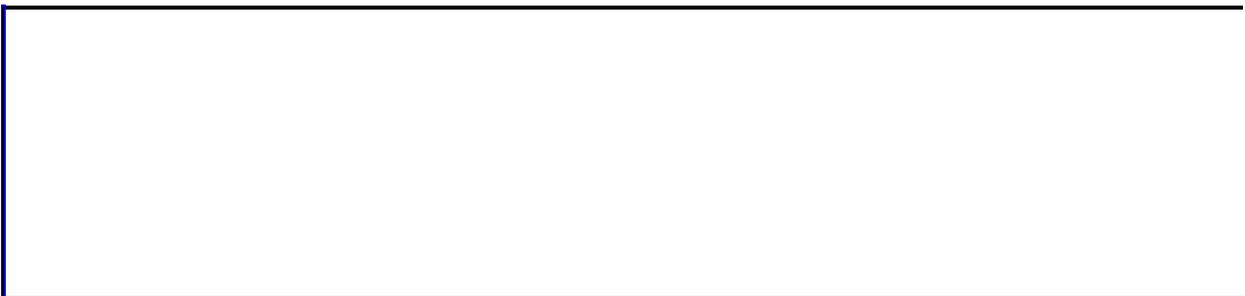
The following example adds a page to a tab control on a form that's in Design view. To try this example, create a new form named Form1 with a tab control named TabCtl0. Paste the following code into a standard module and run it:

```
Function AddPage() As Boolean
    Dim frm As Form
    Dim tbc As TabControl, pge As Page

    On Error GoTo Error_AddPage
    Set frm = Forms!Form1
    Set tbc = frm!TabCtl0
    tbc.Pages.Add
    AddPage = True

Exit_AddPage:
    Exit Function

Error_AddPage:
    MsgBox Err & ": " & Err.Description
    AddPage = False
    Resume Exit_AddPage
End Function
```



[Show All](#)

AddFromFile Method

 [AddFromFile method as it applies to the **References** object.](#)

The **AddFromFile** method creates a reference to a [type library](#) in a specified file. **Reference** object.

expression.**AddFromFile**(*FileName*)

expression Required. An expression that returns one of the above objects.

FileName Required **String**. A [string expression](#) that evaluates to the full path and file name of the file containing the type library to which you wish to set a reference.

 [AddFromFile method as it applies to the **Module** object.](#)

The **AddFromFile** method adds the contents of a text file to a **Module** object. The **Module** object may represent a [standard module](#) or a [class module](#).

expression.**AddFromFile**(*FileName*)

expression Required. An expression that returns one of the above objects.

FileName Required **String**. The name and full path of a text (.txt) file or another file that stores text in an ANSI format.

Remarks

[As it applies to the **References** object.](#)

The following table lists types of files that commonly contain type libraries.

File extension	Type of file
.olb, .tlb	Type library file
.mdb, .mda, .mde	Database
.exe, .dll	Executable file
.ocx	ActiveX control

[As it applies to the **Module** object.](#)

The **AddFromFile** method places the contents of the specified text file immediately after the [Declarations section](#) and before the first procedure in the module if it contains other procedures.

The **AddFromFile** method enables you to import code or comments stored in a text file.

In order to add the contents of a file to a [form](#) or [report](#) module, the form or report must be open in [form Design view](#) or [report Design view](#). In order to add the contents of a file to a standard module or class module, the module must be open.

Example

[As it applies to the **References** object.](#)

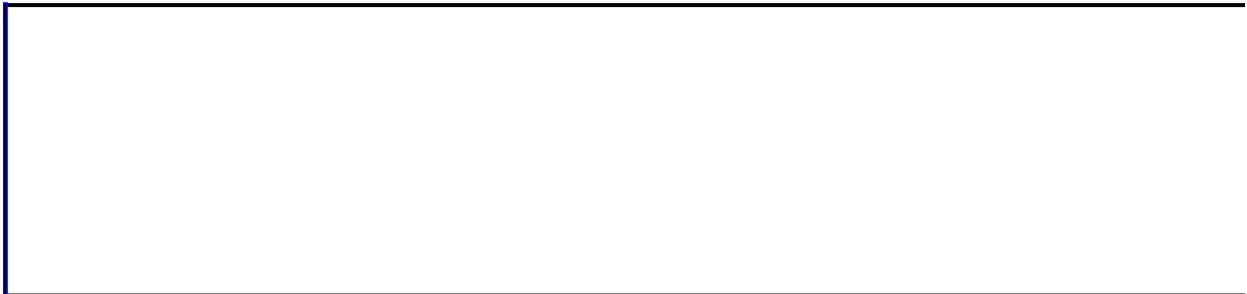
The following example adds a reference to the **Microsoft Scripting Runtime** library.

```
References.AddFromFile "C:\WINNT\system32\scrrun.dll"
```

[As it applies to the **Module** object.](#)

The following example places the contents of the file "ShippingRoutines.bas" into the module "CalculateShipping" immediately after the Declarations section, but before the first procedure in the module.

```
Modules("CalculateShipping").AddFromFile "C:\Shipping\Shippi
```



[Show All](#)

AddFromGuid Method

The **AddFromGUID** method creates a [Reference](#) object based on the [GUID](#) that identifies a [type library](#). **Reference** object.

expression.**AddFromGuid**(*Guid*, *Major*, *Minor*)

expression Required. An expression that returns one of the objects in the Applies To list.

Guid Required **String**. A GUID that identifies a type library.

Major Required **Long**.

Minor Required **Long**.

Remarks

The [GUID](#) property returns the GUID for a specified **Reference** object. If you've stored the value of the **GUID** property, you can use it to re-create a reference that's been broken.

Example

The following example re-creates a reference to the **Microsoft Scripting Runtime** version 1.0, based on its GUID on the user's system.

```
References.AddFromGuid "{420B2830-E718-11CF-893D-00A0C9054228}", 1,
```



[Show All](#)

AddFromString Method

The **AddFromString** method adds a [string](#) to a **Module** object. The **Module** object may represent a [standard module](#) or a [class module](#).

expression.**AddFromString**(*String*)

expression Required. An expression that returns one of the objects in the Applies To list.

String Required **String**.

Remarks

The **AddFromString** method places the contents of a string after the [Declarations section](#) and before the first existing procedure in the module if the module contains other procedures.

In order to add a string to a [form](#) or [report](#) module, the form or report must be open in [form Design view](#) or [report Design view](#). In order to add a string to a standard module or class module, the module must be open.

Example

This example creates a new form and adds a string and the contents of the Functions.txt file to its module. Run the following procedure from a standard module:

```
Sub AddTextToFormModule()  
    Dim frm As Form, mdl As Module  
  
    Set frm = CreateForm  
    Set mdl = frm.Module  
    mdl.AddFromString "Public intY As Integer"  
    mdl.AddFromFile "C:\My Documents\Functions.txt"  
End Sub
```



AddItem Method

Adds a new item to the list of values displayed by the specified list box control or combo box control.

expression.**AddItem**(*Item*, *Index*)

expression Required. An expression that returns one of the objects in the Applies To list.

Item Required **String**. The display text for the new item.

Index Optional **Variant**. The position of the item in the list. If this argument is omitted, the item is added to the end of the list.

Remarks

The [RowSourceType](#) property of the specified control must be set to "Value List".

This method is only valid for list box or combo box controls on forms.

List item numbers start from zero. If the value of the **Index** argument doesn't correspond to an existing item number, an error occurs.

For multiple-column lists, use semicolons to delimit the strings for each column (for example, "1010;red;large" for a three-column list). If the **Item** argument contains fewer strings than columns in the control, items will be added starting with the left-most column. If the **Item** argument contains more strings than columns in the control, the extra strings are ignored.

Use the [RemoveItem](#) method to remove items from the list of values.

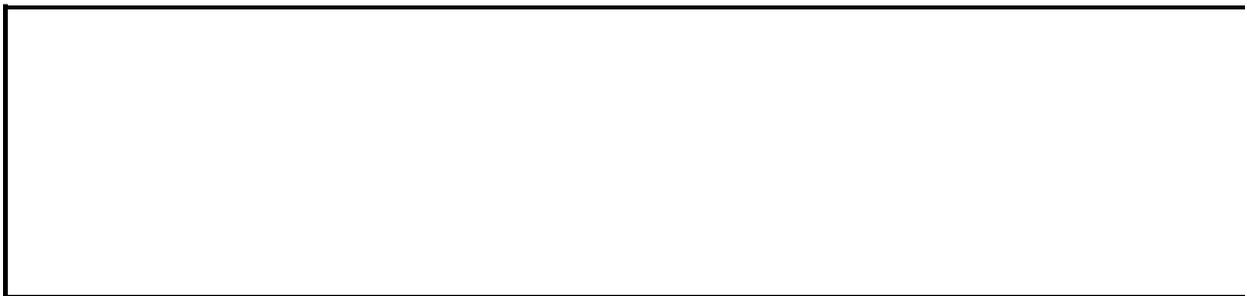
Example

This example adds an item to the end of the list in a list box control. For the function to work, you must pass it a **ListBox** object representing a list box control on a form and a **String** value representing the text of the item to be added.

```
Function AddItemToEnd(ctrlListBox As ListBox, _  
    ByVal strItem As String)  
  
    ctrlListBox.AddItem Item:=strItem  
  
End Function
```

This example adds an item to the beginning of the list in a combo box control. For the function to work, you must pass it a **ComboBox** object representing a combo box control on a form and a **String** value representing the text of the item to be added.

```
Function AddItemToBeginning(ctrlComboBox As ComboBox, _  
    ByVal strItem As String)  
  
    ctrlComboBox.AddItem Item:=strItem, Index:=0  
  
End Function
```



[Show All](#)

AddMenu Method

The **AddMenu** method carries out the [AddMenu](#) action in Visual Basic.

expression.**AddMenu**(*MenuName*, *MenuMacroName*, *StatusBarText*)

expression Required. An expression that returns one of the objects in the Applies To list.

MenuName Required **Variant**. A [string expression](#) that's the valid name of a drop-down menu to add to the custom menu bar or global menu bar. To create an [access key](#) so that you can use the keyboard to choose the menu, type an ampersand (&) before the letter you want to be the access key. This letter will be underlined in the menu name on the menu bar.

MenuMacroName Required **Variant**. A string expression that's the valid name of the [macro group](#) that contains the macros for the menu's commands. This is a required argument.

StatusBarText Required **Variant**. A string expression that's the text to display in the [status bar](#) when the menu is selected.

Remarks

You must include the *menuname* and *menumacroname* arguments in the **AddMenu** method for custom menu bars and global menu bars. The *menuname* argument is not required and will be ignored for custom shortcut menus and global shortcut menus.

The *statusbartext* argument is optional, this argument is ignored for custom shortcut menus and global shortcut menus.

--

[Show All](#)

AddToFavorites Method

The **AddToFavorites** method adds a [hyperlink address](#) to the Favorites folder.

expression.**AddToFavorites**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

When applied to the **Application** object, the **AddToFavorites** method adds the name of the current database to the Favorites folder. For example, if you're working in the Northwind sample database, applying the **AddToFavorites** method to the **Application** object adds the hyperlink address of the Northwind database to the Favorites folder.

When applied to a **Control** object, the **AddToFavorites** method adds the hyperlink address contained in a control to the Favorites folder. The Favorites folder is installed in the Windows folder by default.

The **AddToFavorites** method has the same effect as clicking **AddToFavorites** on the **Favorites** menu on the **Web toolbar** when the document whose address you wish to add is open.

Example

The following example sets the **HyperlinkAddress** property of a command button. When the user clicks the command button, the address is added to the Favorites folder by using the **AddToFavorites** method.

To try this example, create a new form and add a command button named Command0. Paste the following code into the form's module. Switch to Form view and click the command button.

```
Private Sub Form_Load()  
    Me!Command0.HyperlinkAddress = "http://www.microsoft.com/"  
End Sub
```

```
Private Sub Command0_Click()  
    Me!Command0.Hyperlink.AddToFavorites  
End Sub
```



[Show All](#)

ApplyFilter Method

The **ApplyFilter** method carries out the [ApplyFilter](#) action in Visual Basic.

expression.**ApplyFilter**(*FilterName*, *WhereCondition*)

expression Required. An expression that returns one of the objects in the Applies To list.

FilterName Optional **Variant**. A [string expression](#) that's the valid name of a [filter](#) or [query](#) in the current database. When using this method to apply a [server filter](#), the **FilterName** argument must be blank.

WhereCondition Optional **Variant**. A string expression that's a valid SQL [WHERE clause](#) without the word WHERE.

Remarks

For more information on how the action and its arguments work, see the action topic.

The filter and WHERE condition you apply become the setting of the form's [Filter](#) property or report's [ServerFilter](#) property.

You must include at least one of the two **ApplyFilter** method arguments. If you enter a value for both arguments, the **WhereCondition** argument is applied to the filter.

The maximum length of the **WhereCondition** argument is 32,768 characters (unlike the Where Condition action argument in the Macro window, whose maximum length is 256 characters).

If you specify the **WhereCondition** argument and leave the **FilterName** argument blank, you must include the **FilterName** argument's comma.

Example

The following example uses the **ApplyFilter** method to display only records that contain the name King in the LastName field:

```
DoCmd.ApplyFilter , "LastName = 'King'"
```



[Show All](#)

ApplyTheme Method

You can use the **ApplyTheme** method to specify the Microsoft Office [theme](#) for a specified [data access page](#).

expression.**ApplyTheme**(*ThemeName*)

expression Required. An expression that returns one of the objects in the Applies To list.

ThemeName Required **String**. The name of the Office theme.

Remarks

The **ApplyTheme** method provides a means of changing environment options from [Visual Basic](#) code.

Example

The following example applies the Artsy theme to the data access page named "Switchboard".

```
DataAccessPages("Switchboard").ApplyTheme "Artsy"
```



Beep Method

The **Beep** method carries out the [Beep](#) action in Visual Basic.

expression.**Beep**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This method has no arguments and can be called directly using the syntax `DoCmd.Beep`.

You can also use the VBA command `Interaction.Beep` to accomplish the same result.

You can also use the Visual Basic `Beep` statement to cause your computer to sound a tone through its speaker.



[Show All](#)

BuildCriteria Method

The **BuildCriteria** method returns a parsed criteria string as it would appear in the [query design grid](#), in [Filter By Form](#) or [Server Filter By Form](#) mode. For example, you may want to set a form's **Filter** or **ServerFilter** property based on varying criteria from the user. You can use the **BuildCriteria** method to construct the string expression argument for the **Filter** or **ServerFilter** property. **String**.

expression.**BuildCriteria**(*Field*, *FieldType*, *Expression*)

expression Required. An expression that returns one of the objects in the Applies To list.

Field Required **String**. A [string expression](#) identifying the field for which you wish to define criteria.

FieldType Required **Integer**. An [intrinsic constant](#) denoting the data type of the field. Can be set to one of the DAO **DataTypeEnum** values.

Expression Required **String**. A string expression identifying the criteria to be parsed.

Remarks

The **BuildCriteria** method returns a string.

The **BuildCriteria** method enables you to easily construct criteria for a filter based on user input. It parses the *expression* argument in the same way that the expression would be parsed had it been entered in the query design grid, in Filter By Form or Server Filter By Form mode.

For example, a user creating a query on an Orders table might restrict the [result set](#) to orders placed after January 1, 1995, by setting criteria on an OrderDate field. The user might enter an expression such as the following one in the **Criteria** row beneath the OrderDate field:

```
>1-1-95
```

Microsoft Access automatically parses this expression and returns the following expression:

```
>#1/1/95#
```

The **BuildCriteria** method provides the same parsing from Visual Basic code. For example, to return the preceding correctly parsed string, you can supply the following arguments to the **BuildCriteria** method:

```
Dim strCriteria As String  
strCriteria = BuildCriteria("OrderDate", dbDate, ">1-1-95")
```

Since you need to supply criteria for the **Filter** property in correctly parsed form, you can use the **BuildCriteria** method to construct a correctly parsed string.

You can use the **BuildCriteria** method to construct a string with multiple criteria if those criteria refer to the same field. For example, you can use the **BuildCriteria** method with the following arguments to construct a string with multiple criteria relating to the OrderDate field:

```
strCriteria = BuildCriteria("OrderDate", dbDate, ">1-1-95 and <5-1-9
```

This example returns the following criteria string:

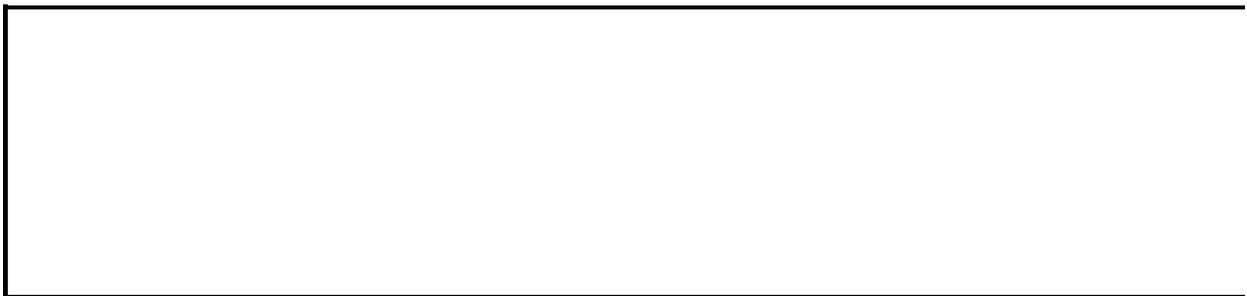
```
OrderDate>#1/1/95# And OrderDate<#5/1/95#
```

However, if you wish to construct a criteria string that refers to multiple fields, you must create the strings and concatenate them yourself. For example, if you wish to construct criteria for a filter to show records for orders placed after 1-1-95 and for which freight is less than \$50, you would need to use the **BuildCriteria** method twice and concatenate the resulting strings.

Example

The following example prompts the user to enter the first few letters of a product's name and then uses the **BuildCriteria** method to construct a criteria string based on the user's input. Next, the procedure provides this string as an argument to the **Filter** property of a Products form. Finally, the **FilterOn** property is set to apply the filter.

```
Sub SetFilter()  
    Dim frm As Form, strMsg As String  
    Dim strInput As String, strFilter As String  
  
    ' Open Products form in Form view.  
    DoCmd.OpenForm "Products"  
    ' Return Form object variable pointing to Products form.  
    Set frm = Forms!Products  
    strMsg = "Enter one or more letters of product name " _  
        & "followed by an asterisk."  
    ' Prompt user for input.  
    strInput = InputBox(strMsg)  
    ' Build criteria string.  
    strFilter = BuildCriteria("ProductName", dbText, strInput)  
    ' Set Filter property to apply filter.  
    frm.Filter = strFilter  
    ' Set FilterOn property; form now shows filtered records.  
    frm.FilterOn = True  
End Sub
```



[Show All](#)

CancelEvent Method

The **CancelEvent** method carries out the [CancelEvent](#) action in Visual Basic.

expression.**CancelEvent**

expression Required. An expression that returns a **DoCmd** object.

Remarks

This method has no arguments and can be called directly using the syntax `DoCmd . CancelEvent`.

The **CancelEvent** method has an effect only when it's run as the result of an [event](#). This method cancels the event.

All events that can be canceled in Visual Basic have a Cancel argument. You can use this argument instead of the **CancelEvent** method to cancel the event. The [KeyPress](#) event and [MouseDown](#) event (for right-clicking only) can be canceled only in [macros](#), not [event procedures](#), so you must use the CancelEvent action in a macro to cancel these events.



[Show All](#)

Circle Method

The **Circle** method draws a circle, an ellipse, or an arc on a [Report](#) object when the [Print](#) event occurs.

expression.Circle(flags, X, Y, radius, color, start, end, aspect)

expression Required. An expression that returns one of the objects in the Applies To list.

flags Required **Integer**.

X Required. [Single](#) value indicating the x-coordinate of the center point of the circle, ellipse, or arc. The Scale properties ([ScaleMode](#), [ScaleLeft](#), [ScaleTop](#), [ScaleHeight](#), and [ScaleWidth](#)) of the **Report** object specified by the *object* argument determine the unit of measure used.

Y Required. [Single](#) value indicating the y-coordinate of the center point of the circle, ellipse, or arc. The Scale properties ([ScaleMode](#), [ScaleLeft](#), [ScaleTop](#), [ScaleHeight](#), and [ScaleWidth](#)) of the **Report** object specified by the *object* argument determine the unit of measure used.

radius Required. A **Single** value indicating the radius of the circle, ellipse, or arc. The Scale properties ([ScaleMode](#), [ScaleLeft](#), [ScaleTop](#), [ScaleHeight](#), and [ScaleWidth](#)) of the **Report** object specified by the *object* argument determine the unit of measure used. By default, distances are measured in [twips](#).

color Required **Long**. A [Long](#) value indicating the RGB (red-green-blue) color of the circle outline. If this argument is omitted, the value of the [ForeColor](#) property is used. You can also use the **RGB** function or **QBColor** function to specify the color.

start Required **Single**. When a partial circle or ellipse is drawn, the *start* argument specifies (in radians) the beginning position of the arc. The default value for the *start* argument is 0 radians. The range is -2π radians to 2π radians.

end Required **Single**. When a partial circle or ellipse is drawn, the ***end*** argument specifies (in radians) the end position of the arc. The default value for the ***end*** argument is 2 pi radians. The range is -2π radians to 2π radians.

aspect Required. A **Single** value indicating the aspect ratio of the circle. The default value is 1.0, which yields a perfect (nonelliptical) circle on any screen.

Remarks

You can use this method only in an [event procedure](#) or a [macro](#) specified by the [event properties](#) for a report section, or the **OnPage** event property for a report.

When drawing a partial circle or ellipse, if the **start** argument is negative, the **Circle** method draws a radius to the position specified by the **start** argument and treats the angle as positive. If the **end** argument is negative, the **Circle** method draws a radius to the position specified by the **end** argument and again treats the angle as positive. The **Circle** method always draws in a counterclockwise (positive) direction.

To fill a circle, set the [FillColor](#) and [FillStyle](#) properties of the report. Only a closed figure can be filled. Closed figures include circles, ellipses, and pie slices, which are arcs with radius lines drawn at both ends.

When drawing pie slices, if you need to draw a radius to angle 0 to form a horizontal line segment to the right, specify a very small negative value for the **start** argument rather than 0. For example, you might specify $-.00000001$ for the **start** argument.

You can omit an argument in the middle of the syntax, but you must include the argument's comma before including the next argument. If you omit a trailing argument, don't use any commas following the last argument you specify.

The width of the line used to draw the circle, ellipse, or arc depends on the [DrawWidth](#) property setting. The way the circle is drawn on the background depends on the settings of the [DrawMode](#) and [DrawStyle](#) properties.

When you apply the **Circle** method, the **CurrentX** and **CurrentY** properties are set to the center point specified by the *x* and *y* arguments.

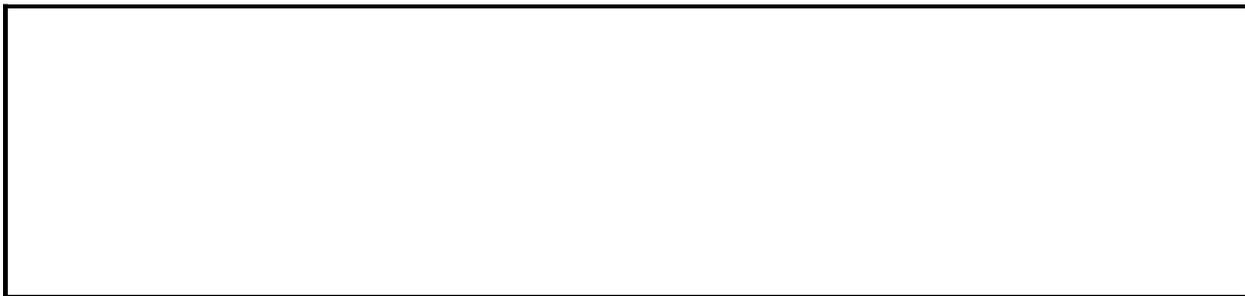
Example

The following example uses the **Circle** method to draw a circle, and then create a pie slice within the circle and color it red.

To try this example in Microsoft Access, create a new report. Set the **OnPrint** property of the Detail section to [Event Procedure]. Enter the following code in the report's module, then switch to Print Preview.

```
Private Sub Detail_Print(Cancel As Integer, PrintCount As Integer)
    Const conPI = 3.14159265359
    Dim sngHCtr As Single, sngVCtr As Single
    Dim sngRadius As Single
    Dim sngStart As Single, sngEnd As Single

    sngHCtr = Me.ScaleWidth / 2      ' Horizontal center.
    sngVCtr = Me.ScaleHeight / 2     ' Vertical center.
    sngRadius = Me.ScaleHeight / 3   ' Circle radius.
    ' Draw circle.
    Me.Circle(sngHCtr, sngVCtr), sngRadius
    sngStart = -0.00000001           ' Start of pie slice.
    sngEnd = -2 * conPI / 3          ' End of pie slice.
    Me.FillColor = RGB(255,0,0)     ' Color pie slice red.
    Me.FillStyle = 0                 ' Fill pie slice.
    ' Draw pie slice within circle.
    Me.Circle(sngHCtr, sngVCtr), sngRadius, , sngStart, sngEnd
End Sub
```



[Show All](#)

Close Method

The **Close** method carries out the [Close](#) action in Visual Basic.

expression.**Close**(*ObjectType*, *ObjectName*, *Save*)

expression Required. An expression that returns one of the objects in the Applies To list.

ObjectType Optional [AcObjectType](#).

AcObjectType can be one of these AcObjectType constants.

acDataAccessPage

acDefault *default*

acDiagram

acForm

acFunction

acMacro

acModule

acQuery

acReport

acServerView

acStoredProcedure

acTable

Note If closing a module in the Visual Basic Editor (VBE), you must use **acModule** in the *objecttype* argument.

ObjectName Optional **Variant**. A [string expression](#) that's the valid name of an object of the type selected by the *objecttype* argument.

Save Optional [AcCloseSave](#).

AcCloseSave can be one of these AcCloseSave constants.

acSaveNo

acSavePrompt *default* This value is ignored if you are closing a Visual Basic module. The module will be closed, but changes to the module will not be saved.

acSaveYes

If you leave this argument blank, the default constant (**acSavePrompt**) is assumed.

Remarks

For more information on how the action and its arguments work, see the action topic.

If you leave the *objecttype* and *objectname* arguments blank (the default constant, **acDefault**, is assumed for *objecttype*), Microsoft Access closes the active window. If you specify the *save* argument and leave the *objecttype* and *objectname* arguments blank, you must include the *objecttype* and *objectname* arguments' commas.

Note If a form has a control bound to a field that has its **Required** property set to 'Yes,' and the form is closed using the **Close** method without entering any data for that field, an error message is not displayed. Any changes made to the record will be aborted. When the form is closed using the Windows **Close** button, the **Close** action in a macro, or selecting **Close** from the **File** menu, Microsoft Access displays an alert. The following code will display an error message when attempting to close a form with a Null field, using the **Close** method.

```
If IsNull(Me![Field1]) Then
    If MsgBox("'Field1' must contain a value." _
        & Chr(13) & Chr(10) _
        & "Press 'OK' to return and enter a value." _
        & Chr(13) & Chr(10) _
        & "Press 'Cancel' to abort the record.", _
        vbOKCancel, "A Required field is Null") = _
        vbCancel Then
        DoCmd.Close
    End If
End If
```

Example

The following example uses the **Close** method to close the form Order Review, saving any changes to the form without prompting:

```
DoCmd.Close acForm, "Order Review", acSaveYes
```



[Show All](#)

CloseConnection Method

You can use the **CloseConnection** method to close the current connection between the [CurrentProject](#) or [CodeProject](#) object in a [Microsoft Access project](#) (.adp) or [Access database](#) (.mdb) and the database specified in the project's base connection string.

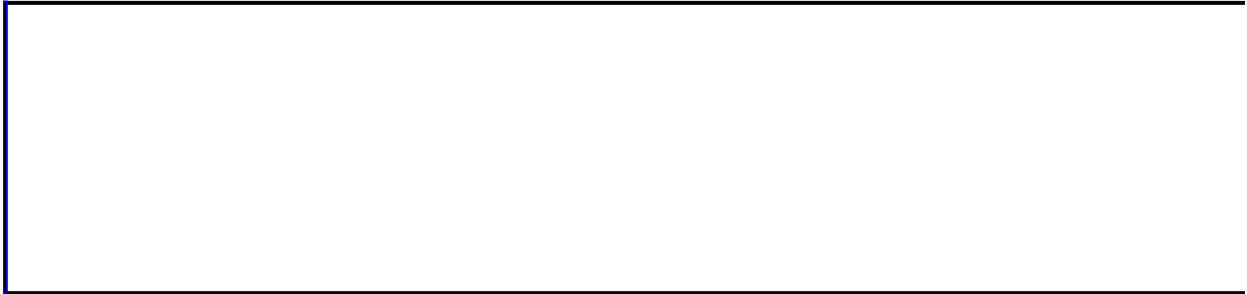
expression.**CloseConnection**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **CloseConnection** method closes the current connection of the Access project, database, or [data source control](#), frees the ADO **Connection** object, and sets the **Connection** property to **Null**. The **BaseConnectionString** property is left unchanged. Users are prevented from calling *datasoucecontrol.Connection.Close* and must use this method instead.

The **CloseConnection** method is useful when you have opened a Microsoft Access database from another application through [Automation](#).



[Show All](#)

CloseCurrentDatabase Method

You can use the **CloseCurrentDatabase** method to close the current database (either a [Microsoft Access database](#) (.mdb) or an [Access project](#) (.adp) from another application that has opened a database through [Automation](#).

expression.**CloseCurrentDatabase**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

For example, you might use this method from Microsoft Excel to close the database currently open in the Microsoft Access window before opening another database.

The **CloseCurrentDatabase** method is useful when you have opened a Microsoft Access database from another application through Automation. Once you have created an [instance](#) of Microsoft Access from another application, you must also create a new database or specify an existing database to open. This database opens in the Microsoft Access window.

If you use the **CloseCurrentDatabase** method to close the database that is open in the current instance of Microsoft Access, you can then open a different database without having to create another instance of Microsoft Access.

Example

The following example opens a Microsoft Access database from another application through Automation, creates a new form and saves it, then closes the database.

You can enter this code in a Visual Basic module in any application that can act as a COM component. For example, you might run the following code from Microsoft Excel or Microsoft Visual Basic.

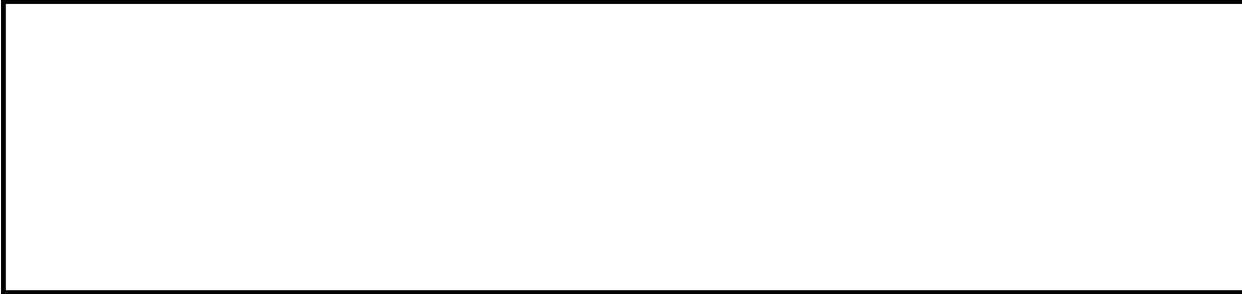
When the variable pointing to the **Application** object goes out of scope, the instance of Microsoft Access that it represents closes as well. Therefore, you should declare this variable at the module level.

```
' Enter following in Declarations section of module.
Dim appAccess As Access.Application

Sub CreateForm()
    Const strConPathToSamples = "C:\Program Files\Microsoft Office\C

    Dim frm As Form, strDB As String

    ' Initialize string to database path.
    strDB = strConPathToSamples & "Northwind.mdb"
    ' Create new instance of Microsoft Access.
    Set appAccess = CreateObject("Access.Application")
    ' Open database in Microsoft Access window.
    appAccess.OpenCurrentDatabase strDB
    ' Create new form.
    Set frm = appAccess.CreateForm
    ' Save new form.
    appAccess.DoCmd.Save , "NewForm1"
    ' Close currently open database.
    appAccess.CloseCurrentDatabase
    Set AppAccess = Nothing
End Sub
```



[Show All](#)

CodeDb Method

You can use the **CodeDb** method in a code module to determine the name of the **Database** object that refers to the database in which code is currently running. Use the **CodeDb** method to access [Data Access Objects \(DAO\)](#) that are part of a [library database](#).

expression.**CodeDb**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

For example, you can use the **CodeDb** method in a module in a library database to create a **Database** object referring to the library database. You can then open a [recordset](#) based on a table in the library database.

Set database = CodeDb

The **CodeDb** method returns a **Database** object for which the [Name](#) property is the full path and name of the database from which it is called. This method can be useful when you need to manipulate the Data Access Objects in your library database.

When you call a method in a library database, the database from which you have called the method remains the current database, even while code is running in a module in the library database. In order to refer to the Data Access Objects in the library database, you need to know the name of the **Database** object that represents the library database.

For example, suppose you have a table in a library database that lists error messages. To manipulate data in the table from code, you could use the **CodeDb** method to determine the name of the **Database** object that refers to the library database that contains the table.

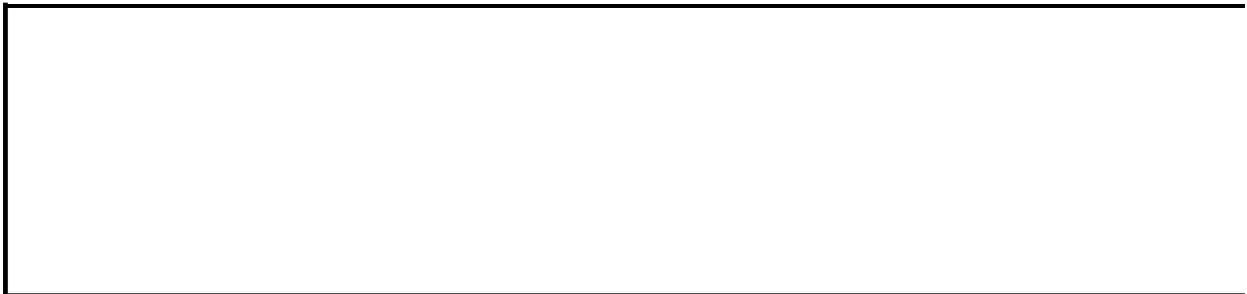
If the **CodeDb** method is run from the current database, it returns the name of the current database, which is the same value returned by the [CurrentDb](#) method.

Example

The following example uses the **CodeDb** method to return a **Database** object that refers to a library database. The library database contains both a table named Errors and the code that is currently running. After the **CodeDb** method determines this information, the **GetErrorString** function opens a table-type recordset based on the Errors table. It then extracts an error message from a field named ErrorData based on the **Integer** value passed to the function.

```
Function GetErrorString(ByVal intError As Integer) As String
    Dim dbs As Database, rst As RecordSet

    ' Variable refers to database where code is running.
    Set dbs = CodeDb
    ' Create table-type Recordset object.
    Set rst = dbs.OpenRecordSet("Errors", dbOpenTable)
    ' Set index to primary key (ErrorID field).
    rst.Index = "PrimaryKey"
    ' Find error number passed to GetErrorString function.
    rst.Seek "=", intError
    ' Return associated error message.
    GetErrorString = rst.Fields!ErrorData.Value
    rst.Close
End Function
```



CompactRepair Method

Compacts and repairs the specified database (.mdb) or Microsoft Access project (.adp) file. Returns a **Boolean**; **True** if the process was successful.

expression.**CompactRepair**(*SourceFile*, *DestinationFile*, *LogFile*)

expression Required. An expression that returns one of the objects in the Applies To list.

SourceFile Required **String**. The full path and filename of the database or project file to compact and repair.

DestinationFile Required **String**. The full path and filename for where the recovered file will be saved.

LogFile Optional **Boolean**. **True** if a log file is created in the destination directory to record any corruption detected in the source file. A log file is only created if corruption is detected in the source file. If **LogFile** is **False** or omitted, no log file is created, even if corruption is detected in the source file.

Remarks

The source file must not be the current database or be open by any other user, since calling this method will open the file exclusively.

Example

The following example compacts and repairs a database, creates a log if there's any corruption in the source file, and returns a **Boolean** value based on whether the recovery was successful. For the example to work, you must pass it the paths and file names of the source and destination files.

```
Function RepairDatabase(strSource As String, _
    strDestination As String) As Boolean
    ' Input values: the paths and file names of
    ' the source and destination files.

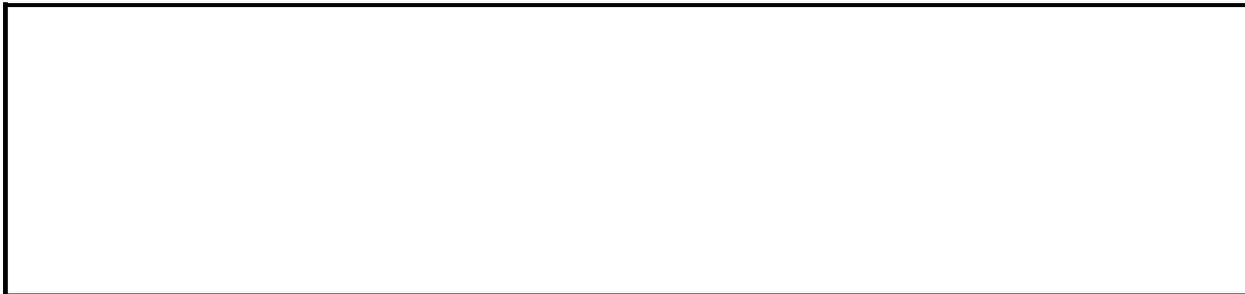
    ' Trap for errors.
    On Error GoTo error_handler

    ' Compact and repair the database. Use the return value of
    ' the CompactRepair method to determine if the file was
    ' successfully compacted.
    RepairDatabase = _
        Application.CompactRepair( _
            LogFile:=True, _
            SourceFile:=strSource, _
            DestinationFile:=strDestination)

    ' Reset the error trap and exit the function.
    On Error GoTo 0
    Exit Function

    ' Return False if an error occurs.
error_handler:
    RepairDatabase = False

End Function
```



[Show All](#)

ConvertAccessProject Method

Converts the specified Microsoft Access file from one version to another.

expression.ConvertAccessProject(*SourceFilename*, *DestinationFilename*, *DestinationFileFormat*)

expression Required. An expression that returns one of the objects in the Applies To list.

SourceFilename Required **String**. The name of the Access file to convert. If a path isn't specified, Access looks for the file in the current directory.

DestinationFilename Required **String**. The name of the file where Access saves the converted file. If a path isn't specified, Access saves the file in the current directory.

DestinationFileFormat Required [AcFileFormat](#). The Access version of the converted file.

AcFileFormat can be one of these AcFileFormat constants.

acFileFormatAccess2

acFileFormatAccess2000

acFileFormatAccess2002

acFileFormatAccess95

acFileFormatAccess97

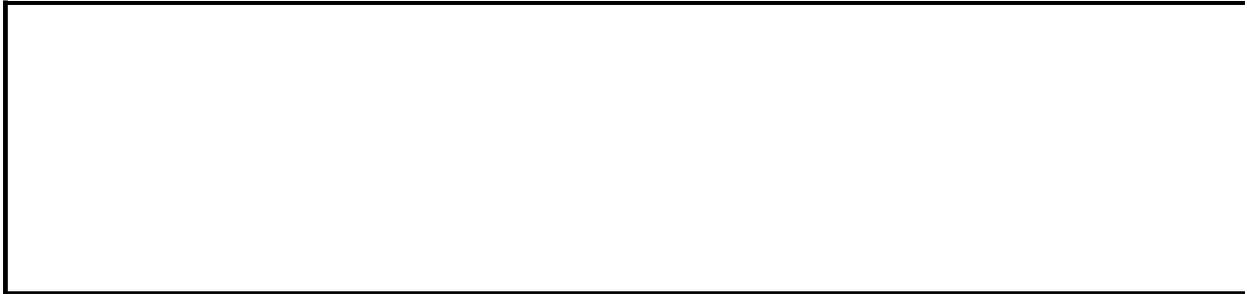
Remarks

The file specified by *DestinationFilename* cannot already exist, or an error occurs.

Example

The following example converts the specified Access 97 file to an Access 2000 file in the same directory.

```
Application.ConvertAccessProject _  
    SourceFilename:="C:\My Documents\Sales-Access97.mdb", _  
    DestinationFilename:="C:\My Documents\Sales-Access2000.mdb", _  
    DestinationFileFormat:=acFileFormatAccess2000
```



CopyDatabaseFile Method

Copies the database connected to the current project to a Microsoft SQL Server database file for export.

expression.**CopyDatabaseFile**(*DatabaseFileName*, *OverwriteExistingFile*, *DisconnectAllUsers*)

expression Required. An expression that returns a [DoCmd](#) object.

DatabaseFileName Required **Variant**. The name of the file (and path) to which the current database is copied. If no path is specified, the current directory is used.

OverwriteExistingFile Optional **Variant**. Determines whether Microsoft Access overwrites the file specified by **DatabaseFileName** . **True** to overwrite the existing file. If the file doesn't already exist, this argument is ignored.

DisconnectAllUsers Optional **Variant**. Determines whether Access disconnects any users connected to the current database in order to make the copy. **True** to disconnect other users before copying the database file.

Remarks

The file name of the copy must have an .mdf extension in order to be recognized as a SQL Server database file.

The method fails and an error occurs if any of the following occurs:

- *DisconnectAllUsers* is **True** but Access is unable to log off other users.
- The method cancels a save operation by any open design sessions.
- The destination file exists but *OverwriteExistingFile* was not set to **True**.
- The destination file exists, but is in use by another application.
- Access could not reconnect the original .mdf file.
- The current user for the Access project doesn't have system administrator privileges for the database server.

Example

This example copies the database connected to the current project to a SQL Server database file. If the file exists already, Access overwrites it, and any other users connected to the database are disconnected before the copy is made.

```
DoCmd.CopySQLDatabaseFile _  
    DatabaseFileName:="C:\Export\Sales.mdf", _  
    OverwriteExistingFile:=True, _  
    DisconnectAllUsers:=True
```



[Show All](#)

CopyObject Method

The **CopyObject** method carries out the [CopyObject](#) action in Visual Basic.

expression.**CopyObject**(*DestinationDatabase*, *NewName*, *SourceObjectType*, *SourceObjectName*)

expression Required. An expression that returns one of the objects in the Applies To list.

DestinationDatabase Optional **Variant**. A [string expression](#) that's the valid path and file name for the database you want to copy the object into. To select the current database, leave this argument blank. **Note:** In a [Microsoft Access project](#) (.adp) you must leave the *destinationdatabase* argument blank. If you execute Visual Basic code containing the **CopyObject** method in a [library database](#) and leave this argument blank, Microsoft Access copies the object into the library database.

NewName Optional **Variant**. A string expression that's the new name for the object you want to copy. To use the same name if you are copying into another database, leave this argument blank.

SourceObjectType Optional [AcObjectType](#).

AcObjectType can be one of these AcObjectType constants.

acDataAccessPage

acDefault *default*

acDiagram

acForm

acFunction

acMacro

acModule

acQuery

acReport

acServerView

acStoredProcedure

acTable

Note When using the **CopyObject** method with a data access page, a copy of the HTML file for the data access page is created in the Default database folder and a link to it is created in the destination database.

SourceObjectName Optional **Variant**. A string expression that's the valid name of an object of the type selected by the *sourceobjecttype* argument. If you run Visual Basic code containing the **CopyObject** method in a library database, Microsoft Access looks for the object with this name first in the library database, then in the current database.

Remarks

For more information on how the action and its arguments work, see the action topic.

You must include either the *destinationdatabase* or *newname* argument or both for this method.

If you leave the *sourceobjecttype* and *sourceobjectname* arguments blank (the default constant, **acDefault**, is assumed for *sourceobjecttype*), Microsoft Access copies the object selected in the [Database window](#). To select an object in the Database window, you can use the SelectObject action or **SelectObject** method with the In Database Window argument set to Yes (**True**).

If you specify the *sourceobjecttype* and *sourceobjectname* arguments but leave either the *newname* argument or the *destinationdatabase* argument blank, you must include the *newname* or *destinationdatabase* argument's comma. If you leave a trailing argument blank, don't use a comma following the last argument you specify.

Example

The following example uses the **CopyObject** method to copy the Employees table and give it a new name in the current database:

```
DoCmd.CopyObject, "Employees Copy", acTable, "Employees"
```



[Show All](#)

CreateAccessProject Method

You can use the **CreateAccessProject** method to create a new [Microsoft Access project](#) (.adp) on disk.

expression.**CreateAccessProject**(*filepath*, *Connect*)

expression Required. An expression that returns one of the objects in the Applies To list.

filepath Required **String**. A string expression that is the name of the new Access project, including the path name and the file name extension. If your network supports it, you can also specify a network path in the following form:
\\Server\Share\Folder\Filename .adp

Connect Optional **Variant**. A string expression that's the valid connection string for the Access project. See the ADO [ConnectionString](#) property for details about this string.

Remarks

The **CreateAccessProject** method enables you to create a new Access project from within Microsoft Access or another application through Automation, formally called OLE Automation. For example, you can use the **CreateAccessProject** method from Microsoft Excel to create a new Access project on disk. Once you have created an instance of Microsoft Access from another application, you must also create a new Access project.

If the Access project identified by *projname* already exists, an error occurs.

To create and open a new Access project as the current Access project in the Access window, use the [NewAccessProject](#) method of the [Application](#) object.

To open an existing Access project as the current Access project in the Access window, use the [OpenAccessProject](#) method of the [Application](#) object.

Example

The following example creates a Microsoft Access project named "Order Entry.adp" on drive C.

```
Application.CreateAccessProject "C:\Order Entry.adp"
```



CreateAdditionalData Method

Creates an [AdditionalData](#) object that can be used to add additional tables and queries to the parent table that is being exported by the [ExportXML](#) method. Returns **AdditionalData**.

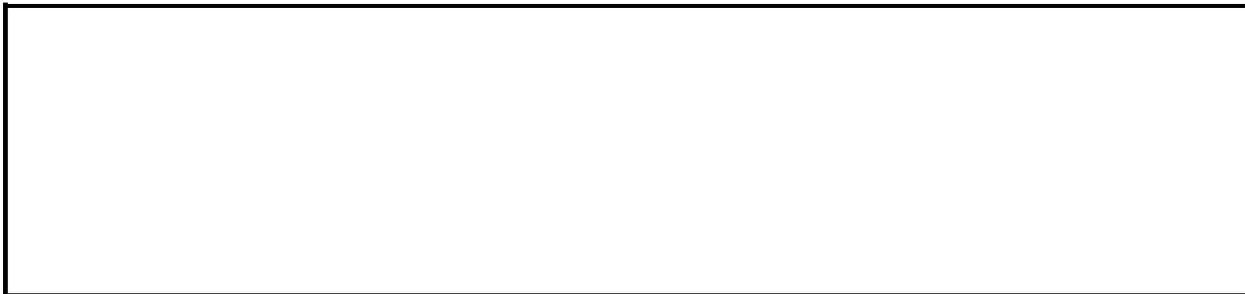
expression.CreateAdditionalData()

expression Required. An expression that returns an [Application](#) object.

Example

The following example exports the contents of the Customers table in the Northwind Traders sample database, along with the contents of the Orders and Orders Details tables, to an XML data file named Customer Orders.xml.

```
Sub ExportCustomerOrderData()  
    Dim objOrderInfo As AdditionalData  
  
    Set objOrderInfo = Application.CreateAdditionalData()  
  
    ' Add the Orders and Order Details tables to the data to be expo  
    objOrderInfo.Add "Orders"  
    objOrderInfo.Add "Order Details"  
  
    ' Export the contents of the Customers table. The Orders and Ord  
    ' Details tables will be included in the XML file.  
    Application.ExportXML ObjectType:=acExportTable, DataSource:="Cu  
        DataTarget:="Customer Orders.xml", _  
        AdditionalData:=objOrderInfo  
End Sub
```



[Show All](#)

CreateControl Method

The **CreateControl** method creates a [control](#) on a specified open form. For example, suppose you are building a custom wizard that allows users to easily construct a particular form. You can use the **CreateControl** method in your wizard to add the appropriate controls to the form.

CreateControl(*formname*, *controltype*[, *section*[, *parent*[, *columnname*[, *left*[, *top*[, *width*[, *height*]]]]]])

The **CreateControl** method has the following arguments.

Argument	Description
<i>formname</i>	A string expression identifying the name of the open form or report on which you want to create the control.
<i>controltype</i>	One of the following intrinsic constants identifying the type of control you want to create. To view these constants and paste them into your code from the Object Browser, click Object Browser on the Visual Basic toolbar , then click Access in the Project/Library box, and click AcControlType in the Classes box.

Constant	Control
acBoundObjectFrame	Bound object frame
acCheckBox	Check box
acComboBox	Combo box
acCommandButton	Command button
acCustomControl	ActiveX control
acImage	Image

acLabel	Label
acLine	Line
acListBox	List box
acObjectFrame	Unbound object frame
acOptionButton	Option button
acOptionGroup	Option group
acPage	Page
acPageBreak	Page break
acRectangle	Rectangle
acSubform	Subform
acTabCtl	Tab control
acTextBox	Text box
acToggleButton	Toggle button

section

One of the following intrinsic constants identifying the section that will contain the new control. To view these constants and paste them into your code from the Object Browser, click **Object Browser** on the **Visual Basic toolbar**, then click **Access** in the **Project/Library** box, and click **AcSection** in the **Classes** box.

Constant	Section
acDetail	(Default) Detail section
acHeader	Form or report header
acFooter	Form or report footer

acPageHeader	Page header
acPageFooter	Page footer
acGroupLevel1Header	Group-level 1 header (reports only)
acGroupLevel1Footer	Group-level 1 footer (reports only)
acGroupLevel2Header	Group-level 2 header (reports only)
acGroupLevel2Footer	Group-level 2 footer (reports only)

If a report has additional group levels, the header/footer pairs are numbered consecutively, beginning with 9.

parent A string expression identifying the name of the parent control of an attached control. For controls that have no parent control, use a [zero-length string](#) for this argument, or omit it.

columnname The name of the field to which the control will be bound, if it is to be a data-bound control.

If you are creating a control that won't be bound to a field, use a zero-length string for this argument.

left, top [Numeric expressions](#) indicating the coordinates for the upper-left corner of the control in [twips](#).

width,
height

Numeric expressions indicating the width and height of the control in twips.

Remarks

You can use the **CreateControl** and **CreateReportControl** methods in a custom wizard to create controls on a form or report. Both methods return a [Control](#) object.

You can use the **CreateControl** and **CreateReportControl** methods only in [form Design view](#) or [report Design view](#), respectively.

You use the *parent* argument to identify the relationship between a main control and a subordinate control. For example, if a text box has an attached label, the text box is the main (or parent) control and the label is the subordinate (or child) control. When you create the label control, set its *parent* argument to a string identifying the name of the parent control. When you create the text box, set its *parent* argument to a zero-length string.

You also set the *parent* argument when you create check boxes, option buttons, or toggle buttons. An option group is the parent control of any check boxes, option buttons, or toggle buttons that it contains. The only controls that can have a parent control are a label, check box, option button, or toggle button. All of these controls can also be created independently, without a parent control.

Set the *columnname* argument according to the type of control you are creating and whether or not it will be [bound](#) to a field in a table. The controls that may be bound to a field include the text box, list box, combo box, option group, and bound object frame. Additionally, the toggle button, option button, and check box controls may be bound to a field if they are not contained in an option group.

If you specify the name of a field for the *columnname* argument, you create a control that is bound to that field. All of the control's properties are then automatically set to the settings of any corresponding field properties. For example, the value of the control's [ValidationRule](#) property will be the same as the value of that property for the field.

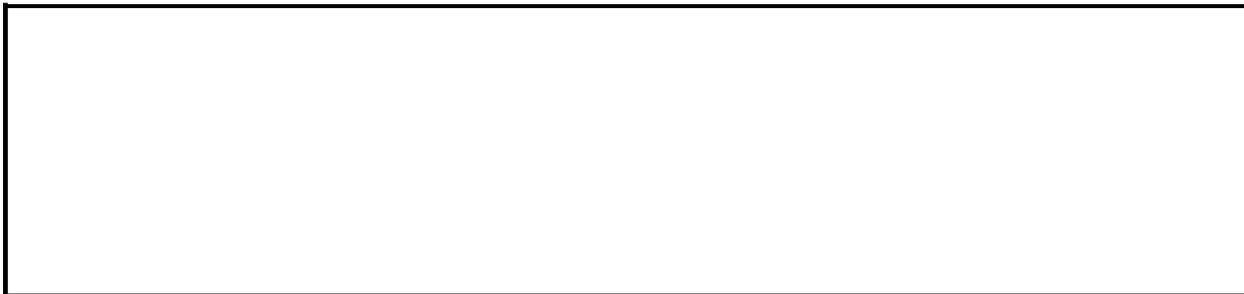
Note If your wizard creates controls on a new or existing form or report, it must first open the form or report in [Design view](#).

To remove a control from a form or report, use the [DeleteControl](#) and [DeleteReportControl](#) statements.

Example

The following example first creates a new form based on an Orders table. It then uses the **CreateControl** method to create a text box control and an attached label control on the form.

```
Sub NewControls()  
    Dim frm As Form  
    Dim ctlLabel As Control, ctlText As Control  
    Dim intDataX As Integer, intDataY As Integer  
    Dim intLabelX As Integer, intLabelY As Integer  
  
    ' Create new form with Orders table as its record source.  
    Set frm = CreateForm  
    frm.RecordSource = "Orders"  
    ' Set positioning values for new controls.  
    intLabelX = 100  
    intLabelY = 100  
    intDataX = 1000  
    intDataY = 100  
    ' Create unbound default-size text box in detail section.  
    Set ctlText = CreateControl(frm.Name, acTextBox, , "", "", _  
        intDataX, intDataY)  
    ' Create child label control for text box.  
    Set ctlLabel = CreateControl(frm.Name, acLabel, , _  
        ctlText.Name, "NewLabel", intLabelX, intLabelY)  
    ' Restore form.  
    DoCmd.Restore  
End Sub
```



[Show All](#)

CreateEventProc Method

The **CreateEventProc** method creates an [event procedure](#) in a [class module](#). It returns a **Long** value that indicates the line number of the first line of the event procedure. **Long**.

expression.CreateEventProc(*EventName*, *ObjectName*)

expression Required. An expression that returns one of the objects in the Applies To list.

EventName Required **String**. A [string expression](#) that evaluates to the name of an event.

ObjectName Required **String**. An object that has the event specified by the *eventname* argument. It may be a [Form](#), [Report](#), or [Control](#) object, a [form](#) or [report](#) section, or a class module.

Remarks

The **CreateEventProc** method creates a [code stub](#) for an event procedure for the specified object. For example, you can use this method to create a Click event procedure for a [command button](#) on a form. Microsoft Access creates the Click event procedure in the module associated with the form that contains the command button.

Once you've created the event procedure code stub by using the **CreateEventProc** method, you can add lines of code to the procedure by using other methods of the **Module** object. For example, you can use the [InsertLines](#) method to insert a line of code.

Example

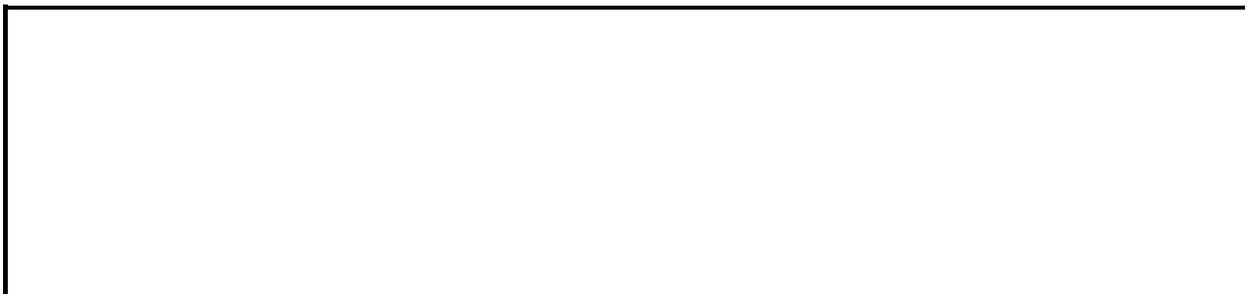
The following example creates a new form, adds a command button, and creates a Click event procedure for the command button:

```
Function ClickEventProc() As Boolean
    Dim frm As Form, ctl As Control, mdl As Module
    Dim lngReturn As Long

    On Error GoTo Error_ClickEventProc
    ' Create new form.
    Set frm = CreateForm
    ' Create command button on form.
    Set ctl = CreateControl(frm.Name, acCommandButton, , , , _
        1000, 1000)
    ctl.Caption = "Click here"
    ' Return reference to form module.
    Set mdl = frm.Module
    ' Add event procedure.
    lngReturn = mdl.CreateEventProc("Click", ctl.Name)
    ' Insert text into body of procedure.
    mdl.InsertLines lngReturn + 1, vbTab & "MsgBox ""Way cool!""""
    ClickEventProc = True

Exit_ClickEventProc:
    Exit Function

Error_ClickEventProc:
    MsgBox Err & " :" & Err.Description
    ClickEventProc = False
    Resume Exit_ClickEventProc
End Function
```



[Show All](#)

CreateForm Method

The **CreateForm** method creates a form and returns a [Form](#) object.

CreateForm([*database*[, *formtemplate*]])

The **CreateForm** method has the following arguments.

Argument	Description
<i>database</i>	A string expression identifying the name of the database that contains the form template you want to use to create a form. If you want the current database, omit this argument. If you want to use an open library database , specify the library database with this argument.
<i>formtemplate</i>	A string expression identifying the name of the form you want to use as a template to create a new form. If you omit this argument, Microsoft Access bases the new form on the template specified by the Forms/Reports tab of the Options dialog box, available by clicking Options on the Tools menu.

Remarks

You can use the **CreateForm** method when designing a wizard that creates a new form.

The **CreateForm** method opens a new, minimized form in [form Design view](#).

If the name you use for the *formtemplate* argument isn't valid, Visual Basic uses the form template specified by the **Form Template** setting on the **Forms/Reports** tab of the **Options** dialog box.

Example

This example creates a new form in the Northwind sample database based on the Customers form, and sets its **RecordSource** property to the Customers table. Run this code from the Northwind sample database.

```
Sub NewForm()  
Dim frm As Form  
  
' Create form based on Customers form.  
Set frm = CreateForm( , "Customers")  
DoCmd.Restore  
' Set RecordSource property to Customers table.  
frm.RecordSource = "Customers"  
End Sub
```



[Show All](#)

CreateGroupLevel Method

You can use the **CreateGroupLevel** method to specify a field or [expression](#) on which to group or sort data in a report. **Long**.

expression.**CreateGroupLevel**(*ReportName*, *Expression*, *Header*, *Footer*)

expression Required. An expression that returns one of the objects in the Applies To list.

ReportName Required **String**. A [string expression](#) identifying the name of the report that will contain the new group level.

Expression Required **String**. A string expression identifying the field or expression to sort or group on.

Header Required **Integer**. An [Integer](#) value that indicates a field or expression will have an associated group header. If the *header* argument is **True** (-1), the field or expression will have a group header. If the *header* argument is **False** (0), the field or expression won't. You can create a header by setting the argument to **True**.

Footer Required **Integer**. An [Integer](#) value that indicates a field or expression will have an associated group footer. If the *footer* argument is **True** (-1), the field or expression will have a group footer. If the *footer* argument is **False** (0), the field or expression won't. You can create a footer by setting the argument to **True**.

Remarks

For example, suppose you are building a custom wizard that provides the user with a choice of fields on which to group data when designing a report. Call the **CreateGroupLevel** method from your wizard to create the appropriate groups according to the user's choice.

You can use the **CreateGroupLevel** method when designing a wizard that creates a report with groups or totals. The **CreateGroupLevel** method groups or sorts data on the specified field or expression and creates a header and/or footer for the group level.

The **CreateGroupLevel** method is available only in [report Design view](#).

Microsoft Access uses an [array](#), the [GroupLevel](#) property array, to keep track of the group levels created for a report. The **CreateGroupLevel** method adds a new group level to the array, based on the *expression* argument. The **CreateGroupLevel** method then returns an index value that represents the new group level's position in the array. The first field or expression you sort or group on is level 0, the second is level 1, and so on. You can have up to ten group levels in a report (0 to 9).

When you specify that either the *header* or *footer* argument, or both, is **True**, the [GroupHeader](#) and [GroupFooter](#) properties in a report are set to Yes, and a header and/or footer is created for the group level.

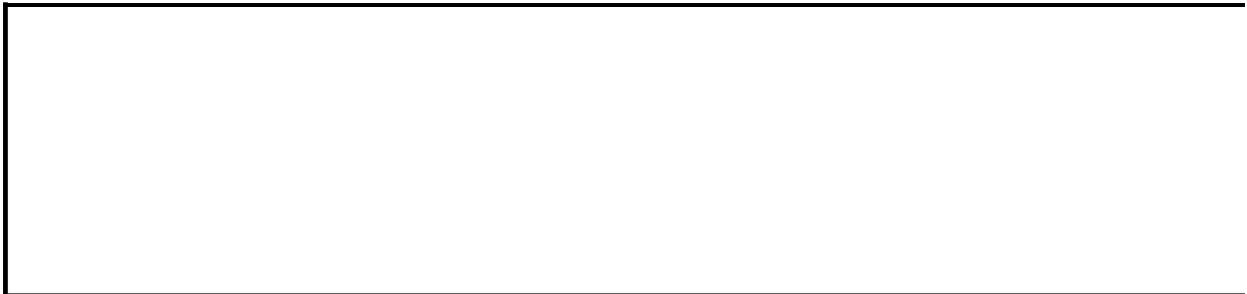
Once a header or footer is created, you can set other GroupLevel properties: [GroupOn](#), [GroupInterval](#), and [KeepTogether](#). You can set these properties in Visual Basic or in the report's **Sorting And Grouping** box, available by clicking **Sorting And Grouping**  on the **Report Design toolbar**.

Note If your wizard creates group levels in a new or existing report, it must open the report in [Design view](#).

Example

The following example creates a group level on an OrderDate field on a report called OrderReport. The report on which the group level is to be created must be open in Design view. Since the *header* and *footer* arguments are set to **True** (-1), the method creates both the header and footer for the group level. The header and footer are then sized.

```
Sub CreateGL()  
    Dim varGroupLevel As Variant  
  
    ' Create new group level on OrderDate field.  
    varGroupLevel = CreateGroupLevel("OrderReport", "OrderDate", _  
        True, True)  
    ' Set height of header/footer sections.  
    Reports!OrderReport.Section(acGroupLevel1Header).Height = 400  
    Reports!OrderReport.Section(acGroupLevel1Footer).Height = 400  
End Sub
```



[Show All](#)

CreateNewDocument Method

You can use the **CreateNewDocument** method to create a new document associated with a specified [hyperlink](#).

expression.**CreateNewDocument**(*FileName*, *EditNow*, *Overwrite*)

expression Required. An expression that returns one of the objects in the Applies To list.

FileName Required **String**. A [string expression](#) identifying the name and path of the document. The type of document format you want used can be determined by the extension used with the filename. You can create HTML (*.htm), Microsoft Active Server Pages (*.asp), Microsoft Excel (*.xls), Microsoft IIS (*.htx, *.idc), MS-DOS Text (*.txt), Rich Text Format (*.rtf), or Microsoft Data Access Pages (*.html). Modules can be output only to MS-DOS text format. Data access pages can only be output in HTML format. Microsoft Internet Information Server and Microsoft Active Server formats are available only for [tables](#), [queries](#), and forms. **Note:** If an extension is not provided then the data access page format (.html) is assumed. If a directory is not specified, the default database directory is used. This directory is determined by the setting in Options dialog box.

EditNow Required **Boolean**. A [Boolean](#) value where **True** opens the document in design view and **False** stores the new document in the specified database directory. The default is **True**.

Overwrite Required **Boolean**. A **Boolean** value where **True** overwrites an existing document if the *filename* argument identifies an existing document and **False** requires that the filename argument specifies a new filename. The default is **False**.

Remarks

The **CreateNewDocument** method provides a way to programmatically create a document associated with a hyperlink within a control.

Example

The following example utilizes a hyperlink control's **Click** event. This event creates a new file named "Report.txt" when the user clicks the hyperlink control named "GenerateReport" on a form. The new file is opened for editing. If a file named "Report.txt" already exists on drive C, it is replaced with this new file.

```
Private Sub GenerateReport_Click()  
    ActiveControl.Hyperlink.CreateNewDocument _  
        "C:\Report.txt", EditNow:=True, Overwrite:=True  
End Sub
```



CreateNewWorkgroupFile Method

Creates a new workgroup file so that a user can securely access a database.

expression.**CreateNewWorkgroupFile**(*Path*, *Name*, *Company*, *WorkgroupID*, *Replace*)

expression Required. An expression that returns one of the objects in the Applies To list.

Path Optional **String**. The path of the new workgroup file. If the path is invalid, an error occurs. Default is an empty string ("").

Name Optional **String**. The name of the user creating the file. Default is an empty string ("").

Company Optional **String**. The company of the user creating the file. Default is an empty string ("").

WorkgroupID Optional **String**. The name of the workgroup. Default is an empty string ("").

Replace Optional **Boolean**. Specifies whether to replace the workgroup file in the directory specified by **Path** if it exists already. Default is **False**.

Remarks

If a workgroup file already exists in the directory specified by *Path*, and *Replace* is not **True**, an error occurs.

Example

This example creates a new workgroup file in the specified directory with the specified user information. If a workgroup file for this user already exists in the specified directory, Microsoft Access replaces it.

```
Application.CreateNewWorkgroupFile _  
    Path:="C:\Documents and Settings\Wendy Vasse" _  
    & "\Application Data\Microsoft\Access", _  
    Name:="Wendy Vasse", _  
    Company:="Microsoft", _  
    Replace:=True
```



[Show All](#)

CreateReport Method

The **CreateReport** method creates a report and returns a **Report** object. For example, suppose you are building a custom wizard to create a sales report. You can use the **CreateReport** method in your wizard to create a new report based on a specified report template.

expression.**CreateReport**(*Database*, *ReportTemplate*)

expression Required. An expression that returns one of the objects in the Applies To list.

Database Optional **Variant**. A [string expression](#) identifying the name of the database that contains the report template you want to use to create a report. If you want the current database, omit this argument. If you want to use an open [library database](#), specify the library database with this argument.

ReportTemplate Optional **Variant**. A string expression identifying the name of the report you want to use as a template to create a new report. If you omit this argument, Microsoft Access bases the new report on the template specified by the **Forms/Reports** tab of the **Options** dialog box, available by clicking **Options** on the **Tools** menu.

Remarks

You can use the **CreateReport** method when designing a wizard that creates a new report.

The **CreateReport** method open a new, minimized report in [report Design view](#).

If the name you use for the *reporttemplate* argument isn't valid, Visual Basic uses the report template specified by the **Report Template** setting on the **Forms/Reports** tab of the **Options** dialog box.

Example

The following example creates a report in the current database by using the template specified by the **Report Template** setting on the **Forms/Reports** tab of the **Options** dialog box.

```
Sub NormalReport()  
    Dim rpt As Report  
  
    Set rpt = CreateReport           ' Create minimized report.  
    DoCmd.Restore                       ' Restore report.  
End Sub
```



[Show All](#)

CreateReportControl Method

The **CreateReportControl** method creates a control on a specified open report. For more information, see the [CreateControl](#) method.

expression.CreateReportControl(ReportName, ControlType, Section, Parent, ColumnName, Left, Top, Width, Height)

expression Required. An expression that returns one of the objects in the Applies To list.

ReportName Required **String**. A [string expression](#) identifying the name of the open report on which you want to create the control.

ControlType Required [AcControlType](#). The type of control you want to create.

AcControlType can be one of these AcControlType constants.

acBoundObjectFrame

acCheckBox

acComboBox

acCommandButton

acCustomControl

acImage

acLabel

acLine

acListBox

acObjectFrame

acOptionButton

acOptionGroup

acPage

acPageBreak

acRectangle

acSubform

acTabCtl

acTextBox
acToggleButton

Section Optional [AcSection](#). The section that will contain the new control.

AcSection can be one of these AcSection constants.

acDetail *default*

acFooter

acGroupLevel1Footer

acGroupLevel1Header

acGroupLevel2Footer

acGroupLevel2Header

acHeader

acPageFooter

acPageHeader

Parent Optional **Variant**. A string expression identifying the name of the parent control of an attached control. For controls that have no parent control, use a [zero-length string](#) for this argument, or omit it.

ColumnName Optional **Variant**. The name of the field to which the control will be bound, if it is to be a data-bound control.

Left, Top Optional **Variant**. [Numeric expressions](#) indicating the coordinates for the upper-left corner of the control in [twips](#).

Width, Height Optional **Variant**. Numeric expressions indicating the width and height of the control in twips.



[Show All](#)

CurrentDb Method

The **CurrentDb** method returns an object variable of type [Database](#) that represents the database currently open in the Microsoft Access window.

expression.**CurrentDb**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Note In Microsoft Access the **CurrentDb** method establishes a hidden reference to the Microsoft DAO 3.6 Object Library in a [Microsoft Access database](#) (.mdb).

In order to manipulate the structure of your database and its data from Visual Basic, you must use [Data Access Objects \(DAO\)](#). The **CurrentDb** method provides a way to access the current database from Visual Basic code without having to know the name of the database. Once you have a variable that points to the current database, you can also access and manipulate other objects and collections in the [DAO hierarchy](#).

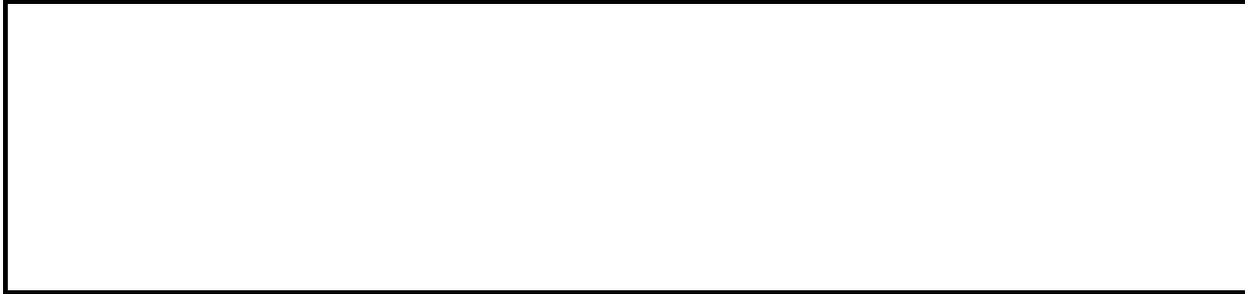
You can use the **CurrentDb** method to create multiple object variables that refer to the current database. In the following example, the variables dbsA and dbsB both refer to the current database:

```
Dim dbsA As Database, dbsB As Database
Set dbsA = CurrentDb
Set dbsB = CurrentDb
```

Note In previous versions of Microsoft Access, you may have used the syntax `DBEngine.Workspaces(0).Databases(0)` or `DBEngine(0)(0)` to return a pointer to the current database. In Microsoft Access 2000, you should use the **CurrentDb** method instead. The **CurrentDb** method creates another instance of the current database, while the `DBEngine(0)(0)` syntax refers to the open copy of the current database. The **CurrentDb** method enables you to create more than one variable of type **Database** that refers to the current database. Microsoft Access still supports the `DBEngine(0)(0)` syntax, but you should consider making this modification to your code in order to avoid possible conflicts in a [multiuser database](#).

If you need to work with another database at the same time that the current database is open in the Microsoft Access window, use the [OpenDatabase](#) method of a [Workspace](#) object. The **OpenDatabase** method doesn't actually open the second database in the Microsoft Access window; it simply returns a **Database** variable representing the second database. The following example returns a pointer to the current database and to a database called Contacts.mdb:

```
Dim dbsCurrent As Database, dbsContacts As Database
Set dbsCurrent = CurrentDb
Set dbsContacts = DBEngine.Workspaces(0).OpenDatabase("Contacts.mdb")
```



[Show All](#)

CurrentUser Method

You can use the **CurrentUser** method to return the name of the current user of the database. **String**.

expression.**CurrentUser**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

For example, use the **CurrentUser** method in a procedure that keeps track of the users who modify the database.

The **CurrentUser** method returns a [string](#) that contains the name of the current [user account](#).

If you haven't established a [security-enabled workgroup](#), the **CurrentUser** method returns the name of the default user account, Admin. The Admin user account gives the user full permissions to all [database objects](#).

If you have enabled workgroup security, then the **CurrentUser** method returns the name of the current user account. For user accounts other than Admin, you can specify [permissions](#) that restrict the users' access to database objects.

Example

The following example obtains the name of the current user and displays it in a dialog box.

```
MsgBox("The current user is: " & CurrentUser)
```



[Show All](#)

DAvg Function

You can use the **DAvg** function to calculate the average of a set of values in a specified set of records (a [domain](#)). Use the **DAvg** function in Visual Basic code or in a [macro](#), in a query expression, or in a [calculated control](#).

For example, you could use the **DAvg** function in the criteria row of a select query on freight cost to restrict the results to those records where the freight cost exceeds the average. Or you could use an expression including the **DAvg** function in a calculated control and display the average value of previous orders next to the value of a new order.

DAvg(*expr*, *domain*, [*criteria*])

The **DAvg** function has the following arguments.

Argument	Description
<i>expr</i>	An expression that identifies the field containing the numeric data you want to average. It can be a string expression identifying a field in a table or query, or it can be an expression that performs a calculation on data in that field. In <i>expr</i> , you can include the name of a field in a table, a control on a form, a constant, or a function. If <i>expr</i> includes a function, it can be either built-in or user-defined, but not another domain aggregate or SQL aggregate function.
<i>domain</i>	A string expression identifying the set of records that constitutes the domain. It can be a table name or a query name for a query that does not require a parameter.
<i>criteria</i>	An optional string expression used to restrict the range of data on which the DAvg function is performed. For example, <i>criteria</i> is often equivalent to the WHERE clause in an SQL expression, without the word WHERE. If <i>criteria</i> is omitted, the DAvg function evaluates <i>expr</i> against the entire domain. Any field that is included in <i>criteria</i> must also be a field in <i>domain</i> ; otherwise the DAvg function returns a Null .

Remarks

Records containing **Null** values aren't included in the calculation of the average.

Whether you use the **DAvg** function in a macro or module, in a query expression, or in a calculated control, you must construct the *criteria* argument carefully to ensure that it will be evaluated correctly.

You can use the **DAvg** function to specify criteria in the Criteria row of a query. For example, suppose you want to view a list of all products ordered in quantities above the average order quantity. You could create a query on the Orders, Order Details, and Products tables, and include the Product Name field and the Quantity field, with the following expression in the Criteria row beneath the Quantity field:

```
>DAvg("[Quantity]", "Orders")
```

You can also use the **DAvg** function within a calculated field expression in a query, or in the Update To row of an [update query](#).

Note You can use either the **DAvg** or **Avg** function in a calculated field expression in a [totals query](#). If you use the **DAvg** function, values are averaged before the data is grouped. If you use the **Avg** function, the data is grouped before values in the field expression are averaged.

Use the **DAvg** function in a calculated control when you need to specify criteria to restrict the range of data on which the **DAvg** function is performed. For example, to display the average cost of freight for shipments sent to California, set the **ControlSource** property of a text box to the following expression:

```
=DAvg("[Freight]", "Orders", "[ShipRegion] = 'CA'")
```

If you simply want to average all records in *domain*, use the **Avg** function.

You can use the **DAvg** function in a module or macro or in a calculated control on a form if a field that you need to display isn't in the record source on which your form is based. For example, suppose you have a form based on the Orders

table, and you want to include the Quantity field from the Order Details table in order to display the average number of items ordered by a particular customer. You can use the **DAvg** function to perform this calculation and display the data on your form.

Tips

- If you use the **DAvg** function in a calculated control, you may want to place the control on the form header or footer so that the value for this control is not recalculated each time you move to a new record.
- If the data type of the field from which *expr* is derived is a number, the **DAvg** function returns a **Double** data type. If you use the **DAvg** function in a calculated control, include a data type conversion function in the expression to improve performance.
- Although you can use the **DAvg** function to determine the average of values in a field in a [foreign table](#), it may be more efficient to create a query that contains all of the fields that you need and then base your form or report on that query.

Note Unsaved changes to records in *domain* aren't included when you use this function. If you want the **DAvg** function to be based on the changed values, you must first save the changes by clicking **Save Record** on the **Records** menu, moving the focus to another record, or by using the **Update** method.

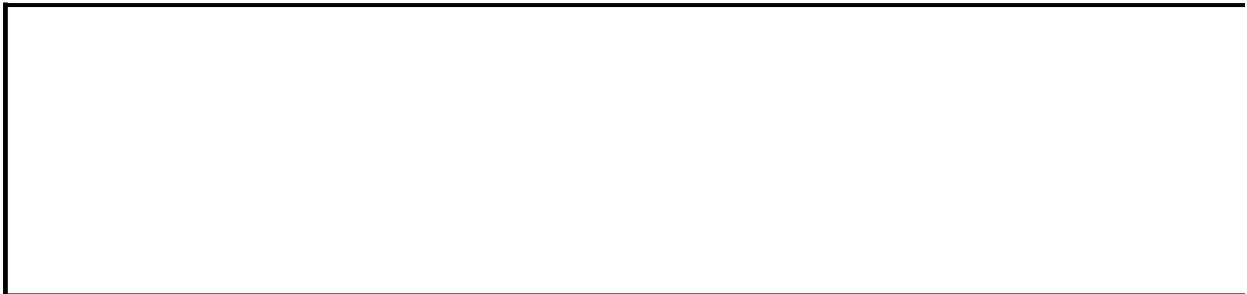
Example

The following function returns the average freight cost for orders shipped on or after a given date. The domain is an Orders table. The *criteria* argument restricts the resulting set of records based on the given country and ship date. Note that the keyword **AND** is included in the string to separate the multiple fields in the *criteria* argument. All records included in the **DAvg** function calculation will have both of these criteria.

```
Public Function AvgFreightCost(ByVal strCountry As String, _  
                               ByVal dteShipDate As Date) As Double  
  
    AvgFreightCost = DAvg("[Freight]", "Orders", _  
                           "[ShipCountry] = '" & strCountry & _  
                           "'AND [ShippedDate] >= #" & dteShipDate & "#")  
  
End Function
```

To call the function, use the following line of code in the Immediate window:

```
:AvgFreightCost "UK", #1/1/96#
```



[Show All](#)

DCount Function

You can use the **DCount** function to determine the number of records that are in a specified set of records (a [domain](#)). Use the **DCount** function in Visual Basic, a [macro](#), a query expression, or a [calculated control](#).

For example, you could use the **DCount** function in a module to return the number of records in an Orders table that correspond to orders placed on a particular date.

DCount(*expr*, *domain*, [*criteria*])

The **DCount** function has the following arguments.

Argument	Description
<i>expr</i>	An expression that identifies the field for which you want to count records. It can be a string expression identifying a field in a table or query, or it can be an expression that performs a calculation on data in that field. In <i>expr</i> , you can include the name of a field in a table, a control on a form, a constant, or a function. If <i>expr</i> includes a function, it can be either built-in or user-defined, but not another domain aggregate or SQL aggregate function.
<i>domain</i>	A string expression identifying the set of records that constitutes the domain. It can be a table name or a query name for a query that does not require a parameter.
<i>criteria</i>	An optional string expression used to restrict the range of data on which the DCount function is performed. For example, <i>criteria</i> is often equivalent to the WHERE clause in an SQL expression, without the word WHERE. If <i>criteria</i> is omitted, the DCount function evaluates <i>expr</i> against the entire domain. Any field that is included in <i>criteria</i> must also be a field in <i>domain</i> ; otherwise the DCount function returns a Null .

Remarks

Use the **DCount** function to count the number of records in a domain when you don't need to know their particular values. Although the *expr* argument can perform a calculation on a field, the **DCount** function simply tallies the number of records. The value of any calculation performed by *expr* is unavailable.

Use the **DCount** function in a calculated control when you need to specify criteria to restrict the range of data on which the function is performed. For example, to display the number of orders to be shipped to California, set the **ControlSource** property of a text box to the following expression:

```
=DCount("[OrderID]", "Orders", "[ShipRegion] = 'CA'")
```

If you simply want to count all records in *domain* without specifying any restrictions, use the **Count** function.



Tip

The **Count** function has been optimized to speed counting of records in queries. Use the **Count** function in a query expression instead of the **DCount** function, and set optional criteria to enforce any restrictions on the results. Use the **DCount** function when you must count records in a domain from within a code module or macro, or in a calculated control.

You can use the **DCount** function to count the number of records containing a particular field that isn't in the record source on which your form or report is based. For example, you could display the number of orders in the Orders table in a calculated control on a form based on the Products table.

The **DCount** function doesn't count records that contain **Null** values in the field referenced by *expr* unless *expr* is the asterisk (*) wildcard character. If you use an asterisk, the **DCount** function calculates the total number of records, including those that contain **Null** fields. The following example calculates the number of records in an Orders table.

```
intX = DCount("*", "Orders")
```

If *domain* is a table with a [primary key](#), you can also count the total number of records by setting *expr* to the primary key field, since there will never be a **Null** in the primary key field.

If *expr* identifies multiple fields, separate the field names with a concatenation operator, either an ampersand (&) or the addition operator (+). If you use an ampersand to separate the fields, the **DCount** function returns the number of records containing data in any of the listed fields. If you use the addition operator, the **DCount** function returns only the number of records containing data in all of the listed fields. The following example demonstrates the effects of each operator when used with a field that contains data in all records (ShipName) and a field that contains no data (ShipRegion).

```
intW = DCount("[ShipName]", "Orders")
intX = DCount("[ShipRegion]", "Orders")
intY = DCount("[ShipName] + [ShipRegion]", "Orders")
intZ = DCount("[ShipName] & [ShipRegion]", "Orders")
```

Note The ampersand is the preferred operator for performing string concatenation. You should avoid using the addition operator for anything other than numeric addition, unless you specifically wish to propagate **Nulls** through an expression.

Unsaved changes to records in *domain* aren't included when you use this function. If you want the **DCount** function to be based on the changed values, you must first save the changes by clicking **Save Record** on the **Records** menu, moving the focus to another record, or by using the **Update** method.

Example

The following function returns the number of orders shipped to a specified country after a specified ship date. The domain is an Orders table.

```
Public Function OrdersCount(ByVal strCountry As String, _
                           ByVal dteShipDate As Date) As Integer

    OrdersCount = DCount("[ShippedDate]", "Orders", _
                          "[ShipCountry] = '" & strCountry & _
                          "' AND [ShippedDate] > #" & dteShipDate & "#")

End Function
```

To call the function, use the following line of code in the Immediate window:

```
:OrdersCount "UK", #1/1/96#
```



[Show All](#)

DDEExecute Method

You can use the **DDEExecute** statement to send a command from a client application to a server application over an open [dynamic data exchange \(DDE\)](#) channel.

expression.**DDEExecute**(*ChanNum*, *Command*)

expression Required. An expression that returns one of the objects in the Applies To list.

ChanNum Required **Variant**. A [channel number](#), the long integer returned by the [DDEInitiate](#) function.

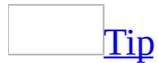
Command Required **String**. A [string expression](#) specifying a command recognized by the server application. Check the server application's documentation for a list of these commands.

Remarks

For example, suppose you've opened a DDE channel in Microsoft Access to transfer text data from a Microsoft Excel spreadsheet into a Microsoft Access database. Use the **DDEExecute** statement to send the **New** command to Microsoft Excel to specify that you wish to open a new spreadsheet. In this example, Microsoft Access acts as the client application, and Microsoft Excel acts as the server application.

The value of the *command* argument depends on the application and [topic](#) specified when the channel indicated by the *channum* argument is opened. An error occurs if the *channum* argument isn't an integer corresponding to an open channel or if the other application can't carry out the specified command.

From Visual Basic, you can use the **DDEExecute** statement only to send commands to another application. For information on sending commands to Microsoft Access from another application, see [Use Microsoft Access as a DDE Server](#).



If you need to manipulate another application's objects from Microsoft Access, you may want to consider using Automation.

[Show All](#)

DDEInitiate Function

You can use the **DDEInitiate** function to begin a [dynamic data exchange \(DDE\)](#) conversation with another application. The **DDEInitiate** function opens a [DDE channel](#) for transfer of data between a DDE server and client application.

For example, if you wish to transfer data from a Microsoft Excel spreadsheet to a Microsoft Access database, you can use the **DDEInitiate** function to open a channel between the two applications. In this example, Microsoft Access acts as the client application and Microsoft Excel acts as the server application.

DDEInitiate(*application*, *topic*)

The **DDEInitiate** function has the following arguments.

Argument	Description
<i>application</i>	A string expression identifying an application that can participate in a DDE conversation. Usually, the <i>application</i> argument is the name of an .exe file (without the .exe extension) for a Microsoft Windows–based application, such as Microsoft Excel.
<i>topic</i>	A string expression that is the name of a topic recognized by the <i>application</i> argument. Check the application's documentation for a list of topics.

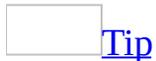
Remarks

If successful, the **DDEInitiate** function begins a DDE conversation with the application and topic specified by the *application* and *topic* arguments, and then returns a **Long** integer value. This return value represents a unique [channel number](#) identifying a channel through which data transfer can take place. This channel number is subsequently used with other DDE functions and statements.

If the application isn't already running or if it's running but doesn't recognize the *topic* argument or doesn't support DDE, the **DDEInitiate** function returns a [run-time error](#).

The value of the *topic* argument depends on the application specified by the *application* argument. For applications that use documents or data files, valid topic names often include the names of those files.

Note The maximum number of channels that can be open simultaneously is determined by Microsoft Windows and your computer's memory and resources. If you aren't using a channel, you should conserve resources by terminating it with a **DDETerminate** or **DDETerminateAll** statement.



If you need to manipulate another application's objects from Microsoft Access, you may want to consider using Automation.

[Show All](#)

DDEPoke Method

You can use the **DDEPoke** statement to supply text data from a client application to a server application over an open [dynamic data exchange \(DDE\)](#) channel.

expression.**DDEPoke**(*ChanNum*, *Item*, *Data*)

expression Required. An expression that returns one of the objects in the Applies To list.

ChanNum Required **Variant**. A [channel number](#), an integer returned by the [DDEInitiate](#) function.

Item Required **String**. A [string expression](#) that's the name of a [data item](#) recognized by the application specified by the **DDEInitiate** function. Check the application's documentation for a list of possible items.

Data Required **String**. A [string](#) containing the data to be supplied to the other application.

Remarks

For example, if you have an open DDE channel between Microsoft Access and Microsoft Excel, you can use the **DDEPoke** statement to transfer text from a Microsoft Access database to a Microsoft Excel spreadsheet. In this example, Microsoft Access acts as the client application, and Microsoft Excel acts as the server application.

The value of the *item* argument depends on the application and [topic](#) specified when the channel indicated by the *channum* argument is opened. For example, the *item* argument may be a range of cells in a Microsoft Excel spreadsheet.

The string contained in the *data* argument must be an alphanumeric text string. No other formats are supported. For example, the *data* argument could be a number to fill a cell in a specified range in an Excel worksheet.

If the *channum* argument isn't an integer corresponding to an open channel or if the other application doesn't recognize or accept the specified data, a [run-time error](#) occurs.



If you need to manipulate another application's objects from Microsoft Access, you may want to consider using Automation.

[Show All](#)

DDERequest Function

You can use the **DDERequest** function over an open [dynamic data exchange \(DDE\)](#) channel to request an item of information from a DDE server application.

For example, if you have an open [DDE channel](#) between Microsoft Access and Microsoft Excel, you can use the **DDERequest** function to transfer text from a Microsoft Excel spreadsheet to a Microsoft Access database.

DDERequest(*channum*, *item*)

The **DDERequest** function has the following arguments.

Argument	Description
<i>channum</i>	A channel number , the integer returned by the DDEInitiate function.
<i>item</i>	A string expression that's the name of a data item recognized by the application specified by the DDEInitiate function. Check the application's documentation for a list of possible items.

Remarks

The *channum* argument specifies the channel number of the desired DDE conversation, and the *item* argument identifies which data should be retrieved from the server application. The value of the *item* argument depends on the application and [topic](#) specified when the channel indicated by the *channum* argument is opened. For example, the *item* argument may be a range of cells in a Microsoft Excel spreadsheet.

The **DDERequest** function returns a [Variant](#) as a [string](#) containing the requested information if the request was successful.

The data is requested in alphanumeric text format. Graphics or text in any other format can't be transferred.

If the *channum* argument isn't an integer corresponding to an open channel, or if the data requested can't be transferred, a [run-time error](#) occurs.



If you need to manipulate another application's objects from Microsoft Access, you may want to consider using [Automation](#).

[Show All](#)

DDETerminate Method

You can use the **DDETerminate** statement to close a specified [dynamic data exchange \(DDE\)](#) channel.

expression.**DDETerminate**(*ChanNum*)

expression Required. An expression that returns one of the objects in the Applies To list.

ChanNum Required **Variant**. A [channel number](#) to close, refers to a channel opened by the **DDEInitiate** function.

Remarks

For example, if you've opened a DDE channel to transfer data between Microsoft Excel and Microsoft Access, you can use the **DDETerminate** statement to close that channel once the transfer is complete.

If the *channum* argument isn't an integer corresponding to an open channel, a [run-time error](#) occurs.

Once a channel is closed, any subsequent DDE functions or statements performed on that channel cause a run-time error.

The **DDETerminate** statement has no effect on active DDE link [expressions](#) in fields on forms or reports.



Tip

If you need to manipulate another application's objects from Microsoft Access, you may want to consider using Automation.

[Show All](#)

DDETerminateAll Method

You can use the **DDETerminateAll** statement to close all open [dynamic data exchange \(DDE\)](#) channels.

expression.**DDETerminateAll**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

For example, suppose you've opened two DDE channels between Microsoft Excel and Microsoft Access, one to retrieve system information about Microsoft Excel and one to transfer data. You can use the **DDETerminateAll** statement to close both channels simultaneously.

Using the **DDETerminateAll** statement is equivalent to executing a **DDETerminate** statement for each open [channel number](#). Like the **DDETerminate** statement, the **DDETerminateAll** statement has no effect on active DDE link [expressions](#) in fields on forms or reports.

If there are no DDE channels open, the **DDETerminateAll** statement runs without causing a [run-time error](#).

Tips

- If you interrupt a procedure that performs DDE, you may inadvertently leave channels open. To avoid exhausting system resources, use the **DDETerminateAll** statement in your code or from the [Immediate \(lower\) pane](#) of the Debug window while debugging code that performs DDE.
- If you need to manipulate another application's objects from Microsoft Access, you may want to consider using Automation.



[Show All](#)

DefaultWorkspaceClone Method

You can use the **DefaultWorkspaceClone** method to create a new [Workspace](#) object without requiring the user to log on again. For example, if you need to conduct two sets of [transactions](#) simultaneously in separate workspaces, you can use the **DefaultWorkspaceClone** method to create a second **Workspace** object with the same user name and password without prompting the user for this information again.

expression.**DefaultWorkspaceClone**

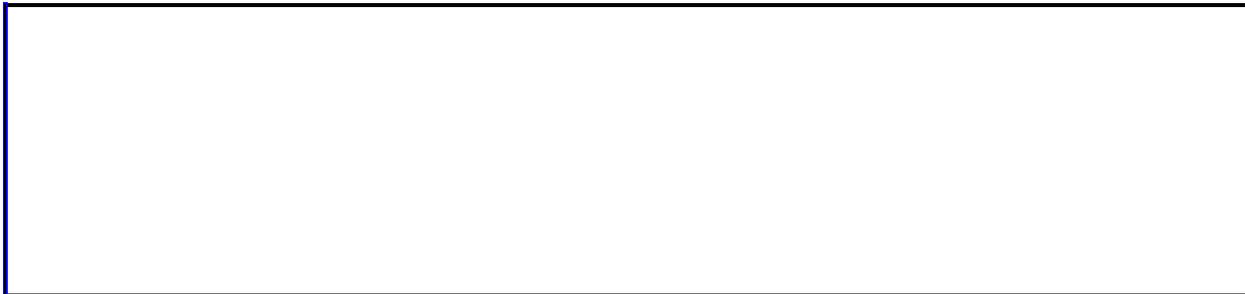
expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Note In Microsoft Access, the **DefaultWorkspaceClone** method is included in this version of Microsoft Access only for compatibility with previous versions using Data Access Object (DAO) language.

The **DefaultWorkspaceClone** method creates a clone of the default **Workspace** object in Microsoft Access. The properties of the **Workspace** object clone have settings identical to those of the default **Workspace** object, except for the [Name](#) property setting. For the default **Workspace** object, the value of the **Name** property is always #Default Workspace#. For the cloned **Workspace** object, it is #CloneAccess#.

The [UserName](#) property of the default **Workspace** object indicates the name under which the current user logged on. The **Workspace** object clone is equivalent to the **Workspace** object that would be created if the same user logged on again with the same password.



Delete Method

Deletes the specified object.

expression.**Delete**

expression Required. An expression that returns one of the objects in the Applies To list.

--

[Show All](#)

DeleteControl Method

The **DeleteControl** method deletes a specified [control](#) from a form.

expression.DeleteControl(FormName, ControlName)

expression Required. An expression that returns one of the objects in the Applies To list.

FormName Required **String**. A [string expression](#) identifying the name of the form or report containing the control you want to delete.

ControlName Required **String**. A string expression identifying the name of the control you want to delete.

Remarks

For example, suppose you have a procedure that must be run the first time each user logs onto your database. You can set the [OnClick](#) property of a button on the form to this procedure. Once the user has logged on and run the procedure, you can use the **DeleteControl** method to dynamically remove the [command button](#) from the form.

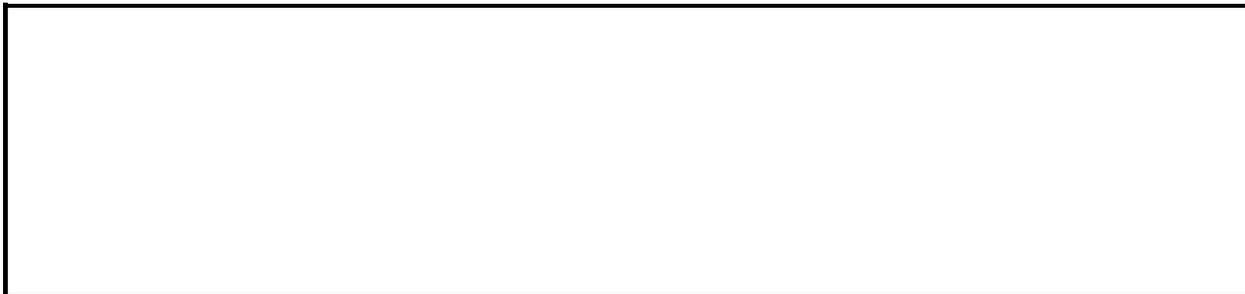
The **DeleteControl** method is available only in [form Design view](#) or [report Design view](#), respectively.

Note If you are building a wizard that deletes a control from a form or report, your wizard must open the form or report in [Design view](#) before it can delete the control.

Example

The following example creates a form with a command button and displays a message that asks if the user wants to delete the command button. If the user clicks Yes, the command button is deleted.

```
Sub DeleteCommandButton()  
    Dim frm As Form, ctlNew As Control  
    Dim strMsg As String, intResponse As Integer, _  
        intDialog As Integer  
  
    ' Create new form and get pointer to it.  
    Set frm = CreateForm  
    ' Create new command button.  
    Set ctlNew = CreateControl(frm.Name, acCommandButton)  
    ' Restore form.  
    DoCmd.Restore  
    ' Set caption.  
    ctlNew.Caption = "New Command Button"  
    ' Size control.  
    ctlNew.SizeToFit  
    ' Prompt user to delete control.  
    strMsg = "About to delete " & ctlNew.Name & ". Continue?"  
    ' Define buttons to be displayed in dialog box.  
    intDialog = vbYesNo + vbCritical + vbDefaultButton2  
    intResponse = MsgBox(strMsg, intDialog)  
    If intResponse = vbYes Then  
        ' Delete control.  
        DeleteControl frm.Name, ctlNew.Name  
    End If  
End Sub
```



[Show All](#)

DeleteLines Method

The **DeleteLines** method deletes lines from a [standard module](#) or a [class module](#).

expression.**DeleteLines**(*StartLine*, *Count*)

expression Required. An expression that returns one of the objects in the Applies To list.

StartLine Required **Long**. A **Long** value that specifies the number of the line from which to begin deleting.

Count Required **Long**. A **Long** value that specifies the number of lines to delete.

Remarks

Lines in a module are numbered beginning with one. To determine the number of lines in a module, use the [CountOfLines](#) property.

To replace one line with another line, use the [ReplaceLine](#) method.

Example

The following example deletes a specified line from a module.

```
Function DeleteWholeLine(strModuleName, strText As String) _
    As Boolean
    Dim mdl As Module, lngNumLines As Long
    Dim lngSLine As Long, lngSCol As Long
    Dim lngELine As Long, lngECol As Long
    Dim strTemp As String

    On Error GoTo Error_DeleteWholeLine
    DoCmd.OpenModule strModuleName
    Set mdl = Modules(strModuleName)

    If mdl.Find(strText, lngSLine, lngSCol, lngELine, lngECol) Then
        lngNumLines = Abs(lngELine - lngSLine) + 1
        strTemp = LTrim$(mdl.Lines(lngSLine, lngNumLines))
        strTemp = RTrim$(strTemp)
        If strTemp = strText Then
            mdl.DeleteLines lngSLine, lngNumLines
        Else
            MsgBox "Line contains text in addition to '" _
                & strText & "'."
        End If
    Else
        MsgBox "Text '" & strText & "' not found."
    End If
    DeleteWholeLine = True

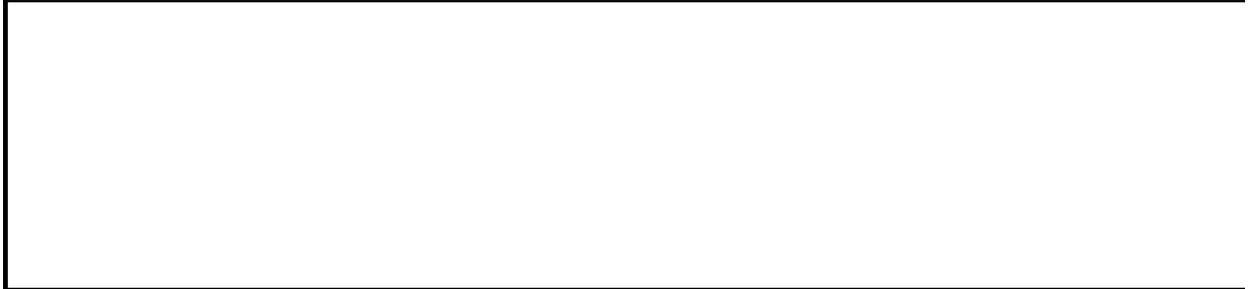
Exit_DeleteWholeLine:
    Exit Function

Error_DeleteWholeLine:
    MsgBox Err & " :" & Err.Description
    DeleteWholeLine = False
    Resume Exit_DeleteWholeLine
End Function
```

You could call this function from a procedure such as the following, which searches the module Module1 for a constant declaration and deletes it.

```
Sub DeletePiConst()
    If DeleteWholeLine("Module1", "Const conPi = 3.14") Then
```

```
        Debug.Print "Constant declaration deleted successfully."  
    Else  
        Debug.Print "Constant declaration not deleted."  
    End If  
End Sub
```



[Show All](#)

DeleteObject Method

The **DeleteObject** method carries out the [DeleteObject](#) action in Visual Basic.

expression.**DeleteObject**(*ObjectType*, *ObjectName*)

expression Required. An expression that returns one of the objects in the Applies To list.

ObjectType Optional [AcObjectType](#).

AcObjectType can be one of these AcObjectType constants.

acDataAccessPage

acDefault *default*

acDiagram

acForm

acFunction

acMacro

acModule

acQuery

acReport

acServerView

acStoredProcedure

acTable

ObjectName Optional **Variant**. A [string expression](#) that's the valid name of an object of the type selected by the *objecttype* argument. If you run Visual Basic code containing the **DeleteObject** method in a [library database](#), Microsoft Access looks for the object with this name first in the library database, then in the current database.

Remarks

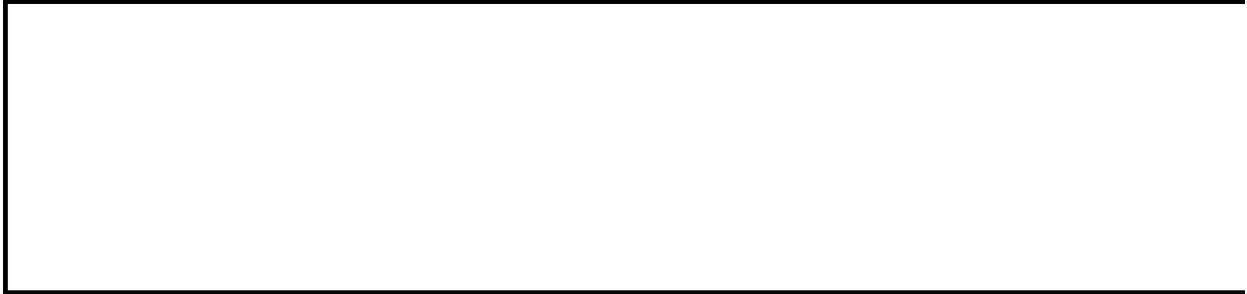
For more information on how the action and its arguments work, see the action topic.

If you leave the *objecttype* and *objectname* arguments blank (the default constant, **acDefault**, is assumed for *objecttype*), Microsoft Access deletes the object selected in the Database window. To select an object in the [Database window](#), you can use the SelectObject action or **SelectObject** method with the In Database Window argument set to Yes (**True**).

Example

The following example deletes the specified table:

```
DoCmd.DeleteObject acTable, "Former Employees Table"
```



[Show All](#)

DeleteReportControl Method

The **DeleteReportControl** method deletes a specified control from a report.

expression.DeleteReportControl(ReportName, ControlName)

expression Required. An expression that returns one of the objects in the Applies To list.

ReportName Required **String**. A [string expression](#) identifying the name of the form or report containing the control you want to delete.

ControlName Required **String**. A string expression identifying the name of the control you want to delete.

Remarks

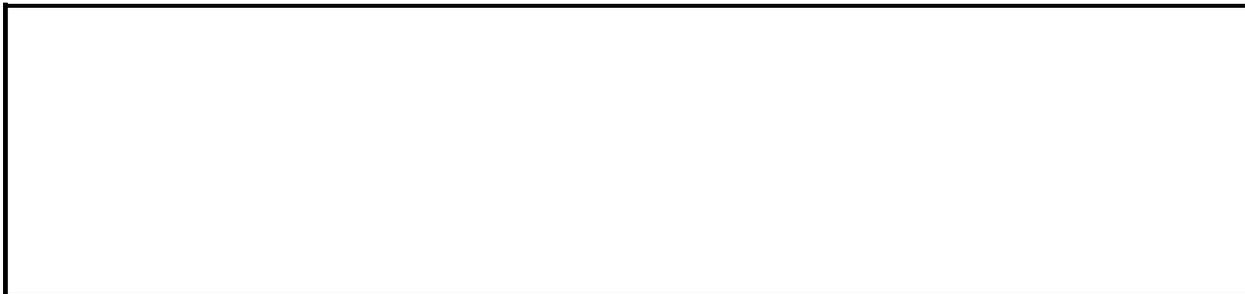
The **DeleteReportControl** method is available only in [form Design view](#) or [report Design view](#), respectively.

Note If you are building a wizard that deletes a control from a form or report, your wizard must open the form or report in [Design view](#) before it can delete the control.

Example

The following example creates a form with a command button and displays a message that asks if the user wants to delete the command button. If the user clicks Yes, the command button is deleted.

```
Sub DeleteCommandButton()  
    Dim frm As Form, ctlNew As Control  
    Dim strMsg As String, intResponse As Integer, _  
        intDialog As Integer  
  
    ' Create new form and get pointer to it.  
    Set frm = CreateForm  
    ' Create new command button.  
    Set ctlNew = CreateControl(frm.Name, acCommandButton)  
    ' Restore form.  
    DoCmd.Restore  
    ' Set caption.  
    ctlNew.Caption = "New Command Button"  
    ' Size control.  
    ctlNew.SizeToFit  
    ' Prompt user to delete control.  
    strMsg = "About to delete " & ctlNew.Name & ". Continue?"  
    ' Define buttons to be displayed in dialog box.  
    intDialog = vbYesNo + vbCritical + vbDefaultButton2  
    intResponse = MsgBox(strMsg, intDialog)  
    If intResponse = vbYes Then  
        ' Delete control.  
        DeleteControl frm.Name, ctlNew.Name  
    End If  
End Sub
```



[Show All](#)

DFirst, DLast Functions

You can use the **DFirst** and **DLast** functions to return a random record from a particular field in a table or query when you simply need any value from that field. Use the **DFirst** and **DLast** functions in a [macro](#), module, query expression, or [calculated control](#) on a form or report.

DFirst(*expr*, *domain*, [*criteria*])

DLast(*expr*, *domain*, [*criteria*])

The **DFirst** and **DLast** functions have the following arguments.

Argument	Description
<i>expr</i>	An expression that identifies the field from which you want to find the first or last value. It can be either a string expression identifying a field in a table or query, or an expression that performs a calculation on data in that field . In <i>expr</i> , you can include the name of a field in a table, a control on a form, a constant, or a function. If <i>expr</i> includes a function, it can be either built-in or user-defined, but not another domain aggregate or SQL aggregate function.
<i>domain</i>	A string expression identifying the set of records that constitutes the domain.
<i>criteria</i>	An optional string expression used to restrict the range of data on which the DFirst or DLast function is performed. For example, <i>criteria</i> is often equivalent to the WHERE clause in an SQL expression, without the word WHERE. If <i>criteria</i> is omitted, the DFirst and DLast functions evaluate <i>expr</i> against the entire domain. Any field that is included in <i>criteria</i> must also be a field in <i>domain</i> ; otherwise, the DFirst and DLast functions return a Null .

Remarks

Note If you want to return the first or last record in a set of records (a [domain](#)), you should create a query sorted as either ascending or descending and set the **TopValues** property to 1. For more information, see the [TopValues](#) property topic. From Visual Basic, you can also create an ADO **Recordset** object and use the **MoveFirst** or **MoveLast** method to return the first or last record in a set of records.

[Show All](#)

DLookup Function

You can use the **DLookup** function to get the value of a particular field from a specified set of records (a [domain](#)). Use the **DLookup** function in Visual Basic, a [macro](#), a query expression, or a [calculated control](#) on a form or report.

You can use the **DLookup** function to display the value of a field that isn't in the record source for your form or report. For example, suppose you have a form based on an Order Details table. The form displays the OrderID, ProductID, UnitPrice, Quantity, and Discount fields. However, the ProductName field is in another table, the Products table. You could use the **DLookup** function in a calculated control to display the ProductName on the same form.

DLookup(*expr*, *domain*, [*criteria*])

The **DLookup** function has the following arguments.

Argument	Description
<i>expr</i>	An expression that identifies the field whose value you want to return. It can be a string expression identifying a field in a table or query, or it can be an expression that performs a calculation on data in that field . In <i>expr</i> , you can include the name of a field in a table, a control on a form, a constant, or a function. If <i>expr</i> includes a function, it can be either built-in or user-defined, but not another domain aggregate or SQL aggregate function.
<i>domain</i>	A string expression identifying the set of records that constitutes the domain. It can be a table name or a query name for a query that does not require a parameter.
<i>criteria</i>	An optional string expression used to restrict the range of data on which the DLookup function is performed. For example, <i>criteria</i> is often equivalent to the WHERE clause in an SQL expression, without the word WHERE. If <i>criteria</i> is omitted, the DLookup function evaluates <i>expr</i> against the entire domain. Any field that is included in <i>criteria</i> must also be a field in <i>domain</i> ; otherwise, the DLookup function returns a Null .

Remarks

The **DLookup** function returns a single field value based on the information specified in *criteria*. Although *criteria* is an optional argument, if you don't supply a value for *criteria*, the **DLookup** function returns a random value in the domain.

If no record satisfies *criteria* or if *domain* contains no records, the **DLookup** function returns a **Null**.

If more than one field meets *criteria*, the **DLookup** function returns the first occurrence. You should specify criteria that will ensure that the field value returned by the **DLookup** function is unique. You may want to use a [primary key](#) value for your criteria, such as [EmployeeID] in the following example, to ensure that the **DLookup** function returns a unique value:

```
Dim varX As Variant  
varX = DLookup("[LastName]", "Employees", "[EmployeeID] = 1")
```

Whether you use the **DLookup** function in a macro or module, a query expression, or a calculated control, you must construct the *criteria* argument carefully to ensure that it will be evaluated correctly.

You can use the **DLookup** function to specify criteria in the Criteria row of a query, within a calculated field expression in a query, or in the Update To row in an [update query](#).

You can also use the **DLookup** function in an expression in a calculated control on a form or report if the field that you need to display isn't in the record source on which your form or report is based. For example, suppose you have an Order Details form based on an Order Details table with a text box called ProductID that displays the ProductID field. To look up ProductName from a Products table based on the value in the text box, you could create another text box and set its [ControlSource](#) property to the following expression:

```
=DLookup("[ProductName]", "Products", "[ProductID] =" _  
    & Forms![Order Details]!ProductID)
```

Tips

- Although you can use the **DLookup** function to display a value from a field in a [foreign table](#), it may be more efficient to create a query that contains the fields that you need from both tables and then to base your form or report on that query.
- You can also use the Lookup Wizard to find values in a foreign table.

Note Unsaved changes to records in *domain* aren't included when you use this function. If you want the **DLookup** function to be based on the changed values, you must first save the changes by clicking **Save Record** on the **Records** menu, moving the focus to another record, or by using the **Update** method.

Example

The following example returns name information from the `CompanyName` field of the record satisfying *criteria*. The domain is a `Shippers` table. The *criteria* argument restricts the resulting set of records to those for which `ShipperID` equals 1.

```
Dim varX As Variant
varX = DLookup("[CompanyName]", "Shippers", "[ShipperID] = 1")
```

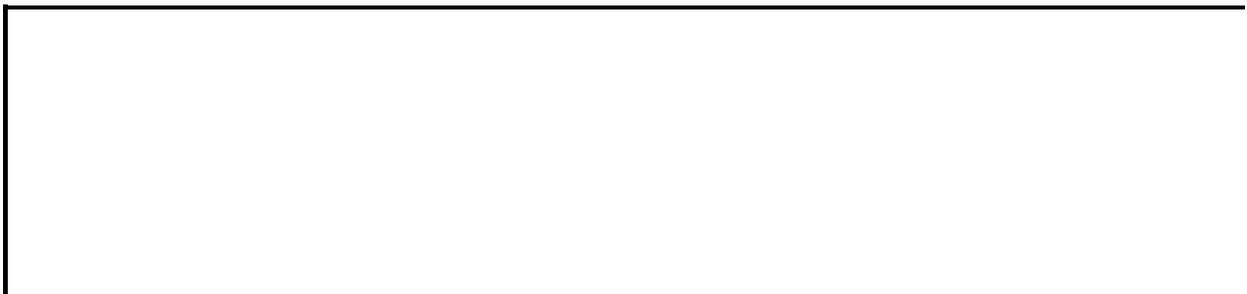
The next example from the `Shippers` table uses the form control `ShipperID` to provide criteria for the **DLookup** function. Note that the reference to the control isn't included in the quotation marks that denote the strings. This ensures that each time the **DLookup** function is called, Microsoft Access will obtain the current value from the control.

```
Dim varX As Variant
varX = DLookup("[CompanyName]", "Shippers", "[ShipperID] = " _
    & Forms!Shippers!ShipperID)
```

The next example uses a variable, `intSearch`, to get the value.

```
Dim intSearch As Integer
Dim varX As Variant

intSearch = 1
varX = DLookup("[CompanyName]", "Shippers", _
    "[ShipperID] = " & intSearch)
```



[Show All](#)

DMin, DMax Functions

You can use the **DMin** and **DMax** functions to determine the minimum and maximum values in a specified set of records (a [domain](#)). Use the **DMin** and **DMax** functions in Visual Basic, a [macro](#), a query expression, or a [calculated control](#).

For example, you could use the **DMin** and **DMax** functions in calculated controls on a report to display the smallest and largest order amounts for a particular customer. Or you could use the **DMin** function in a query expression to display all orders with a discount greater than the minimum possible discount.

DMin(*expr*, *domain*, [*criteria*])

DMax(*expr*, *domain*, [*criteria*])

The **DMin** and **DMax** functions have the following arguments.

Argument	Description
<i>expr</i>	An expression that identifies the field for which you want to find the minimum or maximum value. It can be a string expression identifying a field in a table or query, or it can be an expression that performs a calculation on data in that field . In <i>expr</i> , you can include the name of a field in a table, a control on a form, a constant, or a function. If <i>expr</i> includes a function, it can be either built-in or user-defined, but not another domain aggregate or SQL aggregate function.
<i>domain</i>	A string expression identifying the set of records that constitutes the domain. It can be a table name or a query name for a query that does not require a parameter.
<i>criteria</i>	An optional string expression used to restrict the range of data on which the DMin or DMax function is performed. For example, <i>criteria</i> is often equivalent to the WHERE clause in an SQL expression, without the word WHERE. If <i>criteria</i> is omitted, the DMin and DMax functions evaluate <i>expr</i> against the entire domain. Any field that is included in <i>criteria</i> must also be a field in <i>domain</i> ,

otherwise the **DMin** and **DMax** functions returns a **[Null](#)**.

Remarks

The **DMin** and **DMax** functions return the minimum and maximum values that satisfy *criteria*. If *expr* identifies numeric data, the **DMin** and **DMax** functions return numeric values. If *expr* identifies string data, they return the string that is first or last alphabetically.

The **DMin** and **DMax** functions ignore **Null** values in the field referenced by *expr*. However, if no record satisfies *criteria* or if *domain* contains no records, the **DMin** and **DMax** functions return a **Null**.

Whether you use the **DMin** or **DMax** function in a macro, module, query expression, or calculated control, you must construct the *criteria* argument carefully to ensure that it will be evaluated correctly.

You can use the **DMin** and **DMax** function to specify criteria in the Criteria row of a query, in a calculated field expression in a query, or in the Update To row of an [update query](#).

Note You can use the **DMin** and **DMax** functions or the **Min** and **Max** functions in a calculated field expression of a [totals query](#). If you use the **DMin** or **DMax** function, values are evaluated before the data is grouped. If you use the **Min** or **Max** function, the data is grouped before values in the field expression are evaluated.

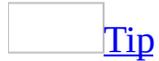
Use the **DMin** or **DMax** function in a calculated control when you need to specify criteria to restrict the range of data on which the function is performed. For example, to display the maximum freight charged for an order shipped to California, set the [ControlSource](#) property of a text box to the following expression:

```
=DMax("[Freight]", "Orders", "[ShipRegion] = 'CA'")
```

If you simply want to find the minimum or maximum value of all records in *domain*, use the **Min** or **Max** function.

You can use the **DMin** or **DMax** function in a module or macro or in a calculated control on a form if the field that you need to display is not in the

record source on which your form is based.



Although you can use the **DMin** or **DMax** function to find the minimum or maximum value from a field in a [foreign table](#), it may be more efficient to create a query that contains the fields that you need from both tables and base your form or report on that query.

Note Unsaved changes to records in *domain* aren't included when you use these functions. If you want the **DMax** or **DMin** function to be based on the changed values, you must first save the changes by clicking **Save Record** on the **Records** menu, moving the focus to another record, or by using the **Update** method.

Example

The following example returns the lowest and highest values from the Freight field for orders shipped to the United Kingdom. The domain is an Orders table. The *criteria* argument restricts the resulting set of records to those for which ShipCountry equals UK.

```
Dim curX As Currency
Dim curY As Currency

curX = DMin("[Freight]", "Orders", "[ShipCountry] = 'UK'")
curY = DMax("[Freight]", "Orders", "[ShipCountry] = 'UK'")
```

In the next example, the *criteria* argument includes the current value of a text box called OrderDate. The text box is bound to an OrderDate field in an Orders table. Note that the reference to the control isn't included in the double quotation marks (") that denote the strings. This ensures that each time the **DMax** function is called, Microsoft Access obtains the current value from the control.

```
Dim curX As Currency
curX = DMax("[Freight]", "Orders", "[OrderDate] = #" _
    & Forms!Orders!OrderDate & "#")
```

In the next example, the criteria expression includes a variable, dteOrderDate. Note that number signs (#) are included in the string expression, so that when the strings are concatenated, they will enclose the date.

```
Dim dteOrderDate As Date
Dim curX As Currency

dteOrderDate = #03/30/2000#
curX = DMin("[Freight]", "Orders", _
    "[OrderDate] = #" & dteOrderDate & "#")
```



[Show All](#)

DoMenuItem Method

Displays the appropriate [menu](#) or [toolbar](#) command for Microsoft Access.

expression.DoMenuItem(*MenuBar*, *MenuName*, *Command*, *Subcommand*, *Version*)

expression Required. An expression that returns one of the objects in the Applies To list.

MenuBar Required **Variant**. Use the [intrinsic constant](#) **acFormBar** for the [menu bar](#) in [Form view](#). For other views, use the number of the view in the menu bar argument list, as shown in the Macro window in previous versions of Microsoft Access (count down the list, starting from 0).

MenuName Required **Variant**. You can use one of the following [intrinsic constants](#).

Intrinsic constants:

acFile

acEditMenu

acRecordsMenu

You can use **acRecordsMenu** only for the Form view menu bar in Microsoft Access version 2.0 and Microsoft Access 95 databases. For other menus, use the number of the menu in the menu name argument list, as shown in the Macro window in previous versions of Microsoft Access (count down the list, starting from 0).

Command Required **Variant**. You can use one of the following [intrinsic constants](#).

Intrinsic constants:

acNew

acSaveForm

acSaveFormAs

acSaveRecord

acUndo

acCut

acCopy

acPaste

acDelete

acSelectRecord

acSelectAllRecords

acObject

acRefresh

For other commands, use the number of the command in the command argument list, as shown in the Macro window in previous versions of Microsoft Access (count down the list, starting from 0).

Subcommand Optional **Variant**. You can use one of the following [intrinsic constants](#).

Intrinsic constants:

acObjectVerb

acObjectUpdate

The **acObjectVerb** constant represents the first command on the [submenu](#) of the **Object** command on the **Edit** menu. The type of object determines the first command on the submenu. For example, this command is **Edit** for a Paintbrush object that can be edited.

For other commands on submenus, use the number of the subcommand in the subcommand argument list, as shown in the Macro window in previous versions of Microsoft Access (count down the list, starting from 0).

Version Optional **Variant**. Use the intrinsic constant **acMenuVer70** for code written for Microsoft Access 95 databases, the intrinsic constant **acMenuVer20** for code written for Microsoft Access version 2.0 databases, and the intrinsic constant **acMenuVer1X** for code written for Microsoft Access version 1.x databases. This argument is available only in Visual Basic.

Note The default for this argument is **acMenuVer1X**, so that any code written for Microsoft Access version 1.x databases will run unchanged. If you're writing code for a Microsoft Access 95 or version 2.0 database and want to use the Microsoft Access 95 or version 2.0 menu commands with the **DoMenuItem** method, you must set this argument to **acMenuVer70** or **acMenuVer20**.

Also, when you are counting down the lists for the Menu Bar, Menu Name, Command, and Subcommand action arguments in the Macro window to get the numbers to use for the arguments in the **DoMenuItem** method, you must use the Microsoft Access 95 lists if the **Version** argument is **acMenuVer70**, the Microsoft Access version 2.0 lists if the **Version** argument is **acMenuVer20**, and the Microsoft Access version 1.x lists if **Version** is **acMenuVer1X** (or blank).

Note There is no **acMenuVer80** setting for this argument. You can't use the **DoMenuItem** method to display Microsoft Access 97 or Microsoft Access 2000 commands (although existing **DoMenuItem** methods in Visual Basic code will still work). Use the **RunCommand** method instead.

Remarks

Note In Microsoft Access 97, the **DoMenuItem** method was replaced by the [RunCommand](#) method. The **DoMenuItem** method is included in this version of Microsoft Access only for compatibility with previous versions. When you run existing Visual Basic code containing a **DoMenuItem** method, Microsoft Access will display the appropriate [menu](#) or [toolbar](#) command for Microsoft Access 2000. However, unlike the DoMenuItem action in a [macro](#), a **DoMenuItem** method in Visual Basic code isn't converted to a **RunCommand** method when you convert a database created in a previous version of Microsoft Access.

Some commands from previous versions of Microsoft Access aren't available in Microsoft Access 2000, and **DoMenuItem** methods that run these commands will cause an error when they're executed in Visual Basic. You must edit your Visual Basic code to replace or delete occurrences of such **DoMenuItem** methods.

The selections in the lists for the menu name, command, and subcommand action arguments in the Macro window depend on what you've selected for the previous arguments. You must use numbers or intrinsic constants that are appropriate for each *MenuBar*, *MenuName*, *Command*, and *Subcommand* argument.

If you leave the *Subcommand* argument blank but specify the *Version* argument, you must include the *Subcommand* argument's comma. If you leave the *Subcommand* and *Version* arguments blank, don't use a comma following the *Command* argument.

Example

The following example uses the **DoMenuItem** method to carry out the **Paste** command on the **Edit** menu in Form view in a Microsoft Access 95 database:

```
DoCmd.DoMenuItem acFormBar, acEditMenu, acPaste, , acMenuVer70
```

The next example carries out the **Tile** command on the **Window** menu in Form view in a Microsoft Access version 2.0 database:

```
DoCmd.DoMenuItem acFormBar, 4, 0, , acMenuVer20
```



[Show All](#)

Dropdown Method

You can use the **Dropdown** method to force the list in the specified [combo box](#) to drop down.

expression.**Dropdown**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

For example, you can use this method to cause a combo box listing vendor codes to drop down when the vendor code [control](#) receives the [focus](#) during data entry.

If the specified combo box control doesn't have the focus, an error occurs. The use of this method is identical to pressing the F4 key when the control has the focus.

Example

The following example shows how you can use the **Dropdown** method within the **GotFocus** event procedure to force a combo box named SupplierID to drop down when it receives the focus.

```
Private Sub SupplierID_GotFocus()  
    Me!SupplierID.Dropdown  
End Sub
```



[Show All](#)

DStDev, DStDevP Functions

You can use the **DStDev** and **DStDevP** functions to estimate the standard deviation across a set of values in a specified set of records (a [domain](#)). Use the **DStDev** and **DStDevP** functions in Visual Basic, a [macro](#), a query expression, or a [calculated control](#) on a form or report.

Use the **DStDevP** function to evaluate a population and the **DStDev** function to evaluate a population sample.

For example, you could use the **DStDev** function in a module to calculate the standard deviation across a set of students' test scores.

DStDev(*expr*, *domain*, [*criteria*])

DStDevP(*expr*, *domain*, [*criteria*])

The **DStDev** and **DStDevP** functions have the following arguments.

Argument	Description
<i>expr</i>	An expression that identifies the numeric field on which you want to find the standard deviation. It can be a string expression identifying a field from a table or query, or it can be an expression that performs a calculation on data in that field . In <i>expr</i> , you can include the name of a field in a table, a control on a form, a constant, or a function. If <i>expr</i> includes a function, it can be either built-in or user-defined, but not another domain aggregate or SQL aggregate function.
<i>domain</i>	A string expression identifying the set of records that constitutes the domain. It can be a table name or a query name for a query that does not require a parameter.
<i>criteria</i>	An optional string expression used to restrict the range of data on which the DStDev or DStDevP function is performed. For example, <i>criteria</i> is often equivalent to the WHERE clause in an SQL expression, without the word WHERE. If <i>criteria</i> is omitted, the DStDev and DStDevP functions evaluate <i>expr</i> against the entire domain. Any field that is included in <i>criteria</i> must also be a field in

domain; otherwise, the **DStDev** and **DStDevP** functions will return a **Null**.

Remarks

If *domain* refers to fewer than two records or if fewer than two records satisfy *criteria*, the **DStDev** and **DStDevP** functions return a **Null**, indicating that a standard deviation can't be calculated.

Whether you use the **DStDev** or **DStDevP** function in a macro, module, query expression, or calculated control, you must construct the *criteria* argument carefully to ensure that it will be evaluated correctly.

You can use the **DStDev** and **DStDevP** functions to specify criteria in the Criteria row of a select query. For example, you could create a query on an Orders table and a Products table to display all products for which the freight cost fell above the mean plus the standard deviation for freight cost. The Criteria row beneath the Freight field would contain the following expression:

```
>(DStDev("[Freight]", "Orders") + DAvg("[Freight]", "Orders"))
```

You can use the **DStDev** and **DStDevP** functions in a calculated field expression of a query, or in the Update To row of an [update query](#).

Note You can use the **DStDev** and **DStDevP** functions or the **StDev** and **StDevP** functions in a calculated field expression of a [totals query](#). If you use the **DStDev** or **DStDevP** function, values are calculated before data is grouped. If you use the **StDev** or **StDevP** function, the data is grouped before values in the field expression are evaluated.

Use the **DStDev** and **DStDevP** function in a calculated control when you need to specify criteria to restrict the range of data on which the function is performed. For example, to display standard deviation for orders to be shipped to California, set the [ControlSource](#) property of a text box to the following expression:

```
=DStDev("[Freight]", "Orders", "[ShipRegion] = 'CA'")
```

If you simply want to find the standard deviation across all records in *domain*, use the **StDev** or **StDevP** function.



Tip

If the data type of the field from which *expr* is derived is a number, the **DStDev** and **DStDevP** functions return a **Double** data type. If you use the **DStDev** or **DStDevP** function in a calculated control, include a data type conversion function in the expression to improve performance.

Note Unsaved changes to records in *domain* are not included when you use these functions. If you want the **DStDev** or **DStDevP** function to be based on the changed values, you must first save the changes by clicking **Save Record** on the **Records** menu, moving the focus to another record, or by using the **Update** method.

Example

The following example returns estimates of the standard deviation for a population and a population sample for orders shipped to the United Kingdom. The domain is an Orders table. The *criteria* argument restricts the resulting set of records to those for which the ShipCountry value is UK.

```
Dim dblX As Double
Dim dblY As Double

' Sample estimate.
dblX = DStDev("[Freight]", "Orders", "[ShipCountry] = 'UK'")

' Population estimate.
dblY = DStDevP("[Freight]", "Orders", "[ShipCountry] = 'UK'")
```

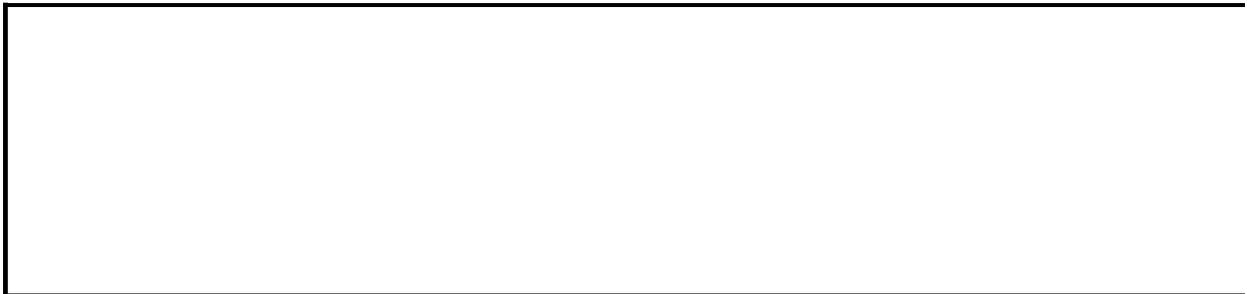
The next example calculates the same estimates by using a variable, strCountry, in the *criteria* argument. Note that single quotation marks (') are included in the string expression, so that when the strings are concatenated, the string literal UK will be enclosed in single quotation marks.

```
Dim strCountry As String
Dim dblX As Double
Dim dblY As Double

strCountry = "UK"

dblX = DStDev("[Freight]", "Orders", _
    "[ShipCountry] = '" & strCountry & "'")

dblY = DStDevP("[Freight]", "Orders", _
    "[ShipCountry] = '" & strCountry & "'")
```



[Show All](#)

DSum Function

You can use the **DSum** functions to calculate the sum of a set of values in a specified set of records (a [domain](#)). Use the **DSum** function in Visual Basic, a [macro](#), a query expression, or a [calculated control](#).

For example, you could use the **DSum** function in a calculated field expression in a query to calculate the total sales made by a particular employee over a period of time. Or you could use the **DSum** function in a calculated control to display a running sum of sales for a particular product.

DSum(*expr*, *domain*, [*criteria*])

The **DSum** function has the following arguments.

Argument	Description
<i>expr</i>	An expression that identifies the numeric field whose values you want to total. It can be a string expression identifying a field in a table or query, or it can be an expression that performs a calculation on data in that field . In <i>expr</i> , you can include the name of a field in a table, a control on a form, a constant, or a function. If <i>expr</i> includes a function, it can be either built-in or user-defined, but not another domain aggregate or SQL aggregate function.
<i>domain</i>	A string expression identifying the set of records that constitutes the domain. It can be a table name or a query name for a query that does not require a parameter.
<i>criteria</i>	An optional string expression used to restrict the range of data on which the DSum function is performed. For example, <i>criteria</i> is often equivalent to the WHERE clause in an SQL expression, without the word WHERE. If <i>criteria</i> is omitted, the DSum function evaluates <i>expr</i> against the entire domain. Any field that is included in <i>criteria</i> must also be a field in <i>domain</i> ; otherwise, the DSum function returns a Null .

Remarks

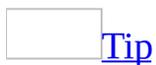
If no record satisfies the *criteria* argument or if domain contains no records, the **DSum** function returns a **Null**.

Whether you use the **DSum** function in a macro, module, query expression, or calculated control, you must construct the *criteria* argument carefully to ensure that it will be evaluated correctly.

You can use the **DSum** function to specify criteria in the Criteria row of a query, in a calculated field in a query expression, or in the Update To row of an [update query](#).

Note You can use either the **DSum** or **Sum** function in a calculated field expression in a [totals query](#). If you use the **DSum** function, values are calculated before data is grouped. If you use the **Sum** function, the data is grouped before values in the field expression are evaluated.

You may want to use the **DSum** function when you need to display the sum of a set of values from a field that is not in the record source for your form or report. For example, suppose you have a form that displays information about a particular product. You could use the **DSum** function to maintain a running total of sales of that product in a calculated control.



If you need to maintain a running total in a control on a report, you can use the [RunningSum](#) property of that control if the field on which it is based is included in the record source for the report. Use the **DSum** function to maintain a running sum on a form.

Note Unsaved changes to records in *domain* aren't included when you use this function. If you want the **DSum** function to be based on the changed values, you must first save the changes by clicking **Save Record** on the **Records** menu, moving the focus to another record, or by using the **Update** method.

Example

The following example totals the values from the Freight field for orders shipped to the United Kingdom. The domain is an Orders table. The *criteria* argument restricts the resulting set of records to those for which ShipCountry equals UK.

```
Dim curX As Currency
curX = DSum("[Freight]", "Orders", "[ShipCountry] = 'UK'")
```

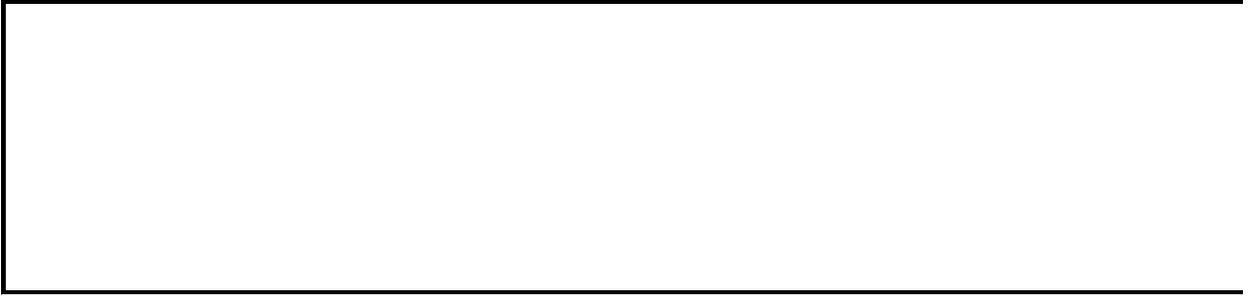
The next example calculates a total by using two separate criteria. Note that single quotation marks (') and number signs (#) are included in the string expression, so that when the strings are concatenated, the string literal will be enclosed in single quotation marks, and the date will be enclosed in number signs.

```
Dim curX As Currency
curX = DSum("[Freight]", "Orders", _
    "[ShipCountry] = 'UK' AND [ShippedDate] > #1-1-95#")
```

You can use a domain function in the Update To row of an update query. For example, suppose you want to track current sales by product in a Products table. You could add a new field called SalesSoFar to the Products table, and run an update query to calculate the correct values and update the records. Create a new query based on the Products table, and click **Update** on the **Query** menu. Add the SalesSoFar field to the query grid, and enter the following in the Update To row:

```
DSum("[Quantity]*[UnitPrice]", "Order Details", "[ProductID] = " _
    & [ProductID])
```

When the query is run, Microsoft Access calculates the total amount of sales for each product, based on information from an Order Details table. The sum of sales for each product is added to the Products table.



[Show All](#)

DVar, DVarP Functions

You can use the **DVar** and **DVarP** functions to estimate variance across a set of values in a specified set of records (a [domain](#)). Use the **DVar** and **DVarP** functions in Visual Basic, a [macro](#), a query expression, or a [calculated control](#) on a form or report.

Use the **DVarP** function to evaluate variance across a population and the **DVar** function to evaluate variance across a population sample.

For example, you could use the **DVar** function to calculate the variance across a set of students' test scores.

DVar(*expr*, *domain*, [*criteria*])

DVarP(*expr*, *domain*, [*criteria*])

The **DVar** and **DVarP** functions have the following arguments.

Argument	Description
<i>expr</i>	An expression that identifies the numeric field on which you want to find the variance. It can be a string expression identifying a field from a table or query, or it can be an expression that performs a calculation on data in that field . In <i>expr</i> , you can include the name field in a table, a control on a form, a constant, or a function. If <i>expr</i> includes a function, it can be either built-in or user-defined, but not another domain aggregate or SQL aggregate function. Any field included in <i>expr</i> must be a numeric field.
<i>domain</i>	A string expression identifying the set of records that constitutes the domain. It can be a table name or a query name for a query that does not require a parameter.
<i>criteria</i>	An optional string expression used to restrict the range of data on which the DVar or DVarP function is performed. For example, <i>criteria</i> is often equivalent to the WHERE clause in an SQL expression, without the word WHERE. If <i>criteria</i> is omitted, the DVar and DVarP functions evaluate <i>expr</i> against the entire domain.

Any field that is included in *criteria* must also be a field in *domain*; otherwise the **DVar** and **DVarP** functions return a [Null](#).

Remarks

If *domain* refers to fewer than two records or if fewer than two records satisfy *criteria*, the **DVar** and **DVarP** functions return a **Null**, indicating that a variance can't be calculated.

Whether you use the **DVar** or **DVarP** function in a macro, module, query expression, or calculated control, you must construct the *criteria* argument carefully to ensure that it will be evaluated correctly.

You can use the **DVar** and **DVarP** function to specify criteria in the **Criteria** row of a select query, in a calculated field expression in a query, or in the **Update To** row of an update query.

Note You can use the **DVar** and **DVarP** functions or the **Var** and **VarP** functions in a calculated field expression in a [totals query](#). If you use the **DVar** or **DVarP** function, values are calculated before data is grouped. If you use the **Var** or **VarP** function, the data is grouped before values in the field expression are evaluated.

Use the **DVar** and **DVarP** functions in a calculated control when you need to specify *criteria* to restrict the range of data on which the function is performed. For example, to display a variance for orders to be shipped to California, set the [ControlSource](#) property of a text box to the following expression:

```
=DVar("[Freight]", "Orders", "[ShipRegion] = 'CA'")
```

If you simply want to find the standard deviation across all records in *domain*, use the **Var** or **VarP** function.

Note Unsaved changes to records in *domain* are not included when you use these functions. If you want the **DVar** or **DVarP** function to be based on the changed values, you must first save the changes by clicking **Save Record** on the **Records** menu, moving the focus to another record, or by using the **Update** method.

Example

The following example returns estimates of the variance for a population and a population sample for orders shipped to the United Kingdom. The domain is an Orders table. The *criteria* argument restricts the resulting set of records to those for which ShipCountry equals UK.

```
Dim dblX As Double
Dim dblY As Double

' Sample estimate.
dblX = DVar("[Freight]", "Orders", "[ShipCountry] = 'UK'")

' Population estimate.
dblY = DVarP("[Freight]", "Orders", "[ShipCountry] = 'UK'")
```

The next example returns estimates by using a variable, strCountry, in the *criteria* argument. Note that single quotation marks (') are included in the string expression, so that when the strings are concatenated, the string literal UK will be enclosed in single quotation marks.

```
Dim strCountry As String
Dim dblX As Double

strCountry = "UK"

dblX = DVar("[Freight]", "Orders", "[ShipCountry] = '" _
    & strCountry & "'")
```



[Show All](#)

Echo Method

 [Echo](#) method as it applies to the [Application](#) object.

The **Echo** method specifies whether Microsoft Access [repaints](#) the display screen.

expression.Echo(EchoOn, bstrStatusBarText)

expression Required. An expression that returns an [Application](#) object.

EchoOn Required **Integer**. **True** (default) indicates that the screen is repainted.

bstrStatusBarText Optional **String**. A [string expression](#) that specifies the text to display in the [status bar](#) when repainting is turned on or off.

Remarks

If you are running Visual Basic code that makes a number of changes to objects displayed on the screen, your code may work faster if you turn off screen repainting until the procedure has finished running. You may also want to turn repainting off if your code makes changes that the user shouldn't or doesn't need to see.

The **Echo** method doesn't suppress the display of [modal](#) dialog boxes, such as error messages, or [pop-up forms](#), such as property sheets.

If you turn screen repainting off, the screen won't show any changes, even if the user presses CTRL+BREAK or Visual Basic encounters a [breakpoint](#). You may want to create a [macro](#) that turns repainting on and then assign the macro to a key or custom menu command. You can then use the key combination or menu command to turn repainting on if it has been turned off in Visual Basic.

If you turn screen repainting off and then try to step through the code, you won't be able to see progress through the code or any other visual cues until repainting is turned back on. However, your code will continue to execute.

Note Don't confuse the **Echo** method with the [Repaint](#) method. The **Echo** method turns screen repainting on or off. The **Repaint** method forces an immediate screen repainting.



[Echo method as it applies to the DoCmd object.](#)

The **Echo** method of the [DoCmd](#) object carries out the [Echo](#) action in Visual Basic.

expression.Echo(EchoOn, StatusBarText)

expression Required. An expression that returns a [DoCmd](#) object.

EchoOn Required **Variant**. Use **True** to turn [echo](#) on and **False** to turn it off.

StatusBarText Optional **Variant**. A [string expression](#) indicating the text that appears in the status bar.

Remarks

If you leave the *StatusBarText* argument blank, don't use a comma following the *echoon* argument.

If you turn echo off in Visual Basic, you must turn it back on or it will remain off, even if the user presses CTRL+BREAK or if Visual Basic encounters a [breakpoint](#). You may want to create a [macro](#) that turns echo on and then assign that macro to a key combination or a custom menu command. You could then use the key combination or menu command to turn echo on if it has been turned off in Visual Basic.

The **Echo** method of the **DoCmd** object was added to provide backward compatibility for running the Echo action in Visual Basic code in Microsoft Access for Windows 95. It's recommended that you use the existing **Echo** method of the [Application](#) object instead.

Example

 [As it applies to the **Application** object.](#)

The following example uses the **Echo** method to prevent the screen from being repainted while certain operations are underway. While the procedure opens a form and minimizes it, the user only sees an hourglass icon indicating that processing is taking place, and the screen isn't repainted. When this task is completed, the hourglass changes back to a pointer and screen repainting is turned back on.

```
Public Sub EchoOff()  
  
    ' Open the Employees form minimized.  
    Application.Echo False  
    DoCmd.Hourglass True  
    DoCmd.OpenForm "Employees", acNormal  
    DoCmd.Minimize  
    Application.Echo True  
    DoCmd.Hourglass False  
  
End Sub
```

 [As it applies to the **DoCmd** object.](#)

The following example uses the **Echo** method to turn echo off and display the specified text in the status bar while Visual Basic code is executing:

```
DoCmd.Echo False, "Visual Basic code is executing."
```



[Show All](#)

EuroConvert Function

You can use the **EuroConvert** function to convert a number to euro or from euro to a participating currency. You can also use it to convert a number from one participating currency to another by using the euro as an intermediary (triangulation). The **EuroConvert** function uses fixed conversion rates established by the European Union.

EuroConvert(*number*, *sourcecurrency*, *targetcurrency*, [*fullprecision*, *triangulationprecision*])

Argument	Description
<i>number</i>	The number you want to convert, or a reference to a field containing the number.
<i>sourcecurrency</i>	A string expression , or reference to a field containing the string, corresponding to the International Standards Organization (ISO) acronym for the currency you want to convert. Can be one of the ISO codes listed in the following table.

Currency	ISO Code	Calculation Precision	Display Precision
Belgian franc	BEF	0	0
Luxembourg franc	LUF	0	0
Deutsche mark	DEM	2	2
Spanish peseta	ESP	0	0
French franc	FRF	2	2
Irish punt	IEP	2	2
Italian lira	ITL	0	0

Netherlands guilder	NLG	2	2
Austrian schilling	ATS	2	2
Portuguese escudo	PTE	0	0
Finnish Markka	FIM	2	2
euro	EUR	2	2

In the preceding table, the calculation precision determines what currency unit to round the result to based on the conversion currency. For example, when converting to Deutsche marks, the calculation precision is 2, and the result is rounded to the nearest pfennig, 100 pfennigs to a mark. The display precision determines how many decimal places appear in the field containing the result.

Later versions of the **EuroConvert** function may support additional currencies. For information about new participating currencies and updates to the **EuroConvert** function, see the Microsoft Office Euro Currency Web site.

Currency	ISO Code
Danish Krone	DKK
Drachma	GRD
Swedish Krona	SEK

Pound Sterling GBP

targetcurrency

A string expression, or reference to a field containing the string, corresponding to the ISO code of the currency to which you want to convert the number. For a list of ISO codes, see the *sourcecurrency* argument description.

fullprecision

Optional. A **Boolean** value where **True** (1) ignores the currency-specific rounding rules (called display precision in *sourcecurrency* argument description) and uses the 6-significant-digit conversion factor with no follow-up rounding. **False** (0) uses the currency-specific rounding rules to display the result. If the parameter is omitted, the default value is **False**.

triangulationprecision

Optional. An **Integer** value greater than or equal to 3 that specifies the number of significant digits in the calculation precision used for the intermediate euro value when converting between two national currencies.

Remarks

Any trailing zeros are truncated and invalid parameters return #Error.

If the source ISO code is the same as the target ISO code, the original value of the number is active.

This function does not apply a format.

The **EuroConvert** function uses the current rates established by the European Union. If the rates change, Microsoft will update the function. To get full information about the rules and the rates currently in effect, see the European Commission publications about the euro. For information about obtaining these publications, see the Microsoft Office Euro Currency Web site.

Example

The first example converts 1.20 Deutsche marks to a euro dollar value (answer = 0.61). The second example converts 1.47 French francs to Deutsche marks (answer = 0.44 DM). They assume conversion rates of 1 euro = 6.55858 French francs and 1.92974 Deutsche marks.

```
EuroConvert(1.20, "DEM", "EUR")  
EuroConvert(1.47, "FRF", "DEM", TRUE, 3)
```



[Show All](#)

Eval Function

You can use the **Eval** function to evaluate an [expression](#) that results in a text string or a numeric value.

You can construct a string and then pass it to the **Eval** function as if the string were an actual expression. The **Eval** function evaluates the [string expression](#) and returns its value. For example, `Eval("1 + 1")` returns 2.

If you pass to the **Eval** function a string that contains the name of a function, the **Eval** function returns the return value of the function. For example, `Eval("Chr$(65)")` returns "A".

Eval(*stringexpr*)

The *stringexpr* argument is an expression that evaluates to an alphanumeric text string. For example, *stringexpr* can be a function that returns a string or a numeric value. Or it can be a reference to a [control](#) on a form. The *stringexpr* argument must evaluate to a string or numeric value; it can't evaluate to a [Microsoft Access object](#).

Note If you are passing the name of a function to the **Eval** function, you must include parentheses after the name of the function in the *stringexpr* argument. For example:

```
' ShowNames is user-defined function.  
Debug.Print Eval("ShowNames()")
```

```
Debug.Print Eval("StrComp(""Joe"", ""joe"", 1)")
```

```
Debug.Print Eval("Date()")
```

Remarks

You can use the **Eval** function in a [calculated control](#) on a form or report, or in a macro or module. The **Eval** function returns a [Variant](#) that is either a string or a numeric type.

The argument *stringexpr* must be an expression that is stored in a string. If you pass to the **Eval** function a string that doesn't contain a numeric expression or a function name but only a simple text string, a [run-time error](#) occurs. For example, `Eval("Smith")` results in an error.

You can use the **Eval** function to determine the value stored in the [Value](#) property of a control. The following example passes a string containing a full reference to a control to the **Eval** function. It then displays the current value of the control in a dialog box.

```
Dim ctl As Control
Dim strCtl As String

Set ctl = Forms!Employees!LastName
strCtl = "Forms!Employees!LastName"
MsgBox ("The current value of " & ctl.Name & " is " & Eval(strCtl))
```

You can use the **Eval** function to access expression operators that aren't ordinarily available in Visual Basic. For example, you can't use the SQL operators **Between...And** or **In** directly in your code, but you can use them in an expression passed to the **Eval** function.

The next example determines whether the value of a ShipRegion control on an Orders form is one of several specified state abbreviations. If the field contains one of the abbreviations, `intState` will be **True** (-1). Note that you use single quotation marks (') to include a string within another string.

```
Dim intState As Integer
intState = Eval("Forms!Orders!ShipRegion In " _
    & "('AK', 'CA', 'ID', 'WA', 'MT', 'NM', 'OR')")
```

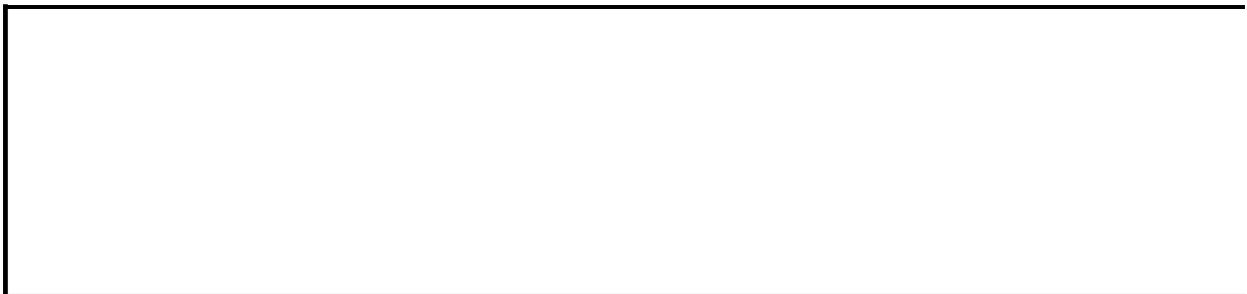
Example

The following example assumes that you have a series of 50 functions defined as A1, A2, and so on. This example uses the **Eval** function to call each function in the series.

```
Sub CallSeries()  
    Dim intI As Integer  
    For intI = 1 To 50  
        Eval("A" & intI & "()")  
    Next intI  
End Sub
```

The next example triggers a Click event as if the user had clicked a button on a form. If the value of the button's **OnClick** property begins with an equal sign (=), signifying that it is the name of a function, the **Eval** function calls the function, which is equivalent to triggering the **Click** event. If the value doesn't begin with an equal sign, then the value must name a macro. The **RunMacro** method of the **DoCmd** object runs the named macro.

```
Dim ctl As Control  
Dim varTemp As Variant  
  
Set ctl = Forms!Contacts!HelpButton  
If (Left(ctl.OnClick, 1) = "=") Then  
    varTemp = Eval(Mid(ctl.OnClick, 2))  
Else  
    DoCmd.RunMacro ctl.OnClick  
End If
```



[Show All](#)

Execute Method

The **Execute** method performs the specified [smart tag](#) action.

Smart tag actions are processes that are programmed into smart tags that allow users to perform certain functions related to the smart tag. For example, one action for a smart tag might be to access a Web site, while another action inserts contact information from Microsoft Outlook, while yet another action displays a map and driving directions.

expression.**Execute()**

expression Required. An expression that returns a [SmartTagAction](#) object.

Remarks

Calling the [Execute](#) method will result in a run-time error if the smart tag is:

- Located on a report.
- Located on a form in [Design view](#), [PivotTable view](#), or [PivotChart view](#).

[Show All](#)

ExportXML Method

The **ExportXML** method allows developers to export XML data, schemas, and presentation information from Microsoft SQL Server 2000 Desktop Engine (MSDE 2000), Microsoft SQL Server 6.5 or later, or the Microsoft Jet database engine.

expression.ExportXML(ObjectType, DataSource, DataTarget, SchemaTarget, PresentationTarget, ImageTarget, Encoding, OtherFlags, FilterCriteria, AdditionalData)

expression Required. An expression that returns an [Application](#) object.

ObjectType Required [AcExportXMLObjectType](#). The type of [AccessObject](#) object to export.

AcExportXMLObjectType can be one of these **AcExportXMLObjectType** constants:

acExportForm

acExportFunction

acExportQuery

acExportReport

acExportServerView

acExportStoredProcedure

acExportTable

DataSource Required **String**. The name of the **AccessObject** object to export. The default is the currently open object of the type specified by the **ObjectType** argument.

DataTarget Optional **String**. The file name and path for the exported data. If this argument is omitted, data is not exported.

SchemaTarget Optional **String**. The file name and path for the exported schema information. If this argument is omitted, schema information is not exported to a separate XML file.

PresentationTarget Optional **String**. The file name and path for the exported presentation information. If this argument is omitted, presentation information is not exported.

ImageTarget Optional **String**. The path for exported images. If this argument is omitted, images are not exported.

Encoding Optional [AcExportXMLEncoding](#). The text encoding to use for the exported XML.

AcExportXMLEncoding can be one of these **AcExportXMLEncoding** constants:

acUTF16

acUTF8 *default*

OtherFlags Optional **AcExportXMLOtherFlags**. A [bit mask](#) that specifies other behaviors associated with exporting to XML. The following table describes the behavior that results from specific values; values can be added to specify a combination of behaviors.

AcExportXMLOtherFlags can be one of these **AcExportXMLOtherFlags** constants:

acEmbedSchema Writes schema information into the document specified by the **DataTarget** argument; this value takes precedence over the **SchemaTarget** argument.

acExcludePrimaryKeyAndIndexes Does not export primary key and index schema properties.

acLiveReportSource Creates a live link to a remote Microsoft SQL Server 2000 database. Valid only when you are exporting reports that are bound to a Microsoft SQL Server 2000 database.

acPersistReportML Persists the exported object's ReportML information.

acRunFromServer Creates an Active Server Pages (ASP) wrapper; otherwise, default is an HTML wrapper. Applies only when you are exporting reports.

FilterCriteria Optional **String**. Specifies a subset of records to be exported.

AdditionalData Optional **AdditionalData**. Specifies additional tables to export. This argument is ignored if the **OtherFlags** argument is set to

acLiveReportSource.

Remarks

Although the *DataTarget*, *SchemaTarget*, and *PresentationTarget* arguments are all optional, at least one must be specified when you are using this method. When the **ExportXML** method is called from within an **AccessObject** object, the default behavior is to overwrite any existing files specified in any of the arguments.

Example

The following example exports the contents of the Customers table in the Northwind Traders sample database, along with the contents of the Orders and Orders Details tables, to an XML data file named Customer Orders.xml.

```
Sub ExportCustomerOrderData()  
    Dim objOrderInfo As AdditionalData  
    Dim objOrderDetailsInfo As AdditionalData  
  
    Set objOrderInfo = Application.CreateAdditionalData  
  
    ' Add the Orders and Order Details tables to the data to be exported  
    Set objOrderDetailsInfo = objOrderInfo.Add("Orders")  
    objOrderDetailsInfo.Add "Order Details"  
  
    ' Export the contents of the Customers table. The Orders and Order  
    ' Details tables will be included in the XML file.  
    Application.ExportXML ObjectType:=acExportTable, DataSource:="Customers",  
                          DataTarget:="Customer Orders.xml", _  
                          AdditionalData:=objOrderInfo  
End Sub
```

The following example exports the table named Customers in the current database to an XML file; the data and schema are exported as separate files.

```
Application.ExportXML _  
    ObjectType:=acExportTable, _  
    DataSource:="Customers", _  
    DataTarget:="Customers.xml", _  
    SchemaTarget:="CustomersSchema.xml"
```

The following example exports the report called Fall2000 in the current database to an XML file. Presentation information is also exported, and images are placed in the specified directory. The report is exported with an ASP wrapper rather than the default HTML wrapper.

```
Application.ExportXML _  
    ObjectType:=acExportReport, _  
    DataSource:="Fall2000", _  
    DataTarget:="Fall2000.xml", _  
    PresentationTarget:="Fall2000Report.xsl", _  
    ImageTarget:="Images", _
```

OtherFlags:=acRunFromServer



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Find Method

Finds specified text in a [standard module](#) or [class module](#).

expression.**Find**(*Target*, *StartLine*, *StartColumn*, *EndLine*, *EndColumn*, *WholeWord*, *MatchCase*, *PatternSearch*)

expression Required. An expression that returns one of the objects in the Applies To list.

Target Required **String**. A [string expression](#) that evaluates to the text that you want to find.

StartLine Required **Long**. The line on which to begin searching. If a match is found, the value of the **StartLine** argument is set to the line on which the beginning character of the matching text is found.

StartColumn Required **Long**. The column on which to begin searching. Each character in a line is in a separate column, beginning with zero on the left side of the module. If a match is found, the value of the **StartColumn** argument is set to the column on which the beginning character of the matching text is found.

EndLine Required **Long**. The line on which to stop searching. If a match is found, the value of the **EndLine** argument is set to the line on which the ending character of the matching text is found.

EndColumn Required **Long**. The column on which to stop searching. If a match is found, the value of the **EndColumn** argument is set to the column on which the beginning character of the matching text is found.

WholeWord Optional **Boolean**. **True** results in a search for whole words only. The default is **False**.

MatchCase Optional **Boolean**. **True** results in a search for words with case matching the **Target** argument. The default is **False**.

PatternSearch Optional **Boolean**. **True** results in a search in which the **Target** argument may contain wildcard characters such as an asterisk (*) or a question

mark (?). The default is **False**.

Remarks

The **Find** method searches for the specified text [string](#) in a **Module** object. If the string is found, the **Find** method returns **True**.

To determine the position in the module at which the search text was found, pass empty variables to the **Find** method for the **StartLine**, **StartColumn**, **EndLine**, and **EndColumn** arguments. If a match is found, these arguments will contain the line number and column position at which the search text begins (**StartLine**, **StartColumn**) and ends (**EndLine**, **EndColumn**).

For example, if the search text is found on line 5, begins at column 10, and ends at column 20, the values of these arguments will be: **StartLine** = 5, **StartColumn** = 10, **EndLine** = 5, **EndColumn** = 20.

Example

The following function finds a specified string in a module and replaces the line that contains that string with a new specified line.

```
Function FindAndReplace(strModuleName As String, _
    strSearchText As String, _
    strNewText As String) As Boolean
    Dim mdl As Module
    Dim lngSLine As Long, lngSCol As Long
    Dim lngELine As Long, lngECol As Long
    Dim strLine As String, strNewLine As String
    Dim intChr As Integer, intBefore As Integer, _
        intAfter As Integer
    Dim strLeft As String, strRight As String

    ' Open module.
    DoCmd.OpenModule strModuleName
    ' Return reference to Module object.
    Set mdl = Modules(strModuleName)

    ' Search for string.
    If mdl.Find(strSearchText, lngSLine, lngSCol, lngELine, _
        lngECol) Then
        ' Store text of line containing string.
        strLine = mdl.Lines(lngSLine, Abs(lngELine - lngSLine) + 1)
        ' Determine length of line.
        intChr = Len(strLine)
        ' Determine number of characters preceding search text.
        intBefore = lngSCol - 1
        ' Determine number of characters following search text.
        intAfter = intChr - CInt(lngECol - 1)
        ' Store characters to left of search text.
        strLeft = Left$(strLine, intBefore)
        ' Store characters to right of search text.
        strRight = Right$(strLine, intAfter)
        ' Construct string with replacement text.
        strNewLine = strLeft & strNewText & strRight
        ' Replace original line.
        mdl.ReplaceLine lngSLine, strNewLine
        FindAndReplace = True
    Else
        MsgBox "Text not found."
        FindAndReplace = False
    End If
End If
```

```
Exit_FindAndReplace:  
    Exit Function
```

```
Error_FindAndReplace:
```

```
MsgBox Err & ": " & Err.Description  
    FindAndReplace = False  
    Resume Exit_FindAndReplace  
End Function
```



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FindNext Method

The **FindNext** method carries out the [FindNext](#) action in Visual Basic.

expression.**FindNext**

expression Required. An expression that returns a **DoCmd** object.

Remarks

This method has no arguments and can be called using the syntax `DoCmd.FindNext`.

You can use the **FindNext** method to find the next [record](#) that meets the [criteria](#) specified by the previous [FindRecord](#) method or the **Find In Field** dialog box, available by clicking **Find** on the **Edit** menu. You can use the **FindNext** method to search repeatedly for records. For example, you can move successively through all the records for a specific customer.



[Show All](#)

FindRecord Method

The **FindRecord** method carries out the [FindRecord](#) action in Visual Basic.

expression.**FindRecord**(*FindWhat*, *Match*, *MatchCase*, *Search*,
SearchAsFormatted, *OnlyCurrentField*, *FindFirst*)

expression Required. An expression that returns one of the objects in the Applies To list.

FindWhat Required **Variant**. An [expression](#) that evaluates to text, a number, or a date. The expression contains the data to search for.

Match Optional [AcFindMatch](#).

AcFindMatch can be one of these AcFindMatch constants.

acAnywhere

acEntire *default*

acStart

If you leave this argument blank, the default constant (**acEntire**) is assumed.

MatchCase Optional **Variant**. Use **True** for a case-sensitive search and **False** for a search that's not case-sensitive. If you leave this argument blank, the default (**False**) is assumed.

Search Optional [AcSearchDirection](#).

AcSearchDirection can be one of these AcSearchDirection constants.

acDown

acSearchAll *default*

acUp

If you leave this argument blank, the default constant (**acSearchAll**) is assumed.

SearchAsFormatted Optional **Variant**. Use **True** to search for data as it's formatted and **False** to search for data as it's stored in the database. If you leave this argument blank, the default (**False**) is assumed.

OnlyCurrentField Optional [AcFindField](#).

AcFindField can be one of these AcFindField constants.

acAll

acCurrent *default*

If you leave this argument blank, the default constant (**acCurrent**) is assumed.

FindFirst Optional **Variant**. Use **True** to start the search at the first record. Use **False** to start the search at the record following the current record. If you leave this argument blank, the default (**True**) is assumed.

Remarks

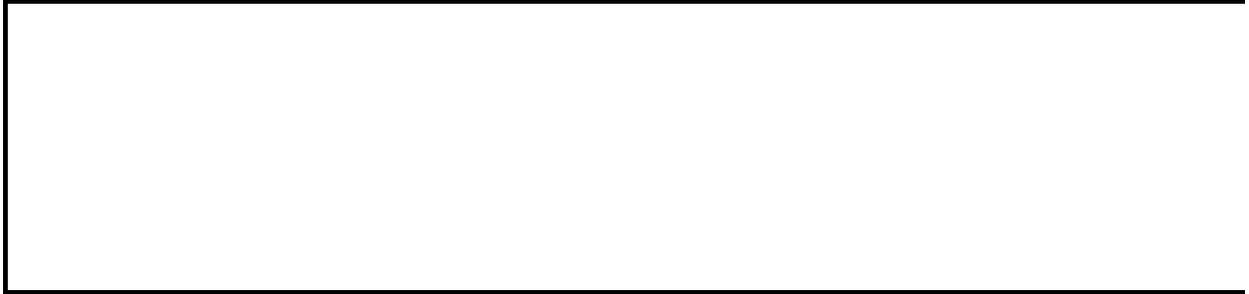
For more information on how the action and its arguments work, see the action topic.

You can leave an optional argument blank in the middle of the syntax, but you must include the argument's comma. If you leave one or more trailing arguments blank, don't use a comma following the last argument you specify.

Example

The following example finds the first occurrence in the records of the name Smith in the current field. It doesn't find occurrences of smith or Smithson.

```
DoCmd.FindRecord "Smith",, True,, True
```



[Show All](#)

Follow Method

The **Follow** method opens the document or Web page specified by a [hyperlink address](#) associated with a [control](#) on a [form](#) or [report](#).

expression.**Follow**(*NewWindow*, *AddHistory*, *ExtraInfo*, *Method*, *HeaderInfo*)

expression Required. An expression that returns one of the objects in the Applies To list.

NewWindow Optional **Boolean**. A [Boolean](#) value where **True** (-1) opens the document in a new window and **False** (0) opens the document in the current window. The default is **False**.

AddHistory Optional **Boolean**. A **Boolean** value where **True** adds the hyperlink to the History folder and **False** doesn't add the hyperlink to the History folder. The default is **True**.

ExtraInfo Optional **Variant**. A [string](#) or an [array](#) of [Byte](#) data that specifies additional information for navigating to a hyperlink. For example, this argument may be used to specify a search parameter for an .ASP or .IDC file. In your Web browser, the *extrainfo* argument may appear after the hyperlink address, separated from the address by a question mark (?). You don't need to include the question mark when you specify the *extrainfo* argument.

Method Optional [MsoExtraInfoMethod](#). An [Integer](#) value that specifies how the *extrainfo* argument is attached. The *method* argument may be one of the following [intrinsic constants](#).

MsoExtraInfoMethod can be one of these MsoExtraInfoMethod constants.

msoMethodGet *default*. The *extrainfo* argument is appended to the hyperlink address and can only be a string. This value is passed by default.

msoMethodPost. The *extrainfo* argument is posted, either as a string or as an array of type Byte.

HeaderInfo Optional **String**. A string that specifies header information. By default the *headerinfo* argument is a [zero-length string](#) ("").

Remarks

The **Follow** method has the same effect as clicking a hyperlink.

You can include the **Follow** method in an [event procedure](#) if you want to open a hyperlink in response to a user action. For example, you may want to open a web page with reference information when a user opens a particular form.

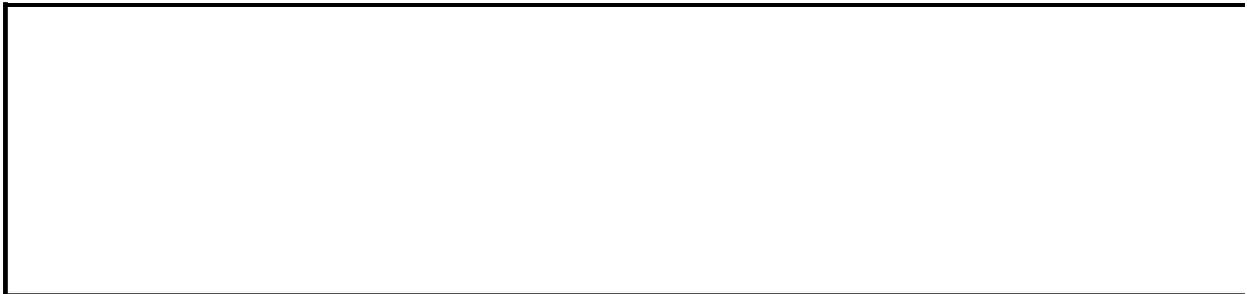
When you use the **Follow** method, you don't need to know the address specified by a control's [HyperlinkAddress](#) property. You only need to know the name of the control that contains the hyperlink. Conversely, when you use the [FollowHyperlink](#) method, you need to specify the address for the particular hyperlink you wish to follow.

Example

The following example sets the **HyperlinkAddress** property of a command button and then opens the hyperlink when the form is loaded.

To try this example, create a form and add a command button named Command0. Paste the following code into the form's module and switch to Form view:

```
Private Sub Form_Load()  
    Dim ctl As CommandButton  
  
    Set ctl = Me!Command0  
    With ctl  
        .Visible = False  
        .HyperlinkAddress = "http://www.microsoft.com/"  
        .Hyperlink.Follow  
    End With  
End Sub
```



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FollowHyperlink Method

The **FollowHyperlink** method opens the document or Web page specified by a [hyperlink address](#).

expression.**FollowHyperlink**(*Address*, *SubAddress*, *NewWindow*, *AddHistory*, *ExtraInfo*, *Method*, *HeaderInfo*)

expression Required. An expression that returns one of the objects in the Applies To list.

Address Required **String**. A [string expression](#) that evaluates to a valid hyperlink address.

SubAddress Optional **String**. A string expression that evaluates to a named location in the document specified by the *address* argument. The default is a [zero-length string](#) ("").

NewWindow Optional **Boolean**. A [Boolean](#) value where **True** (-1) opens the document in a new window and **False** (0) opens the document in the current window. The default is **False**.

AddHistory Optional **Boolean**. A **Boolean** value where **True** adds the [hyperlink](#) to the History folder and **False** doesn't add the hyperlink to the History folder. The default is **True**.

ExtraInfo Optional **Variant**. A [string](#) or an [array](#) of [Byte](#) data that specifies additional information for navigating to a hyperlink. For example, this argument may be used to specify a search parameter for an .asp or .idc file. In your Web browser, the *extrainfo* argument may appear after the hyperlink address, separated from the address by a question mark (?). You don't need to include the question mark when you specify the *extrainfo* argument.

Method Optional [MsoExtraInfoMethod](#). An [Integer](#) value that specifies how the *extrainfo* argument is attached. The *method* argument may be one of the following [intrinsic constants](#).

MsoExtraInfoMethod can be one of these MsoExtraInfoMethod constants.

msoMethodGet *default*. The *extrainfo* argument is appended to the hyperlink address and can only be a string. This value is passed by default.

msoMethodPost. The *extrainfo* argument is posted, either as a string or as an array of type **Byte**.

HeaderInfo Optional **String**. A string that specifies header information. By default the *headerinfo* argument is a zero-length string.

Remarks

By using the **FollowHyperlink** method, you can follow a hyperlink that doesn't exist in a control. This hyperlink may be supplied by you or by the user. For example, you can prompt a user to enter a hyperlink address in a dialog box, then use the **FollowHyperlink** method to follow that hyperlink.

You can use the *extrainfo* and *method* arguments to supply additional information when navigating to a hyperlink. For example, you can supply parameters to a search engine.

You can use the [Follow](#) method to follow a hyperlink associated with a control.

Example

The following function prompts a user for a hyperlink address and then follows the hyperlink:

```
Function GetUserAddress() As Boolean
    Dim strInput As String

    On Error GoTo Error_GetUserAddress
    strInput = InputBox("Enter a valid address")
    Application.FollowHyperlink strInput, , True
    GetUserAddress = True

Exit_GetUserAddress:
    Exit Function

Error_GetUserAddress:
    MsgBox Err & ": " & Err.Description
    GetUserAddress = False
    Resume Exit_GetUserAddress
End Function
```

You could call this function with a procedure such as the following:

```
Sub CallGetUserAddress()
    If GetUserAddress = True Then
        MsgBox "Successfully followed hyperlink."
    Else
        MsgBox "Could not follow hyperlink."
    End If
End Sub
```



[Show All](#)

GetDependencyInfo Method

Returns a [DependencyInfo](#) object that represents the database objects that are dependent upon the specified object.

expression.**GetDependencyInfo()**

expression Required. An expression that returns an [AccessObject](#) object.

Remarks

Access does not search Visual Basic for Applications (VBA) code, [macros](#), or [data access pages](#) for dependencies.

This method will return a run-time error if any of the following conditions are true:

- The **Track name AutoCorrect info** setting (**Tools** menu, **Options** dialog box, **General** tab) is disabled. You can use the following code to enable the **Track name AutoCorrect info** setting and update the dependency information for all of the objects in the database:

```
Application.SetOption "Track Name AutoCorrect Info", 1
```

- You have insufficient permissions to check the dependency information for the specified **AccessObject** object.
- This method is being called from an [Access project \(.adp\)](#).



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GetHiddenAttribute Method

The **GetHiddenAttribute** method returns the value of hidden attribute of a [Microsoft Access object](#) in the object's **Properties** dialog box, available by selecting the object in the Database window and clicking **Properties** on the **View** menu.

object.**GetHiddenAttribute**(*objecttype*, *objectname*)

The **GetHiddenAttribute** method has the following arguments.

Argument	Description
<i>object</i>	Optional. The Application object. One of the following intrinsic constants :
	acDataAccessPage
	acDiagram
	acForm
	acMacro
<i>objecttype</i>	acModule
	acQuery
	acReport
	acServerView
	acStoredProcedure
	acTable
	You must enter a constant for the <i>objecttype</i> argument, acDefault is not a valid entry.
<i>objectname</i>	A string expression identifying the name of the Access object.

Remarks

The **GetHiddenAttribute** method (along with the **SetHiddenAttribute** method) provide a means of changing an object's hidden attribute from Visual Basic code. With these methods, you can set or read the hidden option available in the object's **Properties** dialog box.

Since the hidden attributes that the user can set by selecting or clearing a check box, the **GetHiddenAttribute** method returns **True** if the option setting is Yes (the check box is selected) or **False** if the option setting is No (the check box is cleared). For example, to set an option of this kind by using the **SetHiddenAttribute** method, specify **True** or **False** for the setting argument, as in the following:

```
Application.SetHiddenAttribute acTable,"Customers", True
```



[Show All](#)

GetOption Method

The **GetOption** method returns the current value of an option in the **Options** dialog box, available by clicking **Options** on the **Tools** menu. **Variant**.

expression.**GetOption**(*OptionName*)

expression Required. An expression that returns one of the objects in the Applies To list.

OptionName Required **String**. The name of the option. For a list of *optionname* argument strings, see [Set Options from Visual Basic](#).

Remarks

The **GetOption** and **SetOption** methods provide a means of changing environment options from [Visual Basic](#) code. With these methods, you can set or read any option available in the **Options** dialog box, except for options on the **Modules** tab.

The available option settings depend on the type of option being set. There are three general types of options:

- Yes/No options that can be set by selecting or clearing a [check box](#).
- Options that can be set by entering a [string](#) or numeric value.
- Predefined options that can be chosen from a [list box](#), [combo box](#), or [option group](#).

For options that the user sets by selecting or clearing a check box, the **GetOption** method returns **True** (-1) if the option setting is Yes (the check box is selected) or **False** (0) if the option setting is No (the check box is cleared). To set an option of this kind by using the **SetOption** method, specify **True** or **False** for the *setting* argument, as in the following example:

```
Application.SetOption "Show Status Bar", True
```

For options that the user sets by typing a string or numeric value, the **GetOption** method returns the setting as it's displayed in the dialog box. The following example returns a string containing the left margin setting:

```
Dim varSetting As Variant  
varSetting = Application.GetOption("Left Margin")
```

To set this type of option by using the **SetOption** method, specify the string or numeric value that would be typed in the dialog box. The following example sets the default form template to OrderTemplate:

```
Application.SetOption "Form Template", "OrderTemplate"
```

For options with settings that are choices in list boxes or combo boxes, the **GetOption** method returns a number corresponding to the position of the setting in the list. Indexing begins with zero, so the **GetOption** method returns zero for the first item, 1 for the second item, and so on. For example, if the **Default Field Type** option on the **Tables/Queries** tab is set to AutoNumber, the sixth item in the list, the **GetOption** method returns 5.

To set this type of option, specify the option's numeric position within the list as the *setting* argument for the **SetOption** method. The following example sets the **Default Field Type** option to AutoNumber:

```
Application.SetOption "Default Field Type", 5
```

Other options are set by clicking on an [option button](#) in an option group in the **Options** dialog box. In Visual Basic, these options are also set by specifying a particular option's position within the option group. The first option in the group is numbered zero, the second, 1, and so on. For example, if the **Selection Behavior** option on the **Forms/Reports** tab is set to Partially Enclosed, the **GetOption** method returns zero, as in the following example:

```
Debug.Print Application.GetOption("Selection Behavior")
```

To set an option that's a member of an option group, specify the index number of the option within the group. The following example sets **Selection Behavior** to Fully Enclosed:

```
Application.SetOption "Selection Behavior", 1
```

Notes

- When you use the **GetOption** method or the **SetOption** method to set an option in the **Options** dialog box, you don't need to specify the individual tab on which the option is found.
- You can't use the **GetOption** method or the **SetOption** method to read or set any of the options found on the **Module** tab of the **Options** dialog box.
- If the return value of the **GetOption** method is assigned to a variable, the

variable must be declared as a **Variant**.

- If your database may run on a version of Microsoft Access for a language other than the one in which you created it, then you must supply the arguments for the **GetOption** and **SetOption** methods in English.

When you quit Microsoft Access, you can reset all options to their original settings by using the **SetOption** method on all changed options. You may want to create public variables to store the values of the original settings. You might include code to reset options in the Close event procedure for a form, or in a custom exit procedure that the user must run to quit the application.



[Show All](#)

GoToControl Method

The **GoToControl** method carries out the [GoToControl](#) action in Visual Basic.

expression.**GoToControl**(*ControlName*)

expression Required. An expression that returns one of the objects in the Applies To list.

ControlName Required **Variant**. A [string expression](#) that's the name of a [control](#) on the active [form](#) or [datasheet](#).

Remarks

For more information on how the action and its argument work, see the action topic.

Use only the name of the control for the *controlname* argument, not the full syntax.

You can also use a [variable](#) declared as a **Control** data type for this argument.

```
Dim ctl As Control
Set ctl = Forms!Form1!Field3
DoCmd.GoToControl ctl.Name
```

You can also use the [SetFocus](#) method to move the [focus](#) to a control on a form or any of its [subforms](#), or to a field in an open [table](#), [query](#), or form datasheet. This is the preferred method for moving the focus in Visual Basic, especially to controls on subforms and nested subforms, because you can use the full syntax to specify the control you want to move to.

Example

The following example uses the **GoToControl** method to move the focus to the EmployeeID field:

```
DoCmd.GoToControl "EmployeeID"
```



[Show All](#)

GoToPage Method

 [GoToPage method as it applies to the **Form** object.](#)

The **GoToPage** method moves the [focus](#) to the first [control](#) on a specified page in the active [form](#).

expression.GoToPage(PageNumber, Right, Down)

expression Required. An expression that returns one of the above objects.

PageNumber Required **Long**. A [numeric expression](#) that's a valid page number for the active form.

Right Optional **Long**. A numeric expression that's a valid horizontal offset (in [twips](#)) from the left side of the window to the part of the page to be viewed.

Down Optional **Long**. A numeric expression that's a valid vertical offset (in [twips](#)) from the top of the window to the part of the page to be viewed.

 [GoToPage method as it applies to the **DoCmd** object.](#)

The **GoToPage** method of the [DoCmd](#) object carries out the [GoToPage](#) action in Visual Basic. For more information on how the action and its arguments work, see the action topic.

expression.GoToPage(PageNumber, Right, Down)

expression Required. An expression that returns one of the above objects.

PageNumber Required **Variant**. A [numeric expression](#) that's a valid page number for the active [form](#). If you leave this argument blank, the [focus](#) stays on the current page. You can use the *right* and *down* arguments to display the part of the page you want to see.

Right Optional **Variant**. A numeric expression that's a valid horizontal offset for the page.

Down Optional **Variant**. A numeric expression that's a valid vertical offset for the page.

Remarks

[Remarks as it applies to the **Form** object.](#)

When you use this method to move to a specified page of a form, the focus is set to the first control on the page, as defined by the form's [tab order](#). To move to a particular control on the form, use the [SetFocus](#) method.

You can use the **GoToPage** method if you've created page breaks on a form to group related information. For example, you might have an Employees form with personal information on the first page, office information on the second page, and sales information on the third page. You can use the **GoToPage** method to move to the desired page.

You can use the *right* and *down* arguments for forms with pages larger than the Microsoft Access window. Use the *pagenumber* argument to move to the desired page, and then use the *right* and *down* arguments to display the part of the page you want to see. Microsoft Access displays the part of the page that's offset from the upper-left corner of the window by the distance specified in the *right* and *down* arguments.

[Remarks as it applies to the **DoCmd** object.](#)

The units for the *right* and *down* arguments are expressed in [twips](#).

If you specify the *right* and *down* arguments and leave the *pagenumber* argument blank, you must include the *pagenumber* argument's comma. If you don't specify the *right* and *down* arguments, don't use a comma following the *pagenumber* argument.

The **GoToPage** method of the **DoCmd** object was added to provide backwards compatibility for running the GoToPage action in Visual Basic code in Microsoft Access 95. It's recommended that you use the existing [GoToPage](#) method of the [Form](#) object instead.

Example

 [Example as it applies to the **Form** object.](#)

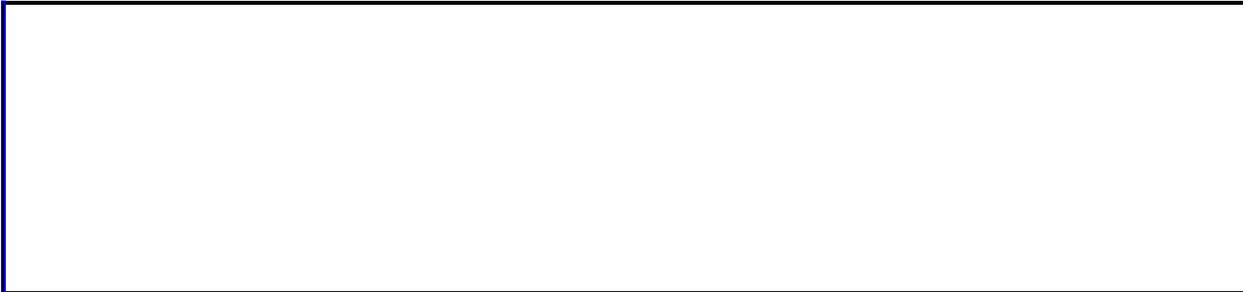
The following example uses the **GoToPage** method to move the focus to the second page of the Customer form at the position specified by the *right* and *down* arguments:

```
Forms!Customer.GoToPage 2, 1440, 600
```

 [Example as it applies to the **DoCmd** object.](#)

The following example uses the **GoToPage** method to move the focus to the position specified by the horizontal and vertical offsets on the second page of the active form:

```
DoCmd.GoToPage 2, 1440, 567
```



[Show All](#)

GoToRecord Method

The **GoToRecord** method carries out the [GoToRecord](#) action in Visual Basic.

expression.**GoToRecord**(*ObjectType*, *ObjectName*, *Record*, *Offset*)

expression Required. An expression that returns one of the objects in the Applies To list.

ObjectType Optional [AcDataObjectType](#).

AcDataObjectType can be one of these AcDataObjectType constants.

acActiveDataObject *default*

acDataForm

acDataFunction

acDataQuery

acDataServerView

acDataStoredProcedure

acDataTable

ObjectName Optional **Variant**. A [string expression](#) that's the valid name of an object of the type selected by the *objecttype* argument.

Record Optional [AcRecord](#).

AcRecord can be one of these AcRecord constants.

acFirst

acGoTo

acLast

acNewRec

acNext *default*

acPrevious

If you leave this argument blank, the default constant (**acNext**) is assumed.

Offset Optional **Variant**. A [numeric expression](#) that represents the number of records to move forward or backward if you specify **acNext** or **acPrevious** for the *record* argument, or the record to move to if you specify **acGoTo** for the *record* argument. The expression must result in a valid record number.

Remarks

For more information on how the action and its arguments work, see the action topic.

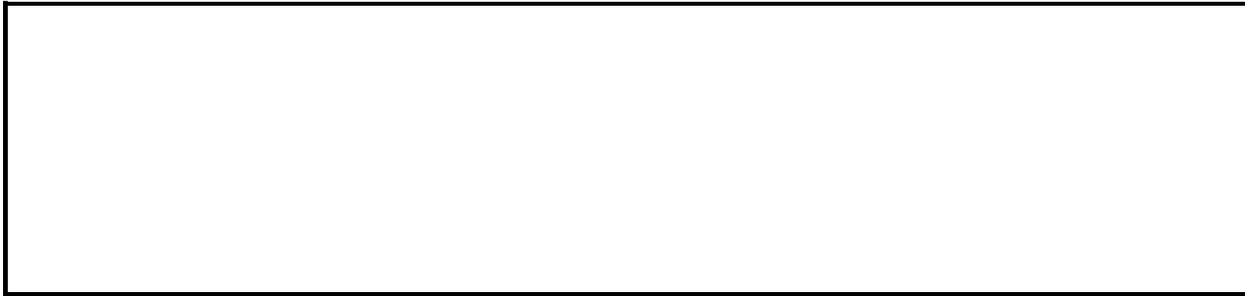
If you leave the *objecttype* and *objectname* arguments blank (the default constant, **acActiveDataObject**, is assumed for *objecttype*), the active object is assumed.

You can leave an optional argument blank in the middle of the syntax, but you must include the argument's comma. If you leave one or more trailing arguments blank, don't use a comma following the last argument you specify.

Example

The following example uses the **GoToRecord** method to make the seventh record in the form Employees current:

```
DoCmd.GoToRecord acDataForm, "Employees", acGoTo, 7
```



[Show All](#)

GUIDFromString Function

The **GUIDFromString** function converts a [string](#) to a [GUID](#), which is an [array](#) of type [Byte](#).

GUIDFromString(*stringexpression*)

The **GUIDFromString** function has the following argument.

Argument	Description
<i>stringexpression</i>	A string expression which evaluates to a GUID in string form.

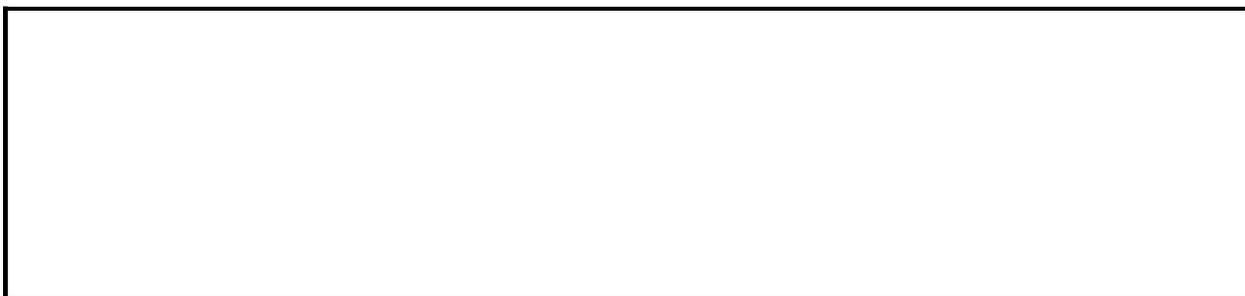
Remarks

The [Microsoft Jet database engine](#) stores GUIDs as arrays of type **Byte**. However, Microsoft Access can't return **Byte** data from a [control](#) on a [form](#) or [report](#). In order to return the value of a GUID from a control, you must convert it to a string. To convert a GUID to a string, use the [StringFromGUID](#) function. To convert a string to a GUID, use the **GUIDFromString** function.

Example

The following example uses the **GUIDFromString** function to convert a string to a GUID. The string is a GUID stored in string form in a replicated Employees table. The field, s_GUID, is a hidden field added to every replicated table in a replicated database.

```
Sub CheckGUIDType()  
  
    Dim dbsConn As ADODB.Connection  
    Dim rstEmployees As ADODB.Recordset  
  
    ' Make a connection to the current database.  
    Set dbsConn = Application.CurrentProject.Connection  
    Set rstEmployees = New ADODB.Recordset  
    rstEmployees.Open "Employees", dbsConn, , , adCmdTable  
  
    ' Print the GUID to the immediate window.  
    Debug.Print rst!s_GUID  
    Debug.Print TypeName(rst!s_GUID)  
    Debug.Print TypeName(GuidFromString(rst!s_GUID))  
  
    Set rstEmployees = Nothing  
    Set dbsConn = Nothing  
  
End Sub
```



Hourglass Method

The **Hourglass** method carries out the [Hourglass](#) action in Visual Basic.

expression.**Hourglass**(*HourglassOn*)

expression Required. An expression that returns one of the objects in the Applies To list.

HourglassOn Required **Variant**. Use **True** (-1) to display the hourglass icon (or another icon you've chosen). Use **False** (0) to display the normal mouse pointer.

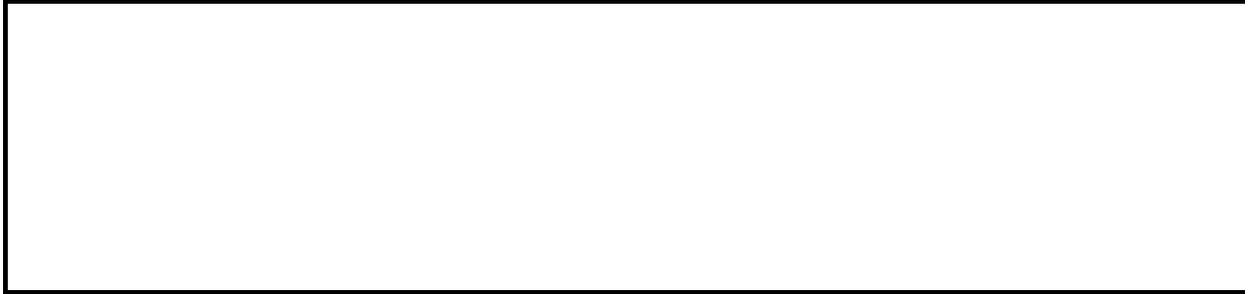
Remarks

For more information on how the action and its argument work, see the action topic.

Example

The following example uses the **Hourglass** method to display an hourglass icon (or another icon you've chosen) while your Visual Basic code is executing:

```
DoCmd.Hourglass True
```



[Show All](#)

hWndAccessApp Method

You can use the **hWndAccessApp** method to determine the handle assigned by Microsoft Windows to the main Microsoft Access window.

expression.**hWndAccessApp**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **hWndAccessApp** method returns a [Long Integer](#) value set by Microsoft Access and is read-only.

You can use this method by using [Visual Basic](#) when making calls to [Windows application programming interface \(API\)](#) functions or other external procedures that require a window handle as an argument.

To get the handle to a window containing a Microsoft Access object such as a Form or Report, use the [hWnd](#) property.



[Show All](#)

HyperlinkPart Method

The **HyperlinkPart** method returns information about data stored as a [Hyperlink data type](#). **String**.

expression.**HyperlinkPart**(*Hyperlink*, *Part*)

expression Required. An expression that returns one of the objects in the Applies To list.

Hyperlink Required **Variant**. A Variant representing the data stored in a Hyperlink field.

Part Optional [AcHyperlinkPart](#). The value for the *part* argument is an [intrinsic constant](#) representing the information you want returned by the **HyperlinkPart** method.

AcHyperlinkPart can be one of these AcHyperlinkPart constants.

acAddress. The *address* part of a Hyperlink field.

acDisplayedValue *default*. The underlined text displayed in a [hyperlink](#).

acDisplayText. The *displaytext* part of a Hyperlink field.

acFullAddress. The *address* and *subaddress* parts of a Hyperlink field delimited by a "#" character.

acScreenTip. The [tooltip](#) part of a Hyperlink field.

acSubAddress. The *subaddress* part of a Hyperlink field.

Remarks

You use the **HyperlinkPart** method to return one of three values from a Hyperlink field or the displayed value. The value returned depends on the setting of the *part* argument. The *part* argument is optional. If it's not used, the function returns the value Microsoft Access displays for the hyperlink (which corresponds to the **acDisplayedValue** setting for the *part* argument). The returned values can be one of the four parts of the Hyperlink field (*displaytext*, *address*, *subaddress*, or *screentip*), the full address, *address#subaddress*, or the value Microsoft Access displays for the hyperlink.

Note If you use the **HyperlinkPart** method in a query, the *part* argument is required and you can't use the constants listed above but must use the actual value instead.

When a value is provided in the *displaytext* part of a Hyperlink field, the value displayed by Microsoft Access will be the same as the *displaytext* setting. When there's no value in the *displaytext* part of a Hyperlink field, the value displayed will be the *address* or *subaddress* part of the Hyperlink field, depending on which value is first present in the field.

The following table shows the values returned by the **HyperlinkPart** method for data stored in a Hyperlink field.

Hyperlink field data	HyperlinkPart method returned values
	acDisplayedValue: http://www.microsoft.com
	acDisplayText:
	acAddress: http://www.microsoft.com
#http://www.microsoft.com#	acSubAddress:
	acScreenTip:

Microsoft#http://www.microsoft.com#

acFullAddress:
http://www.microsoft.com

acDisplayedValue: Microsoft

acDisplayText: Microsoft

acAddress:
http://www.microsoft.com

acSubAddress:

acScreenTip:

acFullAddress:
http://www.microsoft.com

acDisplayedValue: Customers

acDisplayText: Customers

acAddress:
http://www.microsoft.com

Customers#http://www.microsoft.com#Form
Customers

acSubAddress: Form Customers

acScreenTip:

acFullAddress:
http://www.microsoft.com#Form
Customer

acDisplayedValue: Form
Customers

acDisplayText:

##Form Customers#Enter Information

acAddress:

acSubAddress: Form Customers

acScreenTip: Enter Information

acFullAddress: #FormCustomer

When you add an *address* part to a Hyperlink field by using the **Insert Hyperlink** dialog box (available by clicking **Hyperlink** on the **Insert** menu) or by typing an address part directly into a Hyperlink field, Microsoft Access adds the two # symbols that delimit parts of the hyperlink data.

You can add or edit the *displaytext* part of a hyperlink field by right-clicking a hyperlink in a table, form, or report, pointing to **Hyperlink** on the shortcut menu, and then typing the display text in the **Text to display** box.

When you add data to a Hyperlink field directly, you must include the two # symbols to delimit the parts of the hyperlink data.

Example

The following example uses all four of the *part* argument constants to display information returned by the **HyperlinkPart** method for each record in a table containing a Hyperlink field. To try this example, paste the DisplayHyperlinkParts procedure into the Declarations section of a module. You can call the DisplayHyperlinkParts procedure from the Debug window, passing to it the name of a table containing hyperlinks and the name of the field containing Hyperlink data. For example:

```
:DisplayHyperlinkParts "MyHyperlinkTableName", "MyHyperlinkFieldName

Public Sub DisplayHyperlinkParts(ByVal strTable As String, _
                                ByVal strField As String)

    Dim rst As New ADODB.Recordset
    Dim strMsg As String

    rst.Open strTable, CurrentProject.Connection, _
            adOpenForwardOnly, adLockReadOnly

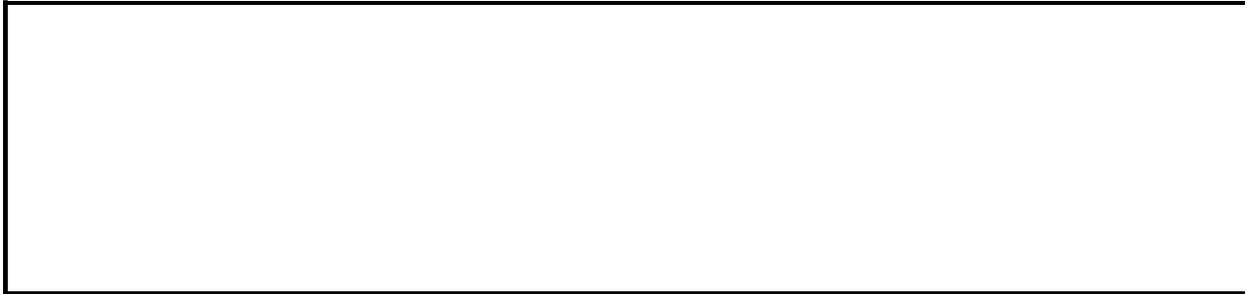
    ' For each record in table.
    Do Until rst.EOF
        strMsg = "DisplayValue = " _
            & HyperlinkPart(rst(strField), acDisplayedValue) _
            & vbCrLf & "DisplayText = " _
            & HyperlinkPart(rst(strField), acDisplayText) _
            & vbCrLf & "Address = " _
            & HyperlinkPart(rst(strField), acAddress) _
            & vbCrLf & "SubAddress = " _
            & HyperlinkPart(rst(strField), acSubAddress) _
            & vbCrLf & "ScreenTip = " _
            & HyperlinkPart(rst(strField), acScreenTip) _
            & vbCrLf & "Full Address = " _
            & HyperlinkPart(rst(strField), acFullAddress)

        ' Show parts returned by HyperlinkPart function.
        MsgBox strMsg
        rst.MoveNext
    Loop

End Sub
```

When you use the **HyperlinkPart** method in a query, the *part* argument is required. For example, the following SQL statement uses the **HyperlinkPart** method to return information about data stored as a Hyperlink data type in the URL field of the Links table:

```
SELECT Links.URL, HyperlinkPart([URL],0)
      AS Display, HyperlinkPart([URL],1)
      AS Name, HyperlinkPart([URL],2)
      AS Addr, HyperlinkPart([URL],3)
      AS SubAddr, HyperlinkPart([URL],4)
      AS ScreenTip
FROM Links
```



[Show All](#)

ImportXML Method

The **ImportXML** method allows developers to import XML data and/or schema information into Microsoft SQL Server 2000 Desktop Engine (MSDE 2000), Microsoft SQL Server 7.0 or later, or the Microsoft Jet database engine.

expression.ImportXML(DataSource, ImportOptions)

expression Required. An expression that returns an [Application](#) object.

DataSource Required **String**. The name and path of the XML file to import.

ImportOptions Optional [AcImportXMLOption](#). The option to use when importing XML files.

AcImportXMLOption can be one of these **AcImportXMLOption** constants:

acAppendData

acStructureAndData *default*

acStructureOnly

Example

The following example imports an XML file into a new table named Employees in the current database.

```
Application.ImportXML _  
    DataSource:="employees.xml", _  
    ImportOptions:=acStructureAndData
```



[Show All](#)

InsertLines Method

The **InsertLines** method inserts a line or group of lines of code in a [standard module](#) or a [class module](#).

expression.**InsertLines**(*Line*, *String*)

expression Required. An expression that returns one of the objects in the Applies To list.

Line Required **Long**. The number of the line at which to begin inserting.

String Required **String**. The text to be inserted into the module.

Remarks

When you use the **InsertLines** method, any existing code at the line specified by the *line* argument moves down.

To add multiple lines, include the [intrinsic constant](#) **vbCrLf** at the desired line breaks within the [string](#) that makes up the *string* argument. This constant forces a carriage return and line feed.

Lines in a module are numbered beginning with one. To determine the number of lines in a module, use the [CountOfLines](#) property.

Example

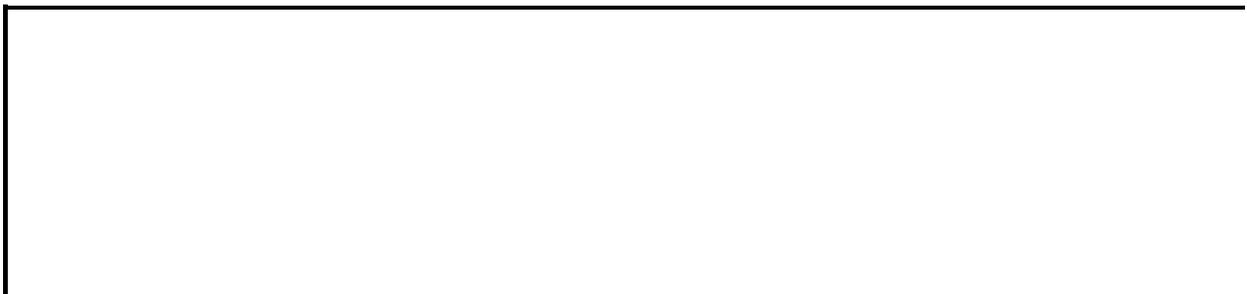
The following example creates a new form, adds a command button, and creates a Click event procedure for the command button:

```
Function ClickEventProc() As Boolean
    Dim frm As Form, ctl As Control, mdl As Module
    Dim lngReturn As Long

    On Error GoTo Error_ClickEventProc
    ' Create new form.
    Set frm = CreateForm
    ' Create command button on form.
    Set ctl = CreateControl(frm.Name, acCommandButton, , , , _
        1000, 1000)
    ctl.Caption = "Click here"
    ' Return reference to form module.
    Set mdl = frm.Module
    ' Add event procedure.
    lngReturn = mdl.CreateEventProc("Click", ctl.Name)
    ' Insert text into body of procedure.
    mdl.InsertLines lngReturn + 1, vbTab & "MsgBox ""Way cool!""""
    ClickEventProc = True

Exit_ClickEventProc:
    Exit Function

Error_ClickEventProc:
    MsgBox Err & " :" & Err.Description
    ClickEventProc = False
    Resume Exit_ClickEventProc
End Function
```



[Show All](#)

InsertText Method

 [InsertText method as it applies to the **Module** object.](#)

The **InsertText** method inserts a specified [string](#) of text into a [standard module](#) or a [class module](#).

expression.**InsertText**(*Text*)

expression Required. An expression that returns one of the above objects.

Text Required **String**. The text to be inserted into the module.

 [InsertText method as it applies to the **Application** object.](#)

The **InsertText** method inserts a specified [string](#) of text into an application.

expression.**InsertText**(*Text*, *ModuleName*)

expression Required. An expression that returns one of the above objects.

Text Required **String**. The text to be inserted into the module.

ModuleName Required **String**. The name of the module for the application.

Remarks

When you insert a string by using the **InsertText** method, Microsoft Access places the new text at the end of the module, after all other procedures.

To add multiple lines, include the [intrinsic constant](#) **vbCrLf** at the desired line breaks within the string that makes up the *text* argument. This constant forces a carriage return and line feed.

To specify at which line the text is inserted, use the [InsertLines](#) method. To insert code into the [Declarations section](#) of the module, use the **InsertLines** method rather than the **InsertText** method.

Note In previous versions of Microsoft Access, the **InsertText** method was a method of the [Application](#) object. You can still use the **InsertText** method of the **Application** object, but it's recommended that you use the **InsertText** method of the **Module** object instead.

Example

 [As it applies to the **Module** object.](#)

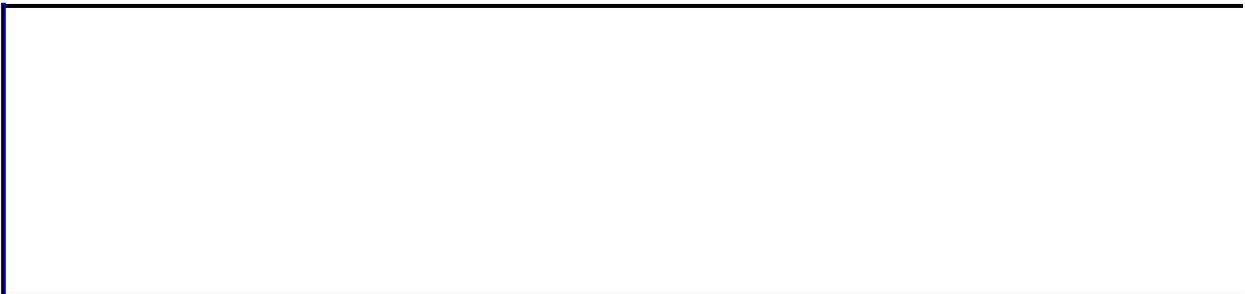
The following example inserts a string of text into a standard module:

```
Function InsertProc(strModuleName) As Boolean
    Dim mdl As Module, strText As String

    On Error GoTo Error_InsertProc
    ' Open module.
    DoCmd.OpenModule strModuleName
    ' Return reference to Module object.
    Set mdl = Modules(strModuleName)
    ' Initialize string variable.
    strText = "Sub DisplayMessage()" & vbCrLf _
        & vbTab & "MsgBox ""Wild!"" & vbCrLf _
        & "End Sub"
    ' Insert text into module.
    mdl.InsertText strText
    InsertProc = True

Exit_InsertProc:
    Exit Function

Error_InsertProc:
    MsgBox Err & ": " & Err.Description
    InsertProc = False
    Resume Exit_InsertProc
End Function
```



[Show All](#)

IsDependentUpon Method

Returns a **Boolean** value that indicates whether the specified object is dependent upon the [database object](#) specified in the *ObjectName* argument.

expression.IsDependentUpon(ObjectType, ObjectName)

expression Required. An expression that returns an [AccessObject](#) object.

ObjectType Required **AcObjectType**. The type of database object to check for dependency.

AcObjectType can be one of the following **AcObjectType** constants:

acDataAccessPage Not supported for this method.

acDefault

acDiagram Not supported for this method.

acForm

acFunction Not supported for this method.

acMacro Not supported for this method.

acModule Not supported for this method.

acQuery

acReport

acServerView Not supported for this method.

acStoredProcedure Not supported for this method.

acTable

ObjectName Required **String**. The name of the database object to check for dependency.

Remarks

This method will return a run-time error if any of the following conditions are true:

- The **AccessObject** object specified in the *ObjectType* argument is an unsupported type.
- The **Track name AutoCorrect info** setting (**Tools** menu, **Options** dialog box, **General** tab) is disabled. You can use the following code to enable the **Track name AutoCorrect info** setting and update the dependency information for all of the objects in the database:

```
Application.SetOption "Track Name AutoCorrect Info", 1
```

- You have insufficient permissions to check the dependency information for the specified **AccessObject** object.
- The database object specified in the *ObjectName* argument cannot be found.
- This method is being called from an [Access project \(.adp\)](#).



[Show All](#)

Item Method

The **Item** method returns a specific member of a collection either by position or by key. **Reference** object.

expression.**Item**(*var*)

expression Required. An expression that returns one of the objects in the Applies To list.

var Required **Variant**. An expression that specifies the position of a member of the collection referred to by the *expression* argument. If a [numeric expression](#), the *var* argument must be a number from 1 to the value of the collection's **Count** property. If a [string expression](#), the *var* argument must be the name of a member of the collection.

Remarks

If the value provided for the *var* argument doesn't match any existing member of the collection, an error occurs.

The **Item** method is the default member of the **References** collection, so you don't have to specify it explicitly. For example, the following two lines of code are equivalent:

```
Debug.Print References(1).Name
```

```
Debug.Print References.Item(1).Name
```



[Show All](#)

Line Method

The **Line** method draws lines and rectangles on a [Report](#) object when the [Print](#) event occurs.

expression.**Line**(*flags*, *x1*, *y1*, *x2*, *y2*, *color*)

expression Required. An expression that returns one of the objects in the Applies To list.

flags Required **Integer**.

x1 Required **Single**. The value indicating the coordinate of the starting point for the line or rectangle. The Scale properties ([ScaleMode](#), [ScaleLeft](#), [ScaleTop](#), [ScaleHeight](#), and [ScaleWidth](#)) of the **Report** object specified by the *object* argument determine the unit of measure used. If this argument is omitted, the line begins at the position indicated by the **CurrentX** property.

y1 Required **Single**. The value indicating the coordinate of the starting point for the line or rectangle. The Scale properties ([ScaleMode](#), [ScaleLeft](#), [ScaleTop](#), [ScaleHeight](#), and [ScaleWidth](#)) of the **Report** object specified by the *object* argument determine the unit of measure used. If this argument is omitted, the line begins at the position indicated by the **CurrentY** property.

x2 Required **Single**. The value indicating the coordinate of the end point for the line to draw. This argument is required.

y2 Required **Single**. The value indicating the coordinate of the end point for the line to draw. This argument is required.

color Required **Long**. The value indicating the RGB (red-green-blue) color used to draw the line. If this argument is omitted, the value of the [ForeColor](#) property is used. You can also use the **RGB** function or **QBColor** function to specify the color.

Remarks

You can use this method only in an [event procedure](#) or a [macro](#) specified by the **OnPrint** or **OnFormat** [event property](#) for a [report](#) section, or the **OnPage** event property for a report.

To connect two drawing lines, make sure that one line begins at the end point of the previous line.

The width of the line drawn depends on the [DrawWidth](#) property setting. The way a line or rectangle is drawn on the background depends on the settings of the [DrawMode](#) and [DrawStyle](#) properties.

When you apply the **Line** method, the **CurrentX** and **CurrentY** properties are set to the end point specified by the **x2** and **y2** arguments.

Example

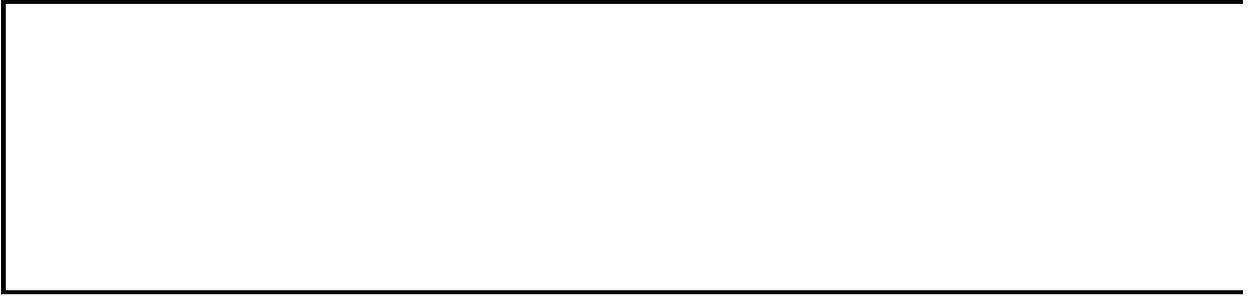
The following example uses the **Line** method to draw a red rectangle five pixels inside the edge of a report named EmployeeReport. The **RGB** function is used to make the line red.

To try this example in Microsoft Access, create a new report named EmployeeReport. Paste the following code in the declarations section of the report's module, then switch to Print Preview.

```
Private Sub Detail_Print(Cancel As Integer, PrintCount As Integer)
    ' Call the Drawline procedure
    DrawLine
End Sub
```

```
Sub DrawLine()
    Dim rpt As Report, lngColor As Long
    Dim sngTop As Single, sngLeft As Single
    Dim sngWidth As Single, sngHeight As Single

    Set rpt = Reports!EmployeeReport
    ' Set scale to pixels.
    rpt.ScaleMode = 3
    ' Top inside edge.
    sngTop = rpt.ScaleTop + 5
    ' Left inside edge.
    sngLeft = rpt.ScaleLeft + 5
    ' Width inside edge.
    sngWidth = rpt.ScaleWidth - 10
    ' Height inside edge.
    sngHeight = rpt.ScaleHeight - 10
    ' Make color red.
    lngColor = RGB(255,0,0)
    ' Draw line as a box.
    rpt.Line(sngTop, sngLeft) - (sngWidth, sngHeight), lngColor, B
End Sub
```



[Show All](#)

LoadPicture Method

The **LoadPicture** method loads a graphic into an [ActiveX control](#).

expression.**LoadPicture**(*FileName*)

expression Required. An expression that returns one of the objects in the Applies To list.

FileName Required **String**. The file name of the graphic to be loaded. The graphic can be a bitmap file (.bmp), icon file (.ico), run-length encoded file (.rle), or metafile (.wmf).

Remarks

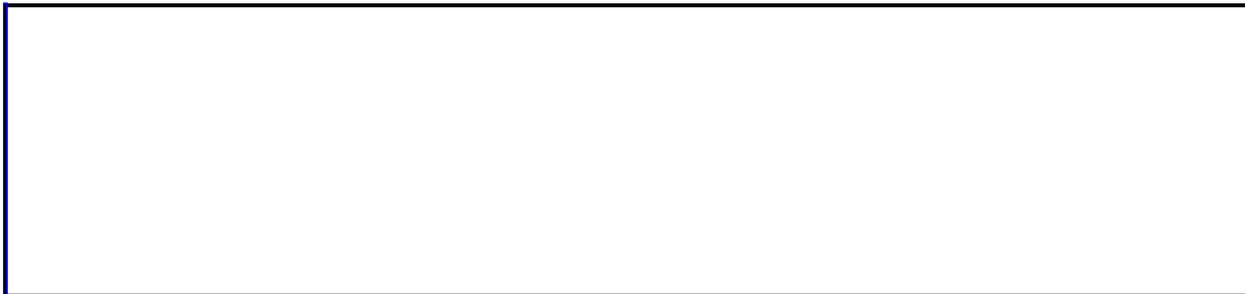
Assign the return value of the **LoadPicture** method to the [Picture](#) property of an ActiveX control to dynamically load a graphic into the control. The following example loads a bitmap into a control called OLECustomControl on an Orders form:

```
Set Forms!Orders!OLECustomControl.Picture = _  
    LoadPicture("Stars.bmp")
```

The **LoadPicture** method returns an object of type **Picture**. You can assign this value to a variable of type [Object](#) by using the **Set** statement.

The **Picture** object is not a [Microsoft Access object](#), but it is available to procedures in Microsoft Access.

Note You can't use the **LoadPicture** method to set the **Picture** property of an [image control](#). This method works with ActiveX controls only. To set the **Picture** property of an image control, simply assign to it a [string](#) specifying the file name and path of the desired graphic.



Maximize Method

The **Maximize** method carries out the [Maximize](#) action in Visual Basic.

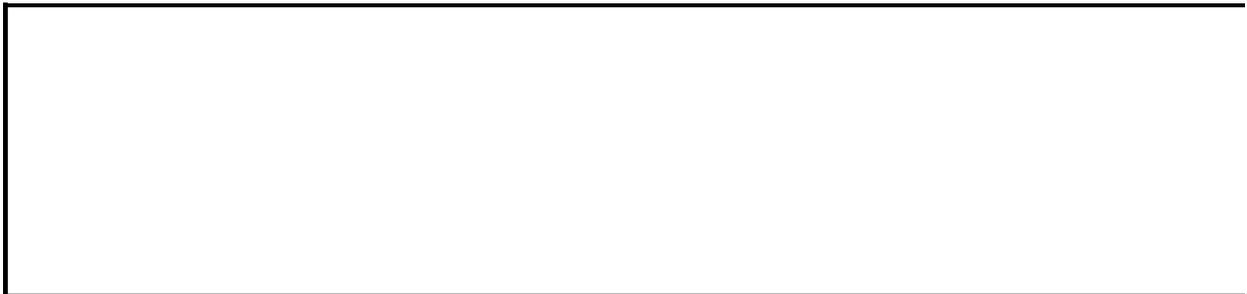
expression.**Maximize**

expression Required. An expression that returns a **DoCmd** object.

Remarks

This method has no arguments and can be called directly using the syntax `DoCmd.Maximize`.

Note This method cannot be applied to module windows in the Visual Basic Editor (VBE). For information about how to affect module windows see the **WindowState** property topic.



Minimize Method

The **Minimize** method carries out the [Minimize](#) action in Visual Basic.

expression.**Minimize**

expression Required. An expression that returns a **DoCmd** object.

Remarks

This method has no arguments and be called directly using the syntax `DoCmd.Minimize`.

Note This method cannot be applied to module windows in the Visual Basic Editor (VBE). For information about how to affect module windows see the **WindowState** property topic.



[Show All](#)

Modify Method

You can use the **Modify** method to change the format conditions of a [FormatCondition](#) object in the [FormatConditions](#) collection of a [combo box](#) or [text box](#) control.

expression.**Modify**(*Type*, *Operator*, *Expression1*, *Expression2*)

expression Required. An expression that returns one of the objects in the Applies To list.

Type Required [AcFormatConditionType](#).

AcFormatConditionType can be one of these AcFormatConditionType constants.

acExpression

acFieldHasFocus

acFieldValue

Operator Optional [AcFormatConditionOperator](#).

AcFormatConditionOperator can be one of these AcFormatConditionOperator constants.

acBetween *default*

acEqual

acGreaterThan

acGreaterThanOrEqual

acLessThan

acLessThanOrEqual

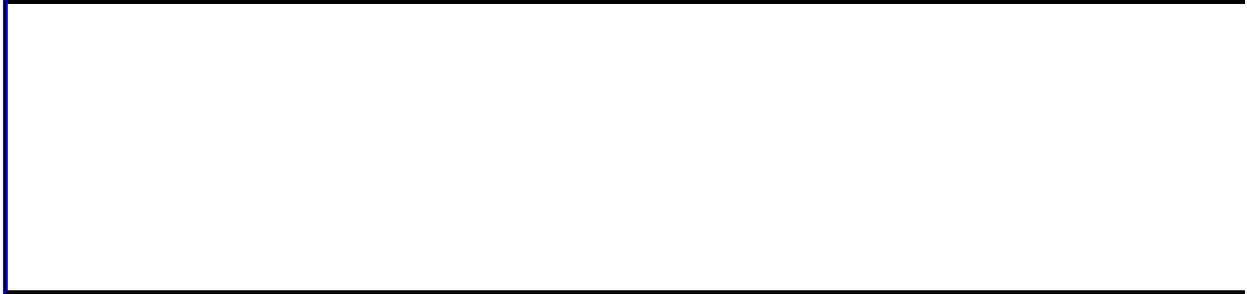
acNotBetween

acNotEqual

If the *type* argument is **acExpression**, the *operator* argument is ignored. If you leave this argument blank, the default constant (**acBetween**) is assumed.

Expression1 Optional **Variant**. A **Variant** value or [expression](#) associated with the first part of the conditional format. Can be a [constant](#) value or a [string](#) value.

Expression2 Optional **Variant**. A **Variant** value or expression associated with the second part of the conditional format when the *operator* argument is **acBetween** or **acNotBetween** (otherwise, this argument is ignored). Can be a constant value or a string value.



Move Method

Moves the specified object to the coordinates specified by the argument values.

expression.**Move**(*Left*, *Top*, *Width*, *Height*)

expression Required. An expression that returns one of the objects in the Applies To list.

Left Required **Variant**. The screen position in twips for the left edge of the object relative to the left edge of the Microsoft Access window.

Top Optional **Variant**. The screen position in twips for the top edge of the object relative to the top edge of the Microsoft Access window.

Width Optional **Variant**. The desired width in twips of the object.

Height Optional **Variant**. The desired height in twips of the object.

Remarks

Only the ***Left*** argument is required. However, to specify any other arguments, you must specify all the arguments that precede it. For example, you cannot specify ***Width*** without specifying ***Left*** and ***Top***. Any trailing arguments that are unspecified remain unchanged.

This method overrides the [Moveable](#) property.

If a form or report is modal, it is still positioned relative to the Access window, but the values for ***Left*** and ***Top*** can be negative.

In Datasheet View or Print Preview, changes made using the **Move** method are saved if the user explicitly saves the database, but Access does not prompt the user to save such changes.

Example

The following example determines whether or not the first form in the current project can be moved; if it can, the example moves the form.

```
If Forms(0).Moveable Then
    Forms(0).Move _
        Left:=0, Top:=0, Width:=400, Height:=300
Else
    MsgBox "The form cannot be moved."
End If
```



[Show All](#)

MoveSize Method

The **MoveSize** method carries out the [MoveSize](#) action in Visual Basic.

expression.**MoveSize**(*Right, Down, Width, Height*)

expression Required. An expression that returns one of the objects in the Applies To list.

Right Optional **Variant**. A [numeric expression](#).

Down Optional **Variant**. A numeric expression.

Width Optional **Variant**. A numeric expression.

Height Optional **Variant**. A numeric expression.

Remarks

For more information on how the action and its arguments work, see the action topic.

You must include at least one argument for the **MoveSize** method. If you leave an argument blank, the current setting for the window is used.

You can leave an optional argument blank in the middle of the syntax, but you must include the argument's comma. If you leave one or more trailing arguments blank, don't use a comma following the last argument you specify.

The units for the arguments are [twips](#).

Example

The following example moves the active window and changes its height, but leaves its width unchanged:

```
DoCmd.MoveSize 1440, 2400, , 2000
```



[Show All](#)

NewAccessProject Method

You can use the **NewAccessProject** method to create and open a new [Microsoft Access project](#) (.adp) as the current Access project in the Microsoft Access window.

expression.**NewAccessProject**(*filepath*, *Connect*)

expression Required. An expression that returns one of the objects in the Applies To list.

filepath Required **String**. A [string expression](#) that is the name of the new Access project, including the path name and the file name extension. If your network supports it, you can also specify a network path in the following form:
\\Server\Share\Folder\Filename .adp

Connect Optional **Variant**. A string expression that's the valid connection string for the Access project. See the ADO [ConnectionString](#) property for details about this string.

Remarks

The **NewAccessProject** method enables you to create a new Access project from within Microsoft Access or another application through Automation, formally called OLE Automation. For example, you can use the **NewAccessProject** method from Microsoft Excel to create a new Access project in the Access window. Once you have created an instance of Microsoft Access from another application, you must also create a new Access project. This Access project opens in the Microsoft Access window.

If the Access project identified by *projname* already exists, an error occurs.

The new Access project is opened under the [Admin user account](#).

Note To open an [Access database](#) (.mdb), use the [NewCurrentDatabase](#) method of the [Application](#) object.



[Show All](#)

NewCurrentDatabase Method

You can use the **NewCurrentDatabase** method to create a new [Microsoft Access database](#) (.mdb) in the Microsoft Access window.

expression.NewCurrentDatabase(*filepath*)

expression Required. An expression that returns one of the objects in the Applies To list.

filepath Required **String**. A string expression that is the name of a new database file, including the path name and the file name extension. If your network supports it, you can also specify a network path in the following form:
\\Server\Share\Folder\Filename

Note If you don't supply the filename extension, .mdb is appended to the filename

Remarks

You can use this method to create a new database from another application that is controlling Microsoft Access through [Automation](#), formerly called OLE Automation. For example, you can use the **NewCurrentDatabase** method from Microsoft Excel to create a new database in the Microsoft Access window.

Note You can use the [NewAccessProject](#) method to create a new [Microsoft Access project](#) (.adp) in the Access window.

The **NewCurrentDatabase** method enables you to create a new Microsoft Access database from another application through Automation. Once you have created an [instance](#) of Microsoft Access from another application, you must also create a new database. This database opens in the Microsoft Access window.

If the database identified by *dbname* already exists, an error occurs.

The new database is opened under the [Admin user account](#).

Example

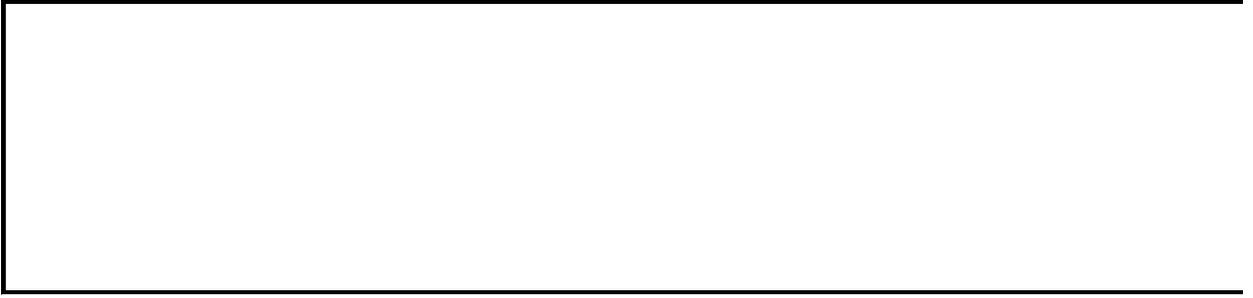
The following example creates a new Microsoft Access database from another application through Automation, and then creates a new table in that database.

You can enter this code in a Visual Basic module in any application that can act as a COM component. For example, you might run the following code from Microsoft Excel, Microsoft Visual Basic, or Microsoft Access.

When the variable pointing to the **Application** object goes out of scope, the instance of Microsoft Access that it represents closes as well. Therefore, you should declare this variable at the module level.

```
' Include following in Declarations section of module.  
Dim appAccess As Access.Application
```

```
Sub NewAccessDatabase()  
    Dim dbs As Object, tdf As Object, fld As Variant  
    Dim strDB As String  
    Const DB_Text As Long = 10  
    Const FldLen As Integer = 40  
  
    ' Initialize string to database path.  
    strDB = "C:\My Documents\Newdb.mdb"  
    ' Create new instance of Microsoft Access.  
    Set appAccess = _  
        CreateObject("Access.Application.9")  
    ' Open database in Microsoft Access window.  
    appAccess.NewCurrentDatabase strDB  
    ' Get Database object variable.  
    Set dbs = appAccess.CurrentDb  
    ' Create new table.  
    Set tdf = dbs.CreateTableDef("Contacts")  
    ' Create field in new table.  
    Set fld = tdf. _  
        CreateField("CompanyName", DB_Text, FldLen)  
    ' Append Field and TableDef objects.  
    tdf.Fields.Append fld  
    dbs.TableDefs.Append tdf  
    Set appAccess = Nothing  
End Sub
```



[Show All](#)

Nz Function

You can use the **Nz** function to return zero, a [zero-length string](#) (" "), or another specified value when a **Variant** is **Null**. For example, you can use this function to convert a **Null** value to another value and prevent it from propagating through an expression.

Nz(*variant*, [*valueifnull*])

The **Nz** function has the following arguments.

Argument	Description
<i>variant</i>	A variable of data type Variant . Optional (unless used in a query). A Variant that supplies a value to be returned if the <i>variant</i> argument is Null . This argument enables you to return a value other than zero or a zero-length string.
<i>valueifnull</i>	Note If you use the Nz function in an expression in a query without using the <i>valueifnull</i> argument, the results will be a zero-length string in the fields that contain null values.

If the value of the *variant* argument is **Null**, the **Nz** function returns the number zero or a zero-length string (always returns a zero-length string when used in a query expression), depending on whether the context indicates the value should be a number or a string. If the optional *valueifnull* argument is included, then the **Nz** function will return the value specified by that argument if the *variant* argument is **Null**. When used in a query expression, the **NZ** function should always include the *valueifnull* argument,

If the value of *variant* isn't **Null**, then the **Nz** function returns the value of *variant*.

Remarks

The **Nz** function is useful for expressions that may include **Null** values. To force an expression to evaluate to a non-**Null** value even when it contains a **Null** value, use the **Nz** function to return zero, a zero-length string, or a custom return value.

For example, the expression `2 + varX` will always return a **Null** value when the **Variant** `varX` is **Null**. However, `2 + Nz(varX)` returns 2.

You can often use the **Nz** function as an alternative to the **IIf** function. For example, in the following code, two expressions including the **IIf** function are necessary to return the desired result. The first expression including the **IIf** function is used to check the value of a variable and convert it to zero if it is **Null**.

```
varTemp = IIf(IsNull(varFreight), 0, varFreight)
varResult = IIf(varTemp > 50, "High", "Low")
```

In the next example, the **Nz** function provides the same functionality as the first expression, and the desired result is achieved in one step rather than two.

```
varResult = IIf(Nz(varFreight) > 50, "High", "Low")
```

If you supply a value for the optional argument *valueifnull*, that value will be returned when *variant* is **Null**. By including this optional argument, you may be able to avoid the use of an expression containing the **IIf** function. For example, the following expression uses the **IIf** function to return a string if the value of `varFreight` is **Null**.

```
varResult = IIf(IsNull(varFreight), "No Freight Charge", varFreight)
```

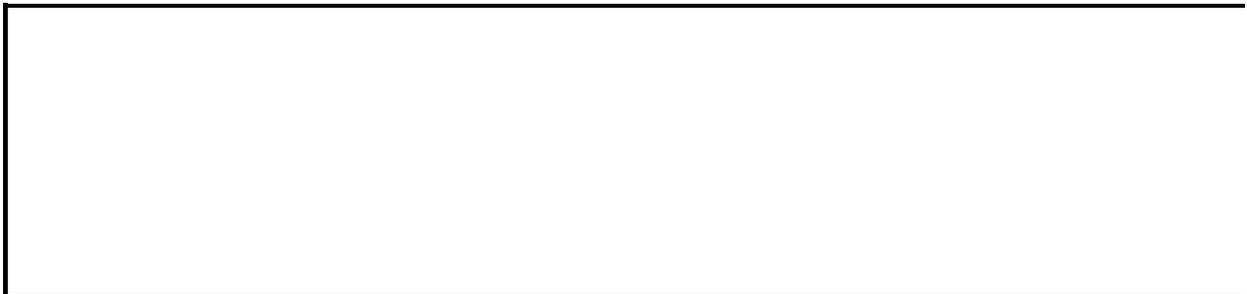
In the next example, the optional argument supplied to the **Nz** function provides the string to be returned if `varFreight` is **Null**.

```
varResult = Nz(varFreight, "No Freight Charge")
```

Example

The following example evaluates a control on a form and returns one of two strings based on the control's value. If the value of the control is **Null**, the procedure uses the **Nz** function to convert a **Null** value to a zero-length string.

```
Public Sub CheckValue()  
  
    Dim frm As Form  
    Dim ctl As Control  
    Dim varResult As Variant  
  
    ' Return Form object variable pointing to Orders form.  
    Set frm = Forms!Orders  
  
    ' Return Control object variable pointing to ShipRegion.  
    Set ctl = frm!ShipRegion  
  
    ' Choose result based on value of control.  
    varResult = IIf(Nz(ctl.Value) = vbNullString, _  
        "No value.", "Value is " & ctl.Value & ".")  
  
    ' Display result.  
    MsgBox varResult, vbExclamation  
  
End Sub
```



[Show All](#)

OpenAccessProject Method

You can use the **OpenAccessProject** method to open an existing [Microsoft Access project](#) (.adp) as the current Access project in the Microsoft Access window.

expression.**OpenAccessProject**(*filepath*, *Exclusive*)

expression Required. An expression that returns one of the objects in the Applies To list.

filepath Required **String**. A [string expression](#) that is the name of the existing Access project, including the path name and the file name extension. If your network supports it, you can also specify a network path in the following form:
//Server/Share/Folder/Filename.adp

Note If you don't supply the filename extension, .adp is appended to the filename. You can use this method or the [OpenCurrentDatabase](#) method to open .adp files.

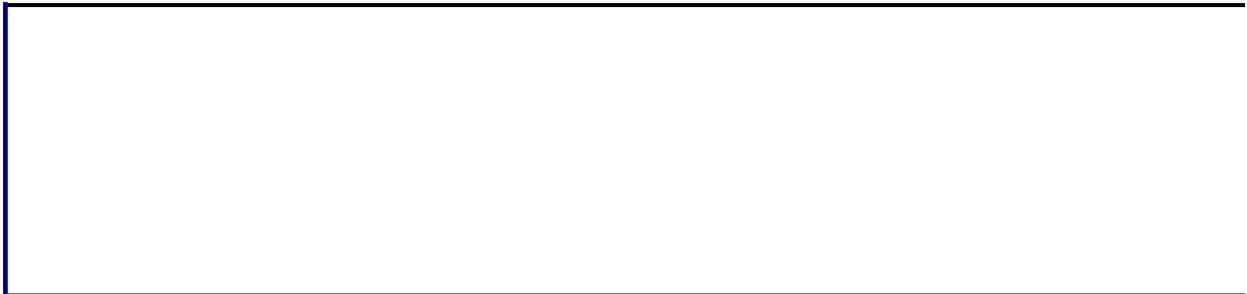
Exclusive Optional **Boolean**.

Remarks

The **OpenAccessProject** method enables you to open an existing project from within Microsoft Access or another application through Automation, formally called OLE Automation. For example, you can use the **OpenAccessProject** method from Microsoft Excel to open the Northwind.adp sample database in the Microsoft Access window. Once you have created an instance of Microsoft Access from another application, you must also create a new Access project or specify a particular Access project to open. This Access project opens in the Microsoft Access window.

If you have already opened a project and wish to open another project in the Microsoft Access window, you can use the **CloseCurrentDatabase** method to close the first Access project before opening another.

Note To open an [Access database](#) (.mdb), use the **OpenCurrentDatabase** method of the [Application](#) object.



[Show All](#)

OpenConnection Method

You can use the **OpenConnection** method to open an ADO connection to an existing [Microsoft Access project](#) (.adp) or [Access database](#) (.mdb) as the current Access project or database in the Microsoft Access window.

expression.**OpenConnection**(*BaseConnectionString*, *UserID*, *Password*)

expression Required. An expression that returns one of the objects in the Applies To list.

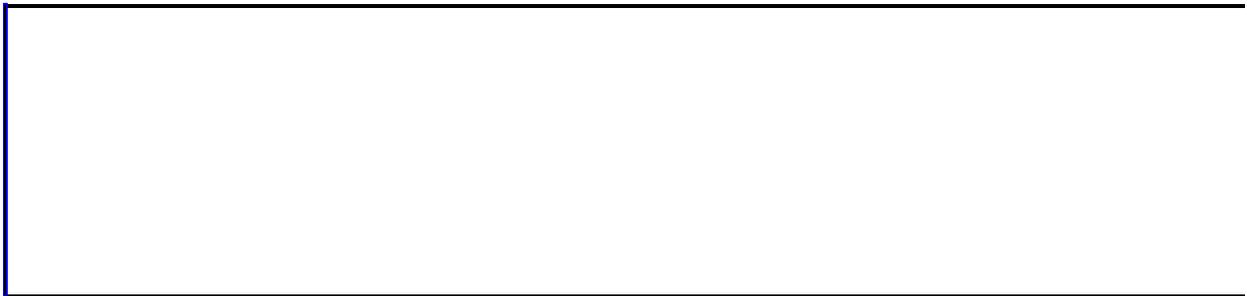
BaseConnectionString Optional **VARIANT**. A [string expression](#) that is the [base connection string](#) of the database.

UserID Optional **VARIANT**. A string expression that is the name of the existing Access project, including the path name and the file name extension. If your network supports it, you can also specify a network path in the following form:
\\Server\Share\Folder\Filename .adp

Password Optional **VARIANT**. **Note** If you don't supply the filename extension, .adp is appended to the filename. You can use this method or the [OpenCurrentDatabase](#) method to open .adp files.

Remarks

The **OpenConnection** method is similar to the [Open](#) method of an ADO [Connection](#) object. This method establishes the physical connection to the data source. After this method successfully completes, the connection is live, the [Connection](#) and [BaseConnectionString](#) properties are set, and the Database window or data access page should be repopulated with data from the new connection. All parameters of this method are optional. If no base connection string is supplied, then the connection is re-established using the previous base connection string (but the user must call [CloseConnection](#) before calling **OpenConnection** again). In the case of an Access project, the [BaseConnectionString](#) property can only specify the SQL Server OLE DB Provider.



[Show All](#)

OpenCurrentDatabase Method

You can use the **OpenCurrentDatabase** method to open an existing [Microsoft Access database](#) (.mdb) as the current database.

expression.**OpenCurrentDatabase**(*filepath*, *Exclusive*, *bstrPassword*)

expression Required. An expression that returns one of the objects in the Applies To list.

filepath Required **String**. A [string expression](#) that is the name of an existing database file, including the path name and the file name extension. If your network supports it, you can also specify a network path in the following form:
\\Server \Share\Folder\Filename

Note If you don't supply the filename extension, .mdb is appended to the filename.

Exclusive Optional **Boolean**. Specifies whether you want to open the database in [exclusive](#) mode. The default value is **False**, which specifies that the database should be opened in shared mode.

bstrPassword Optional **String**. The password to open the specified database.

Remarks

You can use this method to open a database from another application that is controlling Microsoft Access through [Automation](#), formerly called OLE Automation. For example, you can use the **OpenCurrentDatabase** method from Microsoft Excel to open the Northwind.mdb sample database in the Microsoft Access window. Once you have created an [instance](#) of Microsoft Access from another application, you must also create a new database or specify a particular database to open. This database opens in the Microsoft Access window.

Note Use the [OpenAccessProject](#) method to open an existing [Microsoft Access project](#) (.adp) as the current database.

If you have already opened a database and wish to open another database in the Microsoft Access window, you can use the [CloseCurrentDatabase](#) method to close the first database before opening another.

Set the *Exclusive* argument to **True** to open the database in exclusive mode. If you omit this argument, the database will open in shared mode.

Note Don't confuse the **OpenCurrentDatabase** method with the ActiveX Data Objects (ADO) [Open](#) method or the Data Access Object (DAO) [OpenDatabase](#) method. The **OpenCurrentDatabase** method opens a database in the Microsoft Access window. The ADO **Open** method returns a **Connection** object variable, and the DAO **OpenDatabase** method returns a **Database** object variable, both of which represent a particular database but don't actually open that database in the Microsoft Access window.

Example

The following example opens a Microsoft Access database from another application through Automation and then opens a form in that database.

You can enter this code in a Visual Basic module in any application that can act as a COM component. For example, you might run the following code from Microsoft Excel, Microsoft Visual Basic, or Microsoft Access.

When the variable pointing to the **Application** object goes out of scope, the instance of Microsoft Access that it represents closes as well. Therefore, you should declare this variable at the module level.

```
' Include the following in Declarations section of module.  
Dim appAccess As Access.Application
```

```
Sub DisplayForm()
```

```
    Dim strDB as String
```

```
    ' Initialize string to database path.  
    Const strConPathToSamples = "C:\Program " _  
        & "Files\Microsoft Office\Office11\Samples\"
```

```
    strDB = strConPathToSamples & "Northwind.mdb"
```

```
    ' Create new instance of Microsoft Access.
```

```
    Set appAccess = _  
        CreateObject("Access.Application")
```

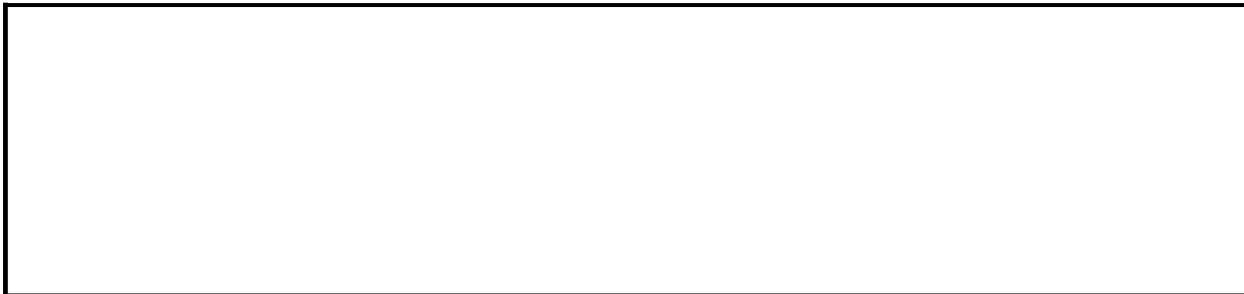
```
    ' Open database in Microsoft Access window.
```

```
    appAccess.OpenCurrentDatabase strDB
```

```
    ' Open Orders form.
```

```
    appAccess.DoCmd.OpenForm "Orders"
```

```
End Sub
```



[Show All](#)

OpenDataAccessPage Method

The **OpenDataAccessPage** method carries out the [OpenDataAccessPage](#) action in Visual Basic.

expression.**OpenDataAccessPage**(*DataAccessPageName*, *View*)

expression Required. An expression that returns one of the objects in the Applies To list.

DataAccessPageName Required **Variant**. A [string expression](#) that's the valid name of a [data access page](#) in the current database. If you execute Visual Basic code containing the **OpenDataAccessPage** method in a [library database](#), Microsoft Access looks for the form with this name, first in the library database, then in the current database.

View Optional [AcDataAccessPageView](#). The view in which to open the data access page.

AcDataAccessPageView can be one of these AcDataAccessPageView constants.

acDataAccessPageBrowse *default* Opens the form in [Page view](#).

acDataAccessPageDesign Opens the form in [Design view](#).

Remarks

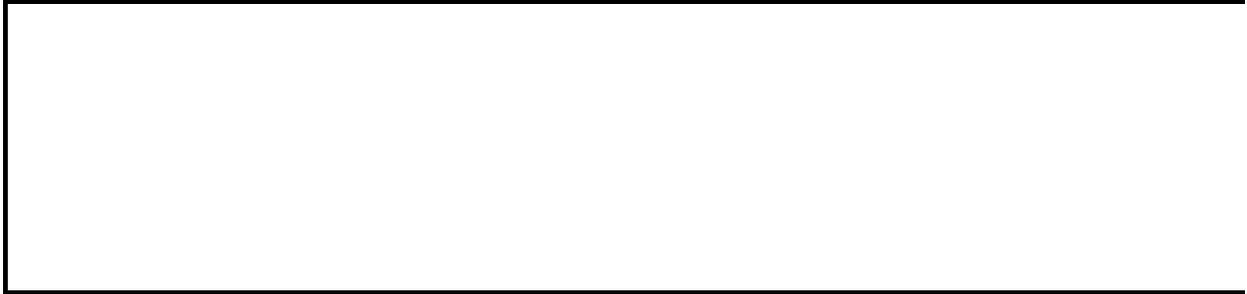
For more information on how the action and its arguments work, see the action topic.

If the connection password was not contained in the connection information for the data access page when it was created, the user is prompted to provide a password when the **OpenDataAccessPage** method is used.

Example

The following example opens the Employees data access page in Design view.

```
DoCmd.OpenDataAccessPage "Employees", acDataAccessPageDesign
```



[Show All](#)

OpenDiagram Method

The **OpenDiagram** method carries out the [OpenDiagram](#) action in Visual Basic.

expression.**OpenDiagram**(*DiagramName*)

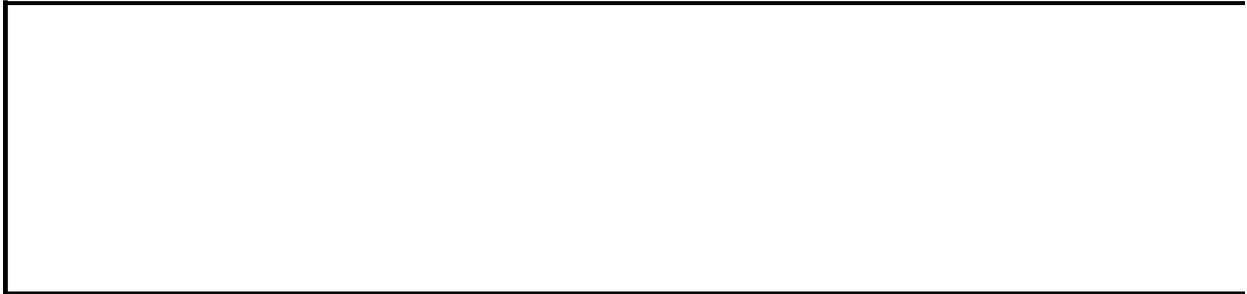
expression Required. An expression that returns a **DoCmd** object.

DiagramName Required **Variant**. A [string expression](#) that's the valid name of a database diagram in the current database. If you execute Visual Basic code containing the **OpenDiagram** method in a [library database](#), Microsoft Access looks for the database diagram with this name first in the library database, then in the current database.

Example

The following example opens the database diagram named "Data Model".

```
DoCmd.OpenDiagram " Data Model"
```



[Show All](#)

OpenForm Method

The **OpenForm** method carries out the [OpenForm](#) action in Visual Basic.

expression.**OpenForm**(*FormName*, *View*, *FilterName*, *WhereCondition*, *DataMode*, *WindowMode*, *OpenArgs*)

expression Required. An expression that returns one of the objects in the Applies To list.

FormName Required **Variant**. A [string expression](#) that's the valid name of a [form](#) in the current database. If you execute Visual Basic code containing the **OpenForm** method in a [library database](#), Microsoft Access looks for the form with this name first in the library database, then in the current database.

View Optional [AcFormView](#).

AcFormView can be one of these AcFormView constants.

acDesign

acFormDS

acFormPivotChart

acFormPivotTable

acNormal *default*. Opens the form in [Form view](#).

acPreview

If you leave this argument blank, the default constant (**acNormal**) is assumed.

FilterName Optional **Variant**. A string expression that's the valid name of a [query](#) in the current database.

WhereCondition Optional **Variant**. A string expression that's a valid SQL [WHERE clause](#) without the word WHERE.

DataMode Optional [AcFormOpenDataMode](#). The data entry mode for the form. This applies only to forms opened in Form view or Datasheet view

AcFormOpenDataMode can be one of these AcFormOpenDataMode constants.

acFormAdd The user can add new records but can't edit existing records.

acFormEdit The user can edit existing records and add new records.

acFormPropertySettings *default*

acFormReadOnly The user can only view records.

If you leave this argument blank (the default constant,

acFormPropertySettings, is assumed), Microsoft Access opens the form in the data mode set by the form's [AllowEdits](#), [AllowDeletions](#), [AllowAdditions](#), and [DataEntry](#) properties.

WindowMode Optional [AcWindowMode](#). The window mode in which the form opens.

AcWindowMode can be one of these AcWindowMode constants.

acDialog The form's Modal and PopUp properties are set to Yes.

acHidden The form is hidden.

acIcon The form opens minimized in the Windows taskbar.

acWindowNormal *default* The form is in the mode set by its properties

If you leave this argument blank, the default constant (**acWindowNormal**) is assumed.

OpenArgs Optional **Variant**. A string expression. This expression is used to set the form's [OpenArgs](#) property. This setting can then be used by code in a [form module](#), such as the Open [event procedure](#). The **OpenArgs** property can also be referred to in [macros](#) and [expressions](#).

For example, suppose that the form you open is a [continuous-form](#) list of clients. If you want the [focus](#) to move to a specific client record when the form opens, you can specify the client name with the *openargs* argument, and then use the **FindRecord** method to move the focus to the record for the client with the specified name.

This argument is available only in Visual Basic.

Remarks

For more information on how the action and its arguments work, see the action topic.

The maximum length of the *wherecondition* argument is 32,768 characters (unlike the Where Condition action argument in the Macro window, whose maximum length is 256 characters).

You can leave an optional argument blank in the middle of the syntax, but you must include the argument's comma. If you leave a trailing argument blank, don't use a comma following the last argument you specify.

Example

The following example opens the Employees form in Form view and displays only records with King in the LastName field. The displayed records can be edited, and new records can be added.

```
DoCmd.OpenForm "Employees", , , "LastName = 'King'"
```



[Show All](#)

OpenFunction Method

Opens a user-defined function in a Microsoft SQL Server database for viewing in Microsoft Access.

expression.**OpenFunction**(*FunctionName*, *View*, *DataMode*)

expression Required. An expression that returns a [DoCmd](#) object.

FunctionName Required **Variant**. The name of the function to open.

View Optional [AcView](#). The view in which to open the function.

AcView can be one of these AcView constants.

acViewDesign Opens the function in Design View.

acViewNormal *default* Opens the function in Datasheet View.

acViewPivotChart Opens the function in PivotChart View.

acViewPivotTable Opens the function in PivotTable View.

acViewPreview Opens the function in Print Preview.

DataMode Optional [AcOpenDataMode](#). The mode in which to open the function.

AcOpenDataMode can be one of these AcOpenDataMode constants.

acAdd Opens the function for data entry.

acEdit *default* Opens the function for updating existing data.

acReadOnly Opens the function in read-only mode.

Remarks

Use the [AllFunctions](#) collection to retrieve information about the available user-defined functions in a SQL Server database.

Example

The following example opens the first user-defined function in the current database in Design View and read-only mode.

```
Dim objFunction As AccessObject
Dim strFunction As String

Set objFunction = Application.AllFunctions(0)

DoCmd.OpenFunction FunctionName:=objFunction.Name, _
    View:=acViewDesign, Mode:=acReadOnly
```



[Show All](#)

OpenModule Method

The **OpenModule** method carries out the [OpenModule](#) action in Visual Basic.

expression.**OpenModule**(*ModuleName*, *ProcedureName*)

expression Required. An expression that returns one of the objects in the Applies To list.

ModuleName Optional **Variant**. A [string expression](#) that's the valid name of the Visual Basic module you want to open. If you leave this argument blank, Microsoft Access searches all the [standard modules](#) in the database for the procedure you selected with the *procedurename* argument and opens the module containing the procedure to that procedure. If you execute Visual Basic code containing the **OpenModule** method in a [library database](#), Microsoft Access looks for the [module](#) with this name first in the library database, then in the current database.

ProcedureName Optional **Variant**. A string expression that's the valid name for the procedure you want to open the module to. If you leave this argument blank, the module opens to the [Declarations section](#).

Remarks

You must include at least one of the two OpenModule action arguments. If you enter a value for both arguments, Microsoft Access opens the specified module at the specified procedure.

If you leave the *procedurename* argument blank, don't use a comma following the *modulename* argument.

Example

The following example opens the Utility Functions module to the IsLoaded()
Function procedure:

```
DoCmd.OpenModule "Utility Functions", "IsLoaded"
```



[Show All](#)

OpenQuery Method

The **OpenQuery** method carries out the [OpenQuery](#) action in Visual Basic.

expression.**OpenQuery**(*QueryName*, *View*, *DataMode*)

expression Required. An expression that returns one of the objects in the Applies To list.

QueryName Required **Variant**. A [string expression](#) that's the valid name of a [query](#) in the current database. If you execute Visual Basic code containing the **OpenQuery** method in a [library database](#), Microsoft Access looks for the query with this name first in the library database, then in the current database.

View Optional [AcView](#).

AcView can be one of these AcView constants.

acViewDesign

acViewNormal *default*

acViewPivotChart

acViewPivotTable

acViewPreview

If the *queryname* argument is the name of a [select](#), [crosstab](#), [union](#), or [pass-through](#) query whose **ReturnsRecords** property is set to -1, **acViewNormal** displays the query's [result set](#). If the *queryname* argument refers to an [action](#), [data-definition](#), or pass-through query whose **ReturnsRecords** property is set to 0, **acViewNormal** runs the query.

If you leave this argument blank, the default constant (**acViewNormal**) is assumed.

DataMode Optional [AcOpenDataMode](#).

AcOpenDataMode can be one of these AcOpenDataMode constants.

acAdd

acEdit *default*

acReadOnly

If you leave this argument blank, the default constant (**acEdit**) is assumed.

Remarks

For more information on how the action and its arguments work, see the action topic.

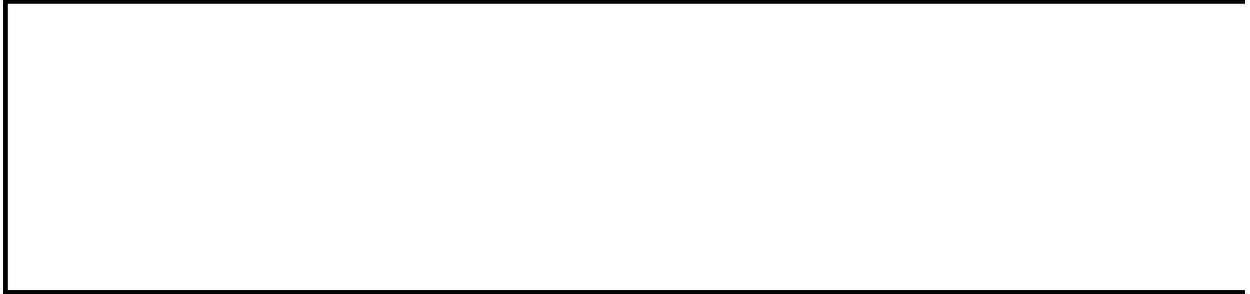
Note This method is only available in the [Microsoft Access database](#) environment (.mdb). See the [OpenView](#) or [OpenStoredProcedure](#) methods if using the Microsoft [Access Project](#) environment (.adp).

If you specify the *datamode* argument and leave the *view* argument blank, you must include the *view* argument's comma. If you leave a trailing argument blank, don't use a comma following the last argument you specify.

Example

The following example opens Sales Totals Query in Datasheet view and enables the user to view but not to edit or add records:

```
DoCmd.OpenQuery "Sales Totals Query", , acReadOnly
```



[Show All](#)

OpenReport Method

The **OpenReport** method carries out the [OpenReport](#) action in Visual Basic.

expression.**OpenReport**(*ReportName*, *View*, *FilterName*, *WhereCondition*, *WindowMode*, *OpenArgs*)

expression Required. An expression that returns a **DoCmd** object.

ReportName Required **Variant**. A [string expression](#) that's the valid name of a report in the current database. If you execute Visual Basic code containing the **OpenReport** method in a [library database](#), Microsoft Access looks for the report with this name, first in the library database, then in the current database.

View Optional [AcView](#). The view to apply to the specified report.

AcView can be one of these AcView constants.

acViewDesign

acViewNormal *default* Prints the [report](#) immediately.

acViewPivotChart Not supported.

acViewPivotTable Not supported.

acViewPreview

FilterName Optional **Variant**. A string expression that's the valid name of a [query](#) in the current database.

WhereCondition Optional **Variant**. A string expression that's a valid SQL [WHERE clause](#) without the word WHERE.

WindowMode Optional [AcWindowMode](#). The mode in which the form opens.

AcWindowMode can be one of these AcWindowMode constants.

acDialog The form's Modal and PopUp properties are set to Yes.

acHidden The form is hidden.

acIcon The form opens minimized in the Windows taskbar.

acWindowNormal *default* The form is in the mode set by its properties.

OpenArgs Optional **Variant**. Sets the [OpenArgs](#) property.

Remarks

For more information on how the action and its arguments work, see the action topic.

The maximum length of the ***WhereCondition*** argument is 32,768 characters (unlike the Where Condition action argument in the Macro window, whose maximum length is 256 characters).

You can leave an optional argument blank in the middle of the syntax, but you must include the argument's comma. If you leave one or more trailing arguments blank, don't use a comma following the last argument you specify.

Example

The following example prints Sales Report while using the existing query Report Filter.

```
DoCmd.OpenReport "Sales Report", acViewNormal, "Report Filter"
```



[Show All](#)

OpenStoredProcedure Method

The **OpenView** method carries out the [OpenStoredProcedure](#) action in Visual Basic.

expression.**OpenStoredProcedure**(*ProcedureName*, *View*, *DataMode*)

expression Required. An expression that returns one of the objects in the Applies To list.

ProcedureName Required **Variant**. A [string expression](#) that's the valid name of a [stored procedure](#) in the current database. If you execute Visual Basic code containing the **OpenStoredProcedure** method in a [library database](#), Microsoft Access looks for the stored procedure with this name first in the library database, then in the current database.

View Optional [AcView](#).

AcView can be one of these AcView constants.

acViewDesign

acViewNormal *default*

acViewPivotChart

acViewPivotTable

acViewPreview

If you leave this argument blank, the default constant (**acViewNormal**) is assumed.

DataMode Optional [AcOpenDataMode](#).

AcOpenDataMode can be one of these AcOpenDataMode constants.

acAdd

acEdit *default*

acReadOnly

If you leave this argument blank, the default constant (**acEdit**) is assumed.

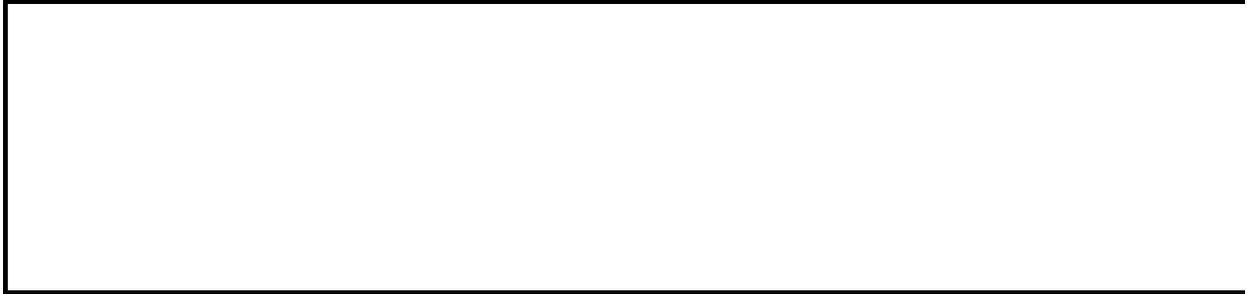
Remarks

For more information on how the action and its arguments work, see the action topic.

Example

The following example opens the Employees stored procedure in Design view.

```
DoCmd.OpenStoredProcedure "Employees", 1
```



[Show All](#)

OpenTable Method

The **OpenTable** method carries out the [OpenTable](#) action in Visual Basic.

expression.**OpenTable**(*TableName*, *View*, *DataMode*)

expression Required. An expression that returns one of the objects in the Applies To list.

TableName Required **Variant**. A [string expression](#) that's the valid name of a [table](#) in the current database. If you execute Visual Basic code containing the **OpenTable** method in a [library database](#), Microsoft Access looks for the table with this name first in the library database, then in the current database.

View Optional [AcView](#).

AcView can be one of these AcView constants.

acViewDesign

acViewNormal *default*. Opens the table in [Datasheet view](#).

acViewPivotChart

acViewPivotTable

acViewPreview

If you leave this argument blank, the default constant (**acViewNormal**) is assumed.

DataMode Optional [AcOpenDataMode](#).

AcOpenDataMode can be one of these AcOpenDataMode constants.

acAdd

acEdit *default*

acReadOnly

If you leave this argument blank, the default constant (**acEdit**) is assumed.

Remarks

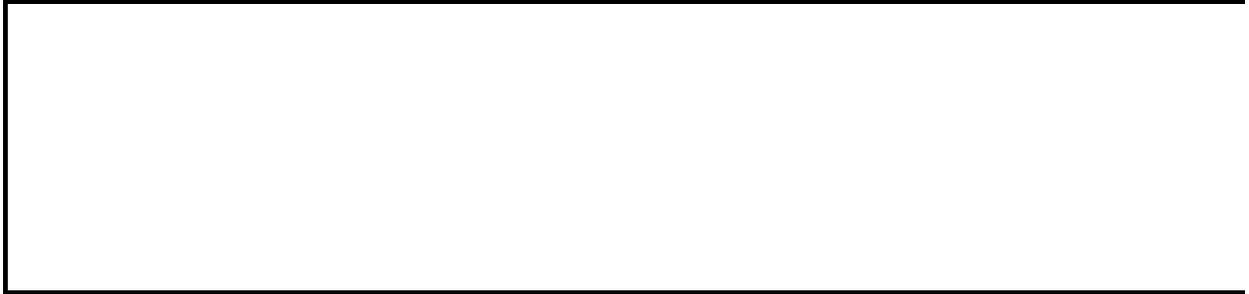
For more information on how the action and its arguments work, see the action topic.

If you specify the *datamode* argument and leave the *view* argument blank, you must include the *view* argument's comma. If you leave a trailing argument blank, don't use a comma following the last argument you specify.

Example

The following example opens the Employees table in Print Preview:

```
DoCmd.OpenTable "Employees", acViewPreview
```



[Show All](#)

OpenView Method

The **OpenView** method carries out the [OpenView](#) action in Visual Basic.

expression.**OpenView**(*ViewName*, *View*, *DataMode*)

expression Required. An expression that returns one of the objects in the Applies To list.

ViewName Required **Variant**. A [string expression](#) that's the valid name of a view in the current database. If you execute Visual Basic code containing the **OpenView** method in a [library database](#), Microsoft Access looks for the view with this name first in the library database, then in the current database.

View Optional [AcView](#).

AcView can be one of these AcView constants.

acViewDesign

acViewNormal *default*

acViewPivotChart

acViewPivotTable

acViewPreview

If you leave this argument blank, the default constant (**acViewNormal**) is assumed.

DataMode Optional [AcOpenDataMode](#).

AcOpenDataMode can be one of these AcOpenDataMode constants.

acAdd

acEdit *default*

acReadOnly

If you leave this argument blank, the default constant (**acEdit**) is assumed.

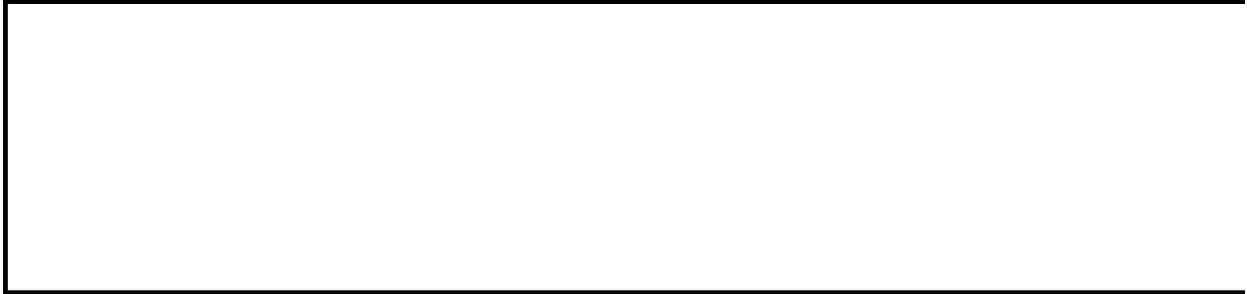
Remarks

For more information on how the action and its arguments work, see the action topic.

Example

The following example opens the Employees view.

```
DoCmd.OpenView "Employees"
```



[Show All](#)

OutputTo Method

The **OutputTo** method carries out the [OutputTo](#) action in Visual Basic.

expression.**OutputTo**(*ObjectType*, *ObjectName*, *OutputFormat*, *OutputFile*, *AutoStart*, *TemplateFile*, *Encoding*)

expression Required. An expression that returns a **DoCmd** object.

ObjectType Required [AcOutputObjectType](#). The type of object to output.

AcOutputObjectType can be one of these AcOutputObjectType constants.

acOutputDataAccessPage Not supported.

acOutputForm

acOutputFunction

acOutputModule

acOutputQuery

acOutputReport

acOutputServerView

acOutputStoredProcedure

acOutputTable

ObjectName Optional **Variant**. A [string expression](#) that's the valid name of an object of the type selected by the **ObjectType** argument. If you want to output the active object, specify the object's type for the **ObjectType** argument and leave this argument blank. If you run Visual Basic code containing the **OutputTo** method in a [library database](#), Microsoft Access looks for the object with this name, first in the library database, then in the current database.

OutputFormat Optional **Variant**. The output format, expressed as an [AcFormat](#) constant. If you omit this argument, Microsoft Access prompts you for the output format.

AcFormat can be one of these AcFormat constants.

acFormatASP

acFormatDAP
acFormatHTML
acFormatIIS
acFormatRTF
acFormatSNP
acFormatTXT
acFormatXLS

OutputFile Optional **Variant**. A string expression that's the full name, including the path, of the file you want to output the object to. If you leave this argument blank, Microsoft Access prompts you for an output file name.

AutoStart Optional **Variant**. Use **True** (-1) to start the appropriate Microsoft Windows-based application immediately, with the file specified by the **OutputFile** argument loaded. Use **False** (0) if you don't want to start the application. This argument is ignored for Microsoft Internet Information Server (.htx, .idc) files and Microsoft ActiveX Server (*.asp) files. If you leave this argument blank, the default (**False**) is assumed.

TemplateFile Optional **Variant**. A string expression that's the full name, including the path, of the file you want to use as a template for an [HTML](#), [HTX](#), or [ASP](#) file.

Encoding Optional **Variant**.

Remarks

For more information on how the action and its arguments work, see the action topic.

[Modules](#) can be output only in MS-DOS Text format, so if you specify **acOutputModule** for the *ObjectType* argument, you must specify **acFormatTXT** for the *OutputFormat* argument. Microsoft Internet Information Server and Microsoft ActiveX Server formats are available only for tables, queries, and forms, so if you specify **acFormatIIS** or **acFormatASP** for the *OutputFormat* argument, you must specify **acOutputTable**, **acOutputQuery**, or **acOutputForm** for the *ObjectType* argument.

You can leave an optional argument blank in the middle of the syntax, but you must include the argument's comma. If you leave a trailing argument blank, don't use a comma following the last argument you specify.

Example

The following example outputs the Employees table in rich-text format (.rtf) to the Employee.rtf file and immediately opens the file in Microsoft Word for Windows.

```
DoCmd.OutputTo acOutputTable, "Employees", _  
    acFormatRTF, "Employee.rtf", True
```



[Show All](#)

Print Method

The **Print** method prints text on a [Report](#) object using the current color and font.

expression.**Print**(*Expr*)

expression Required. An expression that returns one of the objects in the Applies To list.

Expr Required **String**. The string expressions to print. If this argument is omitted, the **Print** method prints a blank line. Multiple expressions can be separated with a space, a semicolon (;), or a comma. A space has the same effect as a semicolon.

Remarks

You can use this method only in a [event procedure](#) or [macro](#) specified by a section's **OnPrint** [event property](#) setting.

The expressions specified by the *Expr* argument are printed on the object starting at the position indicated by the [CurrentX](#) and [CurrentY](#) property settings.

When the *Expr* argument is printed, a carriage return is usually appended so that the next **Print** method begins printing on the next line. When a carriage return occurs, the **CurrentY** property setting is increased by the height of the *Expr* argument (the same as the value returned by the [TextHeight](#) method) and the **CurrentX** property is set to 0.

When a semicolon follows the *Expr* argument, no carriage return is appended, and the next **Print** method prints on the same line that the current **Print** method printed on. The **CurrentX** and **CurrentY** properties are set to the point immediately after the last character printed. If the *Expr* argument itself contains carriage returns, each such embedded carriage return sets the **CurrentX** and **CurrentY** properties as described for the **Print** method without a semicolon.

When a comma follows the *Expr* argument, the **CurrentX** and **CurrentY** properties are set to the next print zone on the same line.

When the *Expr* argument is printed on a **Report** object, lines that can't fit in the specified position don't scroll. The text is clipped to fit the object.

Because the **Print** method usually prints with proportionally spaced characters, it's important to remember that there's no correlation between the number of characters printed and the number of fixed-width columns those characters occupy. For example, a wide letter (such as W) occupies more than one fixed-width column, whereas a narrow letter (such as I) occupies less. You should make sure that your tabular columns are positioned far enough apart to accommodate the text you wish to print. Alternately, you can print with a fixed-pitch font (such as Courier) to ensure that each character uses only one column.

Example

The following example uses the **Print** method to display text on a report named Report1. It uses the **TextWidth** and **TextHeight** methods to center the text vertically and horizontally.

```
Private Sub Detail_Format(Cancel As Integer, _
    FormatCount As Integer)
    Dim rpt as Report
    Dim strMessage As String
    Dim intHorSize As Integer, intVerSize As Integer

    Set rpt = Me
    strMessage = "DisplayMessage"
    With rpt
        'Set scale to pixels, and set FontName and
        'FontSize properties.
        .ScaleMode = 3
        .FontName = "Courier"
        .FontSize = 24
    End With
    ' Horizontal width.
    intHorSize = Rpt.TextWidth(strMessage)
    ' Vertical height.
    intVerSize = Rpt.TextHeight(strMessage)
    ' Calculate location of text to be displayed.
    Rpt.CurrentX = (Rpt.ScaleWidth/2) - (intHorSize/2)
    Rpt.CurrentY = (Rpt.ScaleHeight/2) - (intVerSize/2)
    ' Print text on Report object.
    Rpt.Print strMessage
End Sub
```



[Show All](#)

PrintOut Method

The **PrintOut** method carries out the [PrintOut](#) action in Visual Basic.

expression.**PrintOut**(*PrintRange*, *PageFrom*, *PageTo*, *PrintQuality*, *Copies*, *CollateCopies*)

expression Required. An expression that returns one of the objects in the Applies To list.

PrintRange Optional [AcPrintRange](#).

AcPrintRange can be one of these AcPrintRange constants.

acPages

acPrintAll *default*

acSelection

If you leave this argument blank, the default constant (**acPrintAll**) is assumed.

PageFrom Optional **Variant**. A [numeric expression](#) that's a valid page number in the active [form](#) or [datasheet](#). This argument is required if you specify **acPages** for the *printrange* argument.

PageTo Optional **Variant**. A numeric expression that's a valid page number in the active form or datasheet. This argument is required if you specify **acPages** for the *printrange* argument.

PrintQuality Optional [AcPrintQuality](#).

AcPrintQuality can be one of these AcPrintQuality constants.

acDraft

acHigh *default*

acLow

acMedium

If you leave this argument blank, the default constant (**acHigh**) is assumed.

Copies Optional **Variant**. A numeric expression. If you leave this argument blank, the default (1) is assumed.

CollateCopies Optional **Variant**. Use **True** (-1) to collate copies and **False** (0) to print without collating. If you leave this argument blank, the default (**True**) is assumed.

Remarks

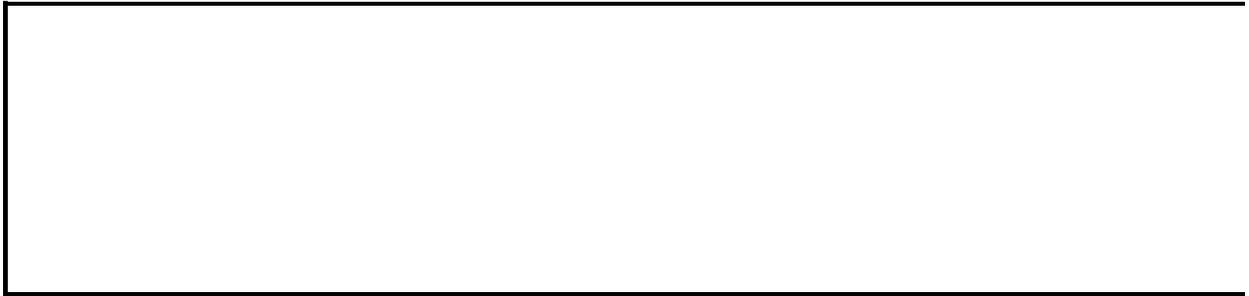
For more information on how the action and its arguments work, see the action topic.

You can leave an optional argument blank in the middle of the syntax, but you must include the argument's comma. If you leave one or more trailing arguments blank, don't use a comma following the last argument you specify.

Example

The following example prints two collated copies of the first four pages of the active form or datasheet:

```
DoCmd.PrintOut acPages, 1, 4, , 2
```



[Show All](#)

PSet Method

The **PSet** method sets a point on a [Report](#) object to a specified color when the [Print](#) event occurs.

expression.PSet(flags, X, Y, color)

expression Required. An expression that returns one of the objects in the Applies To list.

flags Required **Integer**. A [keyword](#) that indicates the coordinates are relative to the current graphics position given by the settings for the [CurrentX](#) and [CurrentY](#) properties of the *object* argument.

X Required **Single**. [Single](#) value indicating the horizontal coordinate of the point to set.

Y Required **Single**. [Single](#) value indicating the vertical coordinate of the point to set.

color Required **Long**. A [Long](#) value indicating the RGB (red-green-blue) color to set the point to. If this argument is omitted, the value of the [ForeColor](#) property is used. You can also use the **RGB** function or **QBColor** function to specify the color.

Remarks

The size of the point depends on the [DrawWidth](#) property setting. When the **DrawWidth** property is set to 1, the **PSet** method sets a single pixel to the specified color. When the **DrawWidth** property is greater than 1, the point is centered on the specified coordinates.

The way the point is drawn depends on the settings of the [DrawMode](#) and [DrawStyle](#) properties.

When you apply the **PSet** method, the **CurrentX** and **CurrentY** properties are set to the point specified by the *x* and *y* arguments.

To clear a single pixel with the **PSet** method, specify the coordinates of the pixel and use &HFFFFFF (white) as the *color* argument.



It's faster to draw a line by using the **Line** method rather than the **PSet** method.

Example

The following example uses the **PSet** method to draw a line through the horizontal axis of a report.

To try this example in Microsoft Access, create a new report. Set the **OnPrint** property of the Detail section to [Event Procedure]. Enter the following code in the report's module, then switch to Print Preview.

```
Sub Detail_Print(Cancel As Integer, PrintCount As Integer)
    Dim sngMidPt As Single, intI As Integer
    ' Set scale to pixels.
    Me.ScaleMode = 3
    ' Calculate midpoint.
    sngMidPt = Me.ScaleHeight / 2
    ' Loop to draw line down horizontal axis pixel by pixel.
    For intI = 1 To Me.ScaleWidth
        Me.PSet(intI, sngMidPt)
    Next intI
End Sub
```



[Show All](#)

Quit Method

 [Quit method as it applies to the **Application** object.](#)

The **Quit** method quits Microsoft Access. You can select one of several options for saving a [database object](#) before quitting.

expression.Quit(**Option**)

expression Required. An expression that returns an [Application](#) object.

Option Optional [AcQuitOption](#). The quit option.

AcQuitOption can be one of these AcQuitOption constants.

acQuitPrompt Displays a dialog box that asks whether you want to save any database objects that have been changed but not saved. (Formerly **acPrompt**).

acQuitSaveAll *default* Saves all objects without displaying a dialog box. (Formerly **acSaveYes**).

acQuitSaveNone Quits Microsoft Access without saving any objects. (Formerly **acExit**).

Remarks

The **Quit** method has the same effect as clicking **Exit** on the **File** menu. You can create a custom menu command or a [command button](#) on a form with a procedure that includes the **Quit** method. For example, you can place a Quit button on a form and include a procedure in the button's **Click** event that uses the **Quit** method with the *Option* argument set to **acQuitSaveAll**.

 [Quit method as it applies to the DoCmd object.](#)

The **Quit** method of the [DoCmd](#) object carries out the [Quit](#) action in Visual Basic.

expression.Quit(*Options*)

expression Required. An expression that returns a [DoCmd](#) object.

Options Optional [AcQuitOption](#). The quit option.

AcQuitOption can be one of these AcQuitOption constants.

acQuitPrompt Displays a dialog box that asks whether you want to save any database objects that have been changed but not saved.

acQuitSaveAll *default* Saves all objects without displaying a dialog box.

acQuitSaveNone Quits Microsoft Access without saving any objects.

Remarks

The **Quit** method of the **DoCmd** object was added to provide backward compatibility for running the Quit action in Visual Basic code in Microsoft Access 95. It's recommended that you use the existing [Quit](#) method of the [Application](#) object instead.

Example

[As it applies to the **Application** object.](#)

The following example shows the **Click** event procedure for a command button named AppExit. After the AppExit button is clicked, a dialog box prompts the user to save changes and the procedure quits Microsoft Access.

```
Private Sub AppExit_Click()  
    Application.Quit acQuitPrompt  
End Sub
```

[As it applies to the **DoCmd** object.](#)

The following example displays a dialog box or dialog boxes that ask if users want to save any changed objects before they quit Microsoft Access.

```
DoCmd.Quit acQuitPrompt
```

[Show All](#)

Recalc Method

The **Recalc** method immediately updates all [calculated controls](#) on a form.

expression.**Recalc**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Using this method is equivalent to pressing the F9 key when a form has the focus. You can use this method to recalculate the values of controls that depend on other fields for which the contents may have changed.

Example

The following example uses the **Recalc** method to update controls on an Orders form. This form includes the Freight text box, which displays the freight cost, and a calculated control that displays the total cost of an order including freight. If the statement containing the **Recalc** method is placed in the AfterUpdate event procedure for the Freight text box, the total cost of an order is recalculated every time a new freight amount is entered.

```
Sub Freight_AfterUpdate()  
    Me.Recalc  
End Sub
```



[Show All](#)

Refresh Method

The **Refresh** method immediately updates the records in the underlying record source for a specified [form](#) or [datasheet](#) to reflect changes made to the data by you and other users in a multiuser environment.

expression.**Refresh**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Using the **Refresh** method is equivalent to clicking **Refresh** on the **Records** menu.

Microsoft Access refreshes records automatically, based on the **Refresh Interval** setting on the **Advanced** tab of the **Options** dialog box, available by clicking **Options** on the **Tools** menu. ODBC data sources are refreshed based on the **ODBC Refresh Interval** setting on the **Advanced** tab of the **Options** dialog box. You can use the **Refresh** method to view changes that have been made to the current set of records in a form or datasheet since the record source underlying the form or datasheet was last refreshed.

The **Refresh** method shows only changes made to records in the current set. Since the **Refresh** method doesn't actually requery the database, the current set won't include records that have been added or exclude records that have been deleted since the database was last queried. Nor will it exclude records that no longer satisfy the criteria of the query or filter. To requery the database, use the [Requery](#) method. When the record source for a form is queried, the current set of records will accurately reflect all data in the record source.

Notes

- It's often faster to refresh a form or datasheet than to requery it. This is especially true if the initial query was slow to run.
- Don't confuse the **Refresh** method with the [Repaint](#) method, which [repaints](#) the screen with any pending visual changes.

Example

The following example uses the **Refresh** method to update the records in the underlying record source for the form Customers whenever the form receives the focus:

```
Private Sub Form_Activate()  
    Me.Refresh  
End Sub
```



[Show All](#)

RefreshDatabaseWindow Method

The **RefreshDatabaseWindow** method updates the [Database window](#) after a [database object](#) has been created, deleted, or renamed.

expression.**RefreshDatabaseWindow**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You can use the **RefreshDatabaseWindow** method to immediately reflect changes to objects in Microsoft Access in the Database window. For example, if you add a new form from Visual Basic and save it, you can use the **RefreshDatabaseWindow** method to display the name of the new form on the **Forms** tab of the Database window immediately after it has been saved.

Example

The following example creates a new form, saves it, and refreshes the Database window:

```
Sub CreateFormAndRefresh()  
    Dim frm As Form  
  
    Set frm = CreateForm  
    DoCmd.Save , "NewForm"  
    RefreshDatabaseWindow  
End Sub
```



[Show All](#)

RefreshTitleBar Method

The **RefreshTitleBar** method refreshes the Microsoft Access [title bar](#) after the [AppTitle](#) or [AppIcon](#) property has been set in Visual Basic.

expression.**RefreshTitleBar**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

For example, you can change the caption in the Microsoft Access title bar to "Contacts Database" by setting the **AppTitle** property.

The **AppTitle** and **AppIcon** properties enable you to customize your application by changing the title and icon that appear in the Microsoft Access title bar. The title bar is not automatically updated after you have set these properties. In order for the change to the title bar to appear, you must use the **RefreshTitleBar** method.

Note In a [Microsoft Access database](#) (.mdb), you can reset the **AppTitle** and **AppIcon** properties to their default value by deleting them from the [Properties](#) collection representing the current database. After you delete these properties, you must use the **RefreshTitleBar** method to restore the Microsoft Access defaults to the title bar.

If the path to the icon specified by the **AppIcon** property is invalid, then no changes will be reflected in the title bar when you call this method.

Example

The following example sets the **AppTitle** property of the current database and applies the **RefreshTitleBar** method to update the title bar.

```
Sub ChangeTitle()  
    Dim obj As Object  
    Const conPropNotFoundError = 3270  
  
    On Error GoTo ErrorHandler  
    ' Return Database object variable pointing to  
    ' the current database.  
    Set dbs = CurrentDb  
    ' Change title bar.  
    dbs.Properties!AppTitle = "Contacts Database"  
    ' Update title bar on screen.  
    Application.RefreshTitleBar  
    Exit Sub  
  
ErrorHandler:  
    If Err.Number = conPropNotFoundError Then  
        Set obj = dbs.CreateProperty("AppTitle", dbText, "Contacts D  
        dbs.Properties.Append obj  
    Else  
        MsgBox "Error: " & Err.Number & vbCrLf & Err.Description  
    End If  
    Resume Next  
End Sub
```



[Show All](#)

Remove Method

Some of the content in this topic may not be applicable to some languages.

 [Remove method as it applies to the **AccessObjectProperties** collection object.](#)

You can use the **Remove** method to remove an [AccessObjectProperty](#) object from the [AccessObjectProperties](#) collection of an [AccessObject](#) object.

expression.**Remove**(*Item*)

expression Required. An expression that returns an [AccessObjectProperties](#) collection object.

Item Required **Variant**. An expression that specifies the position of a member of the collection referred to by the object argument. If a numeric expression, the index argument must be a number from 0 to the value of the collection's [Count](#) property minus 1. If a string expression, the index argument must be the name of a member of the collection.

 [Remove method as it applies to the **Pages** collection object.](#)

The **Remove** method removes a [Page](#) object from the [Pages](#) collection of a [tab control](#).

expression.**Remove**(*Item*)

expression Required. An expression that returns a [Pages](#) collection object.

Item Optional **Variant**. An integer that specifies the index of the **Page** object to be removed. The index of the **Page** object corresponds to the value of the [PageIndex](#) property for that **Page** object. If you omit this argument, the last **Page** object in the collection is removed.

Remarks

The **Pages** collection is indexed beginning with zero. The leftmost page in the tab control has an index of 0, the page immediately to the right of the leftmost page has an index of 1, and so on.

You can remove a **Page** object from the **Pages** collection of a tab control only when the [form](#) is in [Design view](#).



[Remove method as it applies to the **References** collection object.](#)

The **Remove** method removes a [Reference](#) object from the [References](#) collection.

expression.**Remove**(*Reference*)

expression Required. An expression that returns a [References](#) collection object.

Reference Required **Reference** object. The **Reference** object that represents the reference you wish to remove.

Remarks

To determine the name of the **Reference** object you wish to remove, check the **Project/Library** box in the [Object Browser](#). The names of all references that are currently set appear there. These names correspond to the value of the [Name](#) property of a **Reference** object.

Example

 [As it applies to the **Pages** object.](#)

The following example removes pages from a tab control:

```
Function RemovePage() As Boolean
    Dim frm As Form
    Dim tbc As TabControl, pge As Page
```

```
    On Error GoTo Error_RemovePage
    Set frm = Forms!Form1
    Set tbc = frm!TabCtl0
    tbc.Pages.Remove
    RemovePage = True
```

```
Exit_RemovePage:
    Exit Function
```

```
Error_RemovePage:
    MsgBox Err & ": " & Err.Description
    RemovePage = False
    Resume Exit_RemovePage
End Function
```

 [As it applies to the **References** object.](#)

The first of the following two functions adds a reference to the calendar control for the **References** collection. The second function removes the reference to the calendar control.

```
Function AddReference() As Boolean
    Dim ref As Reference, strFile As String
```

```
    On Error GoTo Error_AddReference
    strFile = "C:\Windows\System\Mscal.ocx"
    ' Create reference to calendar control.
    Set ref = References.AddFromFile(strFile)
    AddReference = True
```

```
Exit_AddReference:
    Exit Function
```

```
Error_AddReference:
    MsgBox Err & ": " & Err.Description
    AddReference = False
    Resume Exit_AddReference
End Function
```

```
Function RemoveReference() As Boolean
    Dim ref As Reference

    On Error GoTo Error_RemoveReference
    Set ref = References!MSCAL
    ' Remove calendar control reference.
    References.Remove ref
    RemoveReference = True
```

```
Exit_RemoveReference:
    Exit Function
```

```
Error_RemoveReference:
    MsgBox Err & ": " & Err.Description
    RemoveReference = False
    Resume Exit_RemoveReference
End Function
```



RemoveItem Method

Removes an item from the list of values displayed by the specified list box control or combo box control.

expression.**RemoveItem**(*Index*)

expression Required. An expression that returns one of the objects in the Applies To list.

Index Required **Variant**. The item to be removed from the list, expressed as either an item number or the list item text.

Remarks

This method is only valid for list box or combo box controls on forms. Also, the [RowSourceType](#) property of the control must be set to "Value List".

List item numbers start from zero. If the value of the ***Index*** argument doesn't correspond to an existing item number or the text of an existing item, an error occurs.

Use the [AddItem](#) method to add items to the list of values.

Example

This example removes the specified item from the list in a list box control. For the function to work, you must pass it a **ListBox** object representing a list box control on a form and a **Variant** value representing the item to be removed.

```
Function RemoveListItem(ctrlListBox As ListBox, _
    ByVal varItem As Variant) As Boolean

    ' Trap for errors.
    On Error GoTo ERROR_HANDLER

    ' Remove the list box item and set the return value
    ' to True, indicating success.
    ctrlListBox.RemoveItem Index:=varItem
    RemoveListItem = True

    ' Reset the error trap and exit the function.
    On Error GoTo 0
    Exit Function

' Return False if an error occurs.
ERROR_HANDLER:
    RemoveListItem = False

End Function
```



[Show All](#)

Rename Method

The **Rename** method carries out the [Rename](#) action in Visual Basic.

expression.**Rename**(*NewName*, *ObjectType*, *OldName*)

expression Required. An expression that returns a **DoCmd** object.

NewName Required **Variant**. A [string expression](#) that's the new name for the object you want to rename. The name must follow the object-naming rules for Microsoft Access objects.

ObjectType Optional [AcObjectType](#). The type of object to rename.

AcObjectType can be one of these AcObjectType constants.

acDataAccessPage

acDefault *default*

acDiagram

acForm

acFunction

acMacro

acModule

acQuery

acReport

acServerView

acStoredProcedure

acTable

OldName Optional **Variant**. A string expression that's the valid name of an object of the type specified by the *ObjectType* argument. If you execute Visual Basic code containing the **Rename** method in a [library database](#), Microsoft Access looks for the object with this name, first in the library database, then in the current database.

Remarks

For more information on how the action and its arguments work, see the action topic.

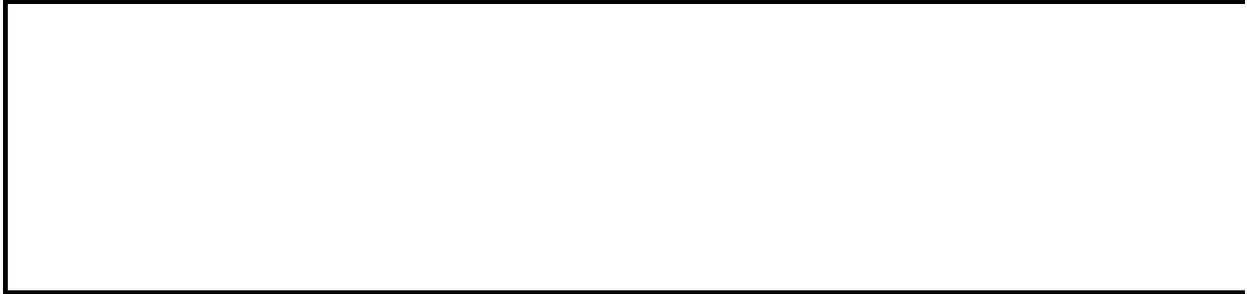
If you leave the *ObjectType* and *OldName* arguments blank (the default constant, **acDefault**, is assumed for *ObjectType*), Microsoft Access renames the object selected in the [Database window](#). To select an object in the Database window, you can use the [SelectObject](#) action or [SelectObject](#) method with the In Database Window argument set to Yes (**True**).

If you leave the *ObjectType* and *OldName* arguments blank, don't use a comma following the *NewName* argument.

Example

The following example renames the Employees table.

```
DoCmd.Rename "Old Employees Table", acTable, "Employees"
```



[Show All](#)

Repaint Method

The **Repaint** method completes any pending screen updates for a specified [form](#). When performed on a form, the **Repaint** method also completes any pending recalculations of the form's [controls](#).

expression.**Repaint**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Microsoft Access sometimes waits to complete pending screen updates until it finishes other tasks. With the **Repaint** method, you can force immediate repainting of the controls on the specified form. You can use the **Repaint** method:

- When you change values in a number of fields. Unless you force a repaint, Microsoft Access might not display the changes immediately, especially if other fields, such as those in an expression in a [calculated control](#), depend on values in the changed fields.
- When you want to make sure that a form displays data in all of its fields. For example, fields containing [OLE objects](#) often don't display their data immediately after you open a form.

This method doesn't cause a [requery](#) of the database, nor does it show new or changed records in the form's underlying record source. You can use the [Requery](#) method to requery the source of data for the form or one of its controls.

Notes

- Don't confuse the **Repaint** method with the [Refresh](#) method, or with the **Refresh** command on the **Records** menu. The **Refresh** method and **Refresh** command show changes you or other users have made to the underlying record source for any of the currently displayed records in forms and datasheets. The **Repaint** method simply updates the screen when repainting has been delayed while Microsoft Access completes other tasks.
- The **Repaint** method differs from the [Echo](#) method in that the **Repaint** method forces a single immediate repaint, while the **Echo** method turns repainting on or off.

Example

The following example uses the **Repaint** method to repaint a form when the form receives the focus:

```
Private Sub Form_Activate()  
    Me.Repaint  
End Sub
```



[Show All](#)

RepaintObject Method

The **RepaintObject** method carries out the [RepaintObject](#) action in Visual Basic.

expression.**RepaintObject**(*ObjectType*, *ObjectName*)

expression Required. An expression that returns one of the objects in the Applies To list.

ObjectType Optional [AcObjectType](#).

AcObjectType can be one of these AcObjectType constants.

acDataAccessPage

acDefault *default*

acDiagram

acForm

acFunction

acMacro

acModule

acQuery

acReport

acServerView

acStoredProcedure

acTable

ObjectName Optional **Variant**. A [string expression](#) that's the valid name of an object of the type selected by the *objecttype* argument.

Remarks

For more information on how the action and its arguments work, see the action topic.

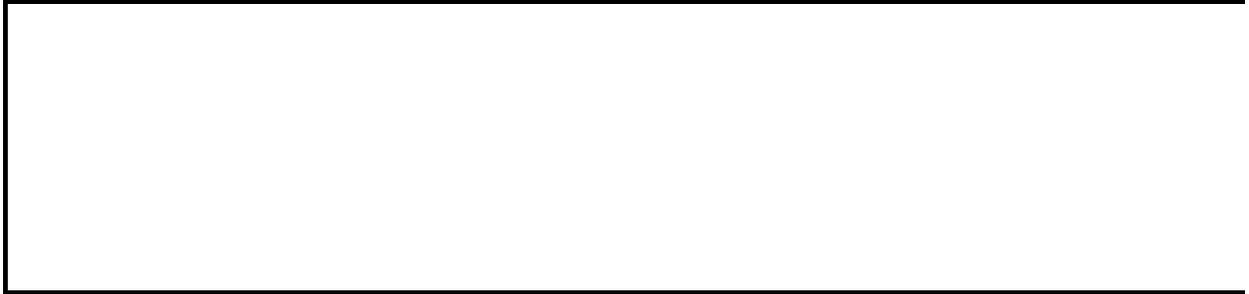
Using the **RepaintObject** method with no arguments (the default constant, **acDefault**, is assumed for the *objecttype* argument) [repaints](#) the active window.

The **RepaintObject** method of the [DoCmd](#) object was added to provide backwards compatibility for running the **RepaintObject** method in Visual Basic code in Microsoft Access 95. If you want to repaint a [form](#), it's recommended that you use the existing [Repaint](#) method of the [Form](#) object instead.

Example

The following example repaints the table Customers:

```
DoCmd.RepaintObject acTable, "Customers"
```



[Show All](#)

ReplaceLine Method

The **ReplaceLine** method replaces a specified line in a [standard module](#) or a [class module](#).

expression.**ReplaceLine**(*Line*, *String*)

expression Required. An expression that returns one of the objects in the Applies To list.

Line Required **Long**. A **Long** value that specifies the number of the line to be replaced.

String Required **String**. The text that is to replace the existing line.

Remarks

Lines in a module are numbered beginning with one. To determine the number of lines in a module, use the [CountOfLines](#) property.

[Show All](#)

Requery Method

 [Requery method as it applies to the DoCmd object.](#)

The **Requery** method of the [DoCmd](#) object carries out the [Requery](#) action in Visual Basic.

expression.**Requery**(*ControlName*)

expression Required. An expression that returns one of the above objects.

ControlName Optional **Variant**. A [string expression](#) that's the name of a [control](#) on the active object.

 [Requery method as it applies to all other objects in the Applies To list.](#)

The **Requery** method updates the data underlying a specified [form](#) or a [control](#) that's on the active form by [requerying](#) the source of data for the form or control.

expression.**Requery**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You can use this method to ensure that a form or control displays the most recent data.

The **Requery** method does one of the following:

- Reruns the query on which the form or control is based.
- Displays any new or changed records or removes deleted records from the table on which the form or control is based.
- Updates records displayed based on any changes to the **Filter** property of the form.

Controls based on a query or table include:

- [List boxes](#) and [combo boxes](#).
- [Subform](#) controls.
- [OLE objects](#), such as [charts](#).
- Controls for which the **ControlSource** property setting includes [domain aggregate functions](#) or SQL aggregate function.

If you specify any other type of control for the object specified by *expression*, the record source for the form is requeried.

If the object specified by *expression* isn't bound to a field in a table or query, the **Requery** method forces a recalculation of the control.

If you omit the object specified by *expression*, the **Requery** method requeries the underlying data source for the form or control that has the [focus](#). If the control that has the focus has a record source or row source, it will be requeried; otherwise, the control's data will simply be refreshed.

If a subform control has the focus, this method only requeries the record source for the subform, not the parent form.

Notes

- The **Requery** method updates the data underlying a form or control to

reflect records that are new to or deleted from the record source since it was last queried. The [Refresh](#) method shows only changes that have been made to the current set of records; it doesn't reflect new or deleted records in the record source. The [Repaint](#) method simply [repaints](#) the specified form and its controls.

- The **Requery** method doesn't pass control to the operating system to allow Windows to continue processing messages. Use the **DoEvents** function if you need to relinquish temporary control to the operating system.
- The **Requery** method is faster than the [Requery](#) action. When you use the Requery action, Microsoft Access closes the query and reloads it from the database. When you use the **Requery** method, Microsoft Access reruns the query without closing and reloading it.

Example

[As it applies to the DoCmd object.](#)

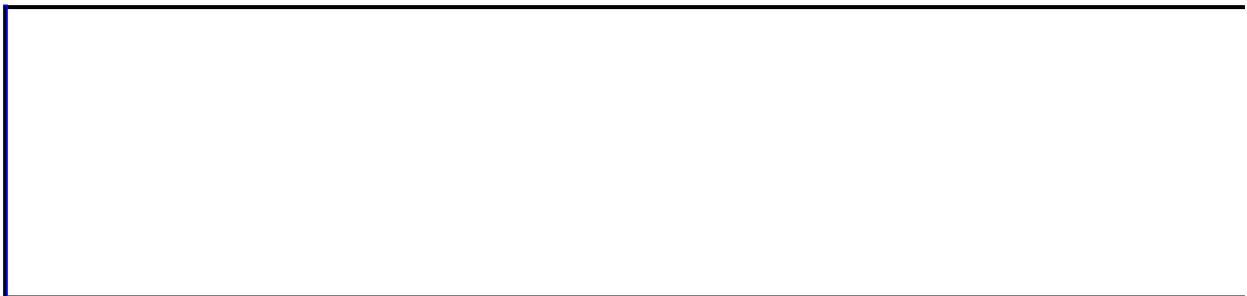
The following example uses the **Requery** method to update the EmployeeList control:

```
DoCmd.Requery "EmployeeList"
```

[As it applies to all other objects in the Applies To list.](#)

The following example uses the **Requery** method to requery the data from the EmployeeList list box on an Employees form:

```
Public Sub RequeryList()  
    Dim ctlCombo As Control  
  
    ' Return Control object pointing to a combo box.  
    Set ctlCombo = Forms!Employees!ReportsTo  
  
    ' Requery source of data for list box.  
    ctlCombo.Requery  
  
End Sub
```



Restore Method

The **Restore** method carries out the [Restore](#) action in Visual Basic.

expression.**Restore**

expression Required. An expression that returns a **DoCmd** object.

Remarks

This method has no arguments and be called directly using the syntax `DoCmd.Restore`.

Note This method cannot be applied to module windows in the Visual Basic Editor (VBE). For information about how to affect module windows see the **WindowState** property topic.



[Show All](#)

Run Method

You can use the **Run** method to carry out a specified Microsoft Access or user-defined [Function](#) or [Sub](#) procedure. **Variant**.

expression.**Run**(*Procedure*, *Arg1*, *Arg2*, *Arg3*, *Arg4*, *Arg5*, *Arg6*, *Arg7*, *Arg8*, *Arg9*, *Arg10*, *Arg11*, *Arg12*, *Arg13*, *Arg14*, *Arg15*, *Arg16*, *Arg17*, *Arg18*, *Arg19*, *Arg20*, *Arg21*, *Arg22*, *Arg23*, *Arg24*, *Arg25*, *Arg26*, *Arg27*, *Arg28*, *Arg29*, *Arg30*)

expression Required. An expression that returns one of the objects in the Applies To list.

Procedure Required **String**. The name of the **Function** or **Sub** procedure to be run. If you are calling a procedure in another database use the project name and the procedure name separated by a dot in the form:

"*projectname .procedurename* ". If you execute Visual Basic code containing the **Run** method in a [library database](#), Microsoft Access looks for the procedure first in the library database, then in the current database.

Arg1 Optional **Variant**.

Arg2 Optional **Variant**.

Arg3 Optional **Variant**.

Arg4 Optional **Variant**.

Arg5 Optional **Variant**.

Arg6 Optional **Variant**.

Arg7 Optional **Variant**.

Arg8 Optional **Variant**.

Arg9 Optional **Variant**.

Arg10 Optional **Variant**.

Arg11 Optional **Variant**.

Arg12 Optional **Variant**.

Arg13 Optional **Variant**.

Arg14 Optional **Variant**.

Arg15 Optional **Variant**.

Arg16 Optional **Variant**.

Arg17 Optional **Variant**.

Arg18 Optional **Variant**.

Arg19 Optional **Variant**.

Arg20 Optional **Variant**.

Arg21 Optional **Variant**.

Arg22 Optional **Variant**.

Arg23 Optional **Variant**.

Arg24 Optional **Variant**.

Arg25 Optional **Variant**.

Arg26 Optional **Variant**.

Arg27 Optional **Variant**.

Arg28 Optional **Variant**.

Arg29 Optional **Variant**.

Arg30 Optional **Variant**.

Remarks

This method is useful when you are controlling Microsoft Access from another application through [Automation](#), formerly called OLE Automation. For example, you can use the **Run** method from an [ActiveX component](#) to carry out a **Sub** procedure that is defined within a Microsoft Access database.

You can set a reference to the Microsoft Access [type library](#) from any other ActiveX component and use the objects, methods, and properties defined in that library in your code. However, you can't set a reference to an individual Microsoft Access database from any application other than Microsoft Access.

For example, suppose you have defined a procedure named NewForm in a database with its **ProjectName** property set to "WizCode." The NewForm procedure takes a string argument. You can call NewForm in the following manner from Visual Basic:

```
Dim appAccess As New Access.Application
appAccess.OpenCurrentDatabase ("C:\My Documents\WizCode.mdb")
appAccess.Run "WizCode.NewForm", "Some String"
```

If another procedure with the same name may reside in a different database, qualify the *procedure* argument, as shown in the preceding example, with the name of the database in which the desired procedure resides.

You can also use the **Run** method to call a procedure in a [referenced](#) Microsoft Access database from another database.

Example

The following example runs a user-defined **Sub** procedure in a module in a Microsoft Access database from another application that acts as an Active X component.

To try this example, create a new database called WizCode.mdb and set its **ProjectName** property to WizCode. Open a new module in that database and enter the following code. Save the module, and close the database.

Note You set the **ProjectName** by selecting Tools, WizCode Properties... from the VBE main menu.

```
Public Sub Greeting(ByVal strName As String)
    MsgBox ("Hello, " & strName & "!"), vbInformation, "Greetings"
End Sub
```

Once you have completed this step, run the following code from Microsoft Excel or Microsoft Visual Basic. Make sure that you have added a reference to the Microsoft Access type library by clicking **References** on the **Tools** menu and selecting **Microsoft Access 10.0 Object Library** in the **References** dialog box.

```
Private Sub RunAccessSub()

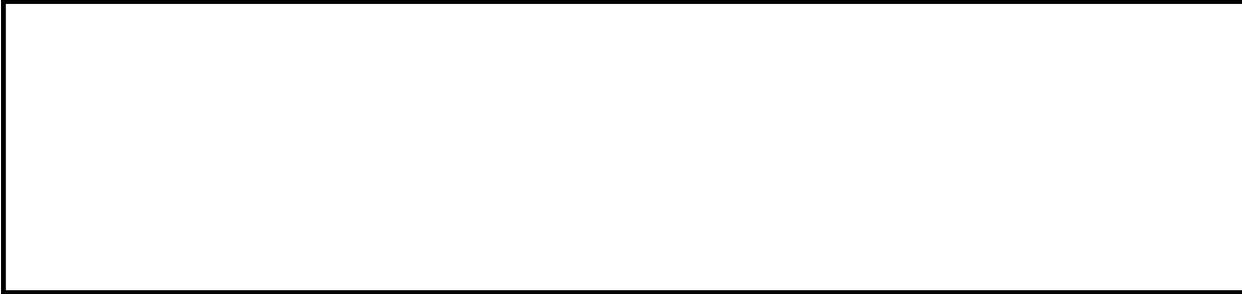
    Dim appAccess As Access.Application

    ' Create instance of Access Application object.
    Set appAccess = CreateObject("Access.Application")

    ' Open WizCode database in Microsoft Access window.
    appAccess.OpenCurrentDatabase "C:\My Documents\WizCode.mdb", Fal

    ' Run Sub procedure.
    appAccess.Run "Greeting", "Joe"
    Set appAccess = Nothing

End Sub
```



[Show All](#)

RunCommand Method

The **RunCommand** method runs a built-in menu or toolbar command.

expression.**RunCommand**(*Command*)

expression Required. An expression that returns one of the objects in the Applies To list.

Command Required [AcCommand](#). An intrinsic constant that specifies which built-in menu or toolbar command is to be run.

AcCommand can be one of these AcCommand constants.

acCmdAboutMicrosoftAccess

acCmdAddInManager

acCmdAddToNewGroup

acCmdAddWatch

acCmdAdvancedFilterSort

acCmdAlignBottom

acCmdAlignCenter

acCmdAlignLeft

acCmdAlignmentAndSizing

acCmdAlignMiddle

acCmdAlignRight

acCmdAlignToGrid

acCmdAlignTop

acCmdAlignToShortest

acCmdAlignToTallest

acCmdAnalyzePerformance

acCmdAnalyzeTable

acCmdAnswerWizard

acCmdApplyDefault

acCmdApplyFilterSort

acCmdAppMaximize
acCmdAppMinimize
acCmdAppMove
acCmdAppRestore
acCmdAppSize
acCmdArrangeIconsAuto
acCmdArrangeIconsByCreated
acCmdArrangeIconsByModified
acCmdArrangeIconsByName
acCmdArrangeIconsByType
acCmdAutoCorrect
acCmdAutoDial
acCmdAutoFormat
acCmdBackgroundPicture
acCmdBackgroundSound
acCmdBackup
acCmdBookmarksClearAll
acCmdBookmarksNext
acCmdBookmarksPrevious
acCmdBookmarksToggle
acCmdBringToFront
acCmdCallStack
acCmdChangeToCheckBox
acCmdChangeToComboBox
acCmdChangeToCommandButton
acCmdChangeToImage
acCmdChangeToLabel
acCmdChangeToListBox
acCmdChangeToOptionButton
acCmdChangeToTextBox
acCmdChangeToToggleButton
acCmdChartSortAscByTotal
acCmdChartSortDescByTotal

acCmdClearAll
acCmdClearAllBreakpoints
acCmdClearGrid
acCmdClearHyperlink
acCmdClearItemDefaults
acCmdClose
acCmdCloseWindow
acCmdColumnWidth
acCmdCompactDatabase
acCmdCompileAllModules
acCmdCompileAndSaveAllModules
acCmdCompileLoadedModules
acCmdCompleteWord
acCmdConditionalFormatting
acCmdConnection
acCmdControlWizardsToggle
acCmdConvertDatabase
acCmdConvertMacrosToVisualBasic
acCmdCopy
acCmdCopyDatabaseFile
acCmdCopyHyperlink
acCmdCreateMenuFromMacro
acCmdCreateRelationship
acCmdCreateReplica
acCmdCreateShortcut
acCmdCreateShortcutMenuFromMacro
acCmdCreateToolbarFromMacro
acCmdCut
acCmdDataAccessPageAddToPage
acCmdDataAccessPageBrowse
acCmdDataAccessPageDesignView
acCmdDataAccessPageFieldListRefresh
acCmdDatabaseProperties

acCmdDatabaseSplitter
acCmdDataEntry
acCmdDataOutline
acCmdDatasheetView
acCmdDateAndTime
acCmdDebugWindow
acCmdDelete
acCmdDeleteGroup
acCmdDeletePage
acCmdDeleteQueryColumn
acCmdDeleteRecord
acCmdDeleteRows
acCmdDeleteTab
acCmdDeleteTable
acCmdDeleteTableColumn
acCmdDeleteWatch
acCmdDemote
acCmdDesignView
acCmdDiagramAddRelatedTables
acCmdDiagramAutosizeSelectedTables
acCmdDiagramDeleteRelationship
acCmdDiagramLayoutDiagram
acCmdDiagramLayoutSelection
acCmdDiagramModifyUserDefinedView
acCmdDiagramNewLabel
acCmdDiagramNewTable
acCmdDiagramRecalculatePageBreaks
acCmdDiagramShowRelationshipLabels
acCmdDiagramViewPageBreaks
acCmdDocMaximize
acCmdDocMinimize
acCmdDocMove
acCmdDocRestore

acCmdDocSize
acCmdDocumenter
acCmdDropSQLDatabase
acCmdDuplicate
acCmdEditHyperlink
acCmdEditingAllowed
acCmdEditRelationship
acCmdEditTriggers
acCmdEditWatch
acCmdEncryptDecryptDatabase
acCmdEnd
acCmdExit
acCmdExport
acCmdFavoritesAddTo
acCmdFavoritesOpen
acCmdFieldList
acCmdFilterByForm
acCmdFilterBySelection
acCmdFilterExcludingSelection
acCmdFind
acCmdFindNext
acCmdFindNextWordUnderCursor
acCmdFindPrevious
acCmdFindPrevWordUnderCursor
acCmdFitToWindow
acCmdFont
acCmdFormatCells
acCmdFormHdrFtr
acCmdFormView
acCmdFreezeColumn
acCmdGoBack
acCmdGoContinue
acCmdGoForward

acCmdGroupByTable
acCmdGroupControls
acCmdHideColumns
acCmdHidePane
acCmdHideTable
acCmdHorizontalSpacingDecrease
acCmdHorizontalSpacingIncrease
acCmdHorizontalSpacingMakeEqual
acCmdHyperlinkDisplayText
acCmdImport
acCmdIndent
acCmdIndexes
acCmdInsertActiveXControl
acCmdInsertChart
acCmdInsertFile
acCmdInsertFileIntoModule
acCmdInsertHyperlink
acCmdInsertLookupColumn
acCmdInsertLookupField
acCmdInsertMovieFromFile
acCmdInsertObject
acCmdInsertPage
acCmdInsertPicture
acCmdInsertPivotTable
acCmdInsertProcedure
acCmdInsertQueryColumn
acCmdInsertRows
acCmdInsertSpreadsheet
acCmdInsertSubdatasheet
acCmdInsertTableColumn
acCmdInsertUnboundSection
acCmdInvokeBuilder
acCmdJoinProperties

acCmdLastPosition
acCmdLayoutPreview
acCmdLineUpIcons
acCmdLinkedTableManager
acCmdLinkTables
acCmdListConstants
acCmdLoadFromQuery
acCmdMacroConditions
acCmdMacroNames
acCmdMakeMDEFile
acCmdMaximumRecords
acCmdMicrosoftAccessHelpTopics
acCmdMicrosoftOnTheWeb
acCmdMicrosoftScriptEditor
acCmdMoreWindows
acCmdNewDatabase
acCmdNewGroup
acCmdNewObjectAutoForm
acCmdNewObjectAutoReport
acCmdNewObjectClassModule
acCmdNewObjectDataAccessPage
acCmdNewObjectDiagram
acCmdNewObjectForm
acCmdNewObjectFunction
acCmdNewObjectMacro
acCmdNewObjectModule
acCmdNewObjectQuery
acCmdNewObjectReport
acCmdNewObjectStoredProcedure
acCmdNewObjectTable
acCmdNewObjectView
acCmdObjBrwFindWholeWordOnly
acCmdObjBrwGroupMembers

acCmdObjBrwHelp
acCmdObjBrwShowHiddenMembers
acCmdObjBrwViewDefinition
acCmdObjectBrowser
acCmdOfficeClipboard
acCmdOLEDELinks
acCmdOLEObjectConvert
acCmdOLEObjectDefaultVerb
acCmdOpenDatabase
acCmdOpenHyperlink
acCmdOpenNewHyperlink
acCmdOpenSearchPage
acCmdOpenStartPage
acCmdOpenTable
acCmdOpenURL
acCmdOptions
acCmdOutdent
acCmdOutputToExcel
acCmdOutputToRTF
acCmdOutputToText
acCmdPageHdrFtr
acCmdPageNumber
acCmdPageProperties
acCmdPageSetup
acCmdParameterInfo
acCmdPartialReplicaWizard
acCmdPaste
acCmdPasteAppend
acCmdPasteAsHyperlink
acCmdPasteSpecial
acCmdPivotAutoAverage
acCmdPivotAutoCount
acCmdPivotAutoFilter

acCmdPivotAutoMax
acCmdPivotAutoMin
acCmdPivotAutoStdDev
acCmdPivotAutoStdDevP
acCmdPivotAutoSum
acCmdPivotAutoVar
acCmdPivotAutoVarP
acCmdPivotChartByRowByColumn
acCmdPivotChartDrillInto
acCmdPivotChartDrillOut
acCmdPivotChartMultiplePlots
acCmdPivotChartMultiplePlotsUnifiedScale
acCmdPivotChartShowLegend
acCmdPivotChartType
acCmdPivotChartUndo
acCmdPivotChartView
acCmdPivotCollapse
acCmdPivotDelete
acCmdPivotDropAreas
acCmdPivotExpand
acCmdPivotRefresh
acCmdPivotShowAll
acCmdPivotShowBottom1
acCmdPivotShowBottom10
acCmdPivotShowBottom10Percent
acCmdPivotShowBottom1Percent
acCmdPivotShowBottom2
acCmdPivotShowBottom25
acCmdPivotShowBottom25Percent
acCmdPivotShowBottom2Percent
acCmdPivotShowBottom5
acCmdPivotShowBottom5Percent
acCmdPivotShowBottomOther

acCmdPivotShowTop1
acCmdPivotShowTop10
acCmdPivotShowTop10Percent
acCmdPivotShowTop1Percent
acCmdPivotShowTop2
acCmdPivotShowTop25
acCmdPivotShowTop25Percent
acCmdPivotShowTop2Percent
acCmdPivotShowTop5
acCmdPivotShowTop5Percent
acCmdPivotShowTopOther
acCmdPivotTableClearCustomOrdering
acCmdPivotTableCreateCalcField
acCmdPivotTableCreateCalcTotal
acCmdPivotTableDemote
acCmdPivotTableExpandIndicators
acCmdPivotTableExportToExcel
acCmdPivotTableFilterBySelection
acCmdPivotTableGroupItems
acCmdPivotTableHideDetails
acCmdPivotTableMoveToColumnArea
acCmdPivotTableMoveToDetailArea
acCmdPivotTableMoveToFilterArea
acCmdPivotTableMoveToRowArea
acCmdPivotTablePercentColumnTotal
acCmdPivotTablePercentGrandTotal
acCmdPivotTablePercentParentColumnItem
acCmdPivotTablePercentParentRowItem
acCmdPivotTablePercentRowTotal
acCmdPivotTablePromote
acCmdPivotTableRemove
acCmdPivotTableShowAsNormal
acCmdPivotTableShowDetails

acCmdPivotTableSubtotal
acCmdPivotTableUngroupItems
acCmdPivotTableView
acCmdPreviewEightPages
acCmdPreviewFourPages
acCmdPreviewOnePage
acCmdPreviewTwelvePages
acCmdPreviewTwoPages
acCmdPrimaryKey
acCmdPrint
acCmdPrintPreview
acCmdPrintRelationships
acCmdProcedureDefinition
acCmdPromote
acCmdProperties
acCmdPublish
acCmdPublishDefaults
acCmdQueryAddToOutput
acCmdQueryGroupBy
acCmdQueryParameters
acCmdQueryTotals
acCmdQueryTypeAppend
acCmdQueryTypeCrosstab
acCmdQueryTypeDelete
acCmdQueryTypeMakeTable
acCmdQueryTypeSelect
acCmdQueryTypeSQLDataDefinition
acCmdQueryTypeSQLPassThrough
acCmdQueryTypeSQLUnion
acCmdQueryTypeUpdate
acCmdQuickInfo
acCmdQuickPrint
acCmdQuickWatch

acCmdRecordsGoToFirst
acCmdRecordsGoToLast
acCmdRecordsGoToNew
acCmdRecordsGoToNext
acCmdRecordsGoToPrevious
acCmdRecoverDesignMaster
acCmdRedo
acCmdReferences
acCmdRefresh
acCmdRefreshPage
acCmdRegisterActiveXControls
acCmdRelationships
acCmdRemove
acCmdRemoveFilterSort
acCmdRemoveTable
acCmdRename
acCmdRenameColumn
acCmdRenameGroup
acCmdRepairDatabase
acCmdReplace
acCmdReportHdrFtr
acCmdReset
acCmdResolveConflicts
acCmdRestore
acCmdRowHeight
acCmdRun
acCmdRunMacro
acCmdRunOpenMacro
acCmdSave
acCmdSaveAllModules
acCmdSaveAllRecords
acCmdSaveAs
acCmdSaveAsASP

acCmdSaveAsDataAccessPage
acCmdSaveAsHTML
acCmdSaveAsIDC
acCmdSaveAsQuery
acCmdSaveAsReport
acCmdSaveLayout
acCmdSaveModuleAsText
acCmdSaveRecord
acCmdSelectAll
acCmdSelectAllRecords
acCmdSelectDataAccessPage
acCmdSelectForm
acCmdSelectRecord
acCmdSelectReport
acCmdSend
acCmdSendToBack
acCmdServerFilterByForm
acCmdServerProperties
acCmdSetControlDefaults
acCmdSetDatabasePassword
acCmdSetNextStatement
acCmdShowAllRelationships
acCmdShowDirectRelationships
acCmdShowEnvelope
acCmdShowMembers
acCmdShowNextStatement
acCmdShowOnlyWebToolbar
acCmdShowTable
acCmdSingleStep
acCmdSizeToFit
acCmdSizeToFitForm
acCmdSizeToGrid
acCmdSizeToNarrowest

acCmdSizeToWidest
acCmdSnapToGrid
acCmdSortAscending
acCmdSortDescending
acCmdSortingAndGrouping
acCmdSpeech
acCmdSpelling
acCmdSQLView
acCmdStartupProperties
acCmdStepInto
acCmdStepOut
acCmdStepOver
acCmdStepToCursor
acCmdStopLoadingPage
acCmdSubdatasheetCollapseAll
acCmdSubdatasheetExpandAll
acCmdSubdatasheetRemove
acCmdSubformDatasheet
acCmdSubformDatasheetView
acCmdSubformFormView
acCmdSubformInNewWindow
acCmdSubformPivotChartView
acCmdSubformPivotTableView
acCmdSwitchboardManager
acCmdSynchronizeNow
acCmdTabControlPageOrder
acCmdTableAddTable
acCmdTableCustomView
acCmdTableNames
acCmdTabOrder
acCmdTestValidationRules
acCmdTileHorizontally
acCmdTileVertically

acCmdToggleBreakpoint
acCmdToggleFilter
acCmdToolbarControlProperties
acCmdToolbarsCustomize
acCmdTransferSQLDatabase
acCmdTransparentBackground
acCmdTransparentBorder
acCmdUndo
acCmdUndoAllRecords
acCmdUnfreezeAllColumns
acCmdUngroupControls
acCmdUnhideColumns
acCmdUpsizingWizard
acCmdUserAndGroupAccounts
acCmdUserAndGroupPermissions
acCmdUserLevelSecurityWizard
acCmdVerticalSpacingDecrease
acCmdVerticalSpacingIncrease
acCmdVerticalSpacingMakeEqual
acCmdViewCode
acCmdViewDataAccessPages
acCmdViewDetails
acCmdViewDiagrams
acCmdViewFieldList
acCmdViewForms
acCmdViewFunctions
acCmdViewGrid
acCmdViewLargeIcons
acCmdViewList
acCmdViewMacros
acCmdViewModules
acCmdViewQueries
acCmdViewReports

acCmdViewRuler
acCmdViewShowPaneDiagram
acCmdViewShowPaneGrid
acCmdViewShowPaneSQL
acCmdViewSmallIcons
acCmdViewStoredProcedures
acCmdViewTableColumnNames
acCmdViewTableColumnProperties
acCmdViewTableKeys
acCmdViewTableNameOnly
acCmdViewTables
acCmdViewTableUserView
acCmdViewToolbox
acCmdViewVerifySQL
acCmdViewViews
acCmdVisualBasicEditor
acCmdWebPagePreview
acCmdWebPageProperties
acCmdWebTheme
acCmdWindowArrangeIcons
acCmdWindowCascade
acCmdWindowHide
acCmdWindowSplit
acCmdWindowUnhide
acCmdWordMailMerge
acCmdWorkgroupAdministrator
acCmdZoom10
acCmdZoom100
acCmdZoom1000
acCmdZoom150
acCmdZoom200
acCmdZoom25
acCmdZoom50

acCmdZoom500

acCmdZoom75

acCmdZoomBox

acCmdZoomSelection

Remarks

Each menu and toolbar command in Microsoft Access has an associated constant that you can use with the **RunCommand** method to run that command from Visual Basic.

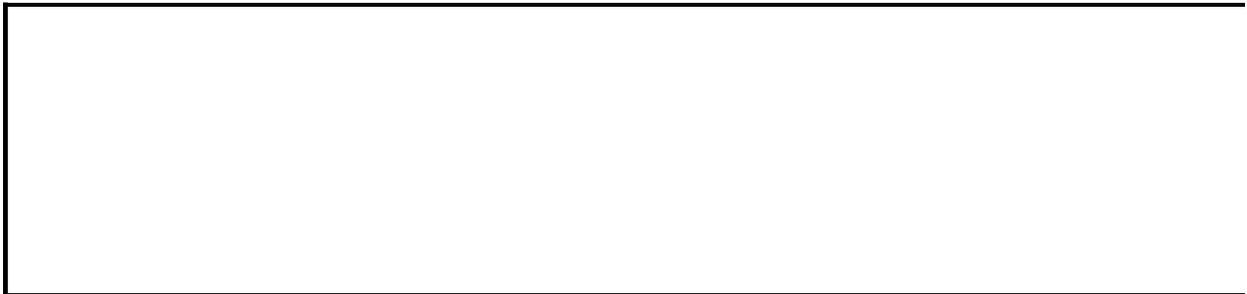
You can't use the **RunCommand** method to run a command on a custom menu or toolbar. You can only use it with built-in menus and toolbars.

The **RunCommand** method replaces the [DoMenuItem](#) method of the **DoCmd** object.

Example

The following example uses the **RunCommand** method to open the **Options** dialog box (**Tools** menu).

```
Public Function OpenOptionsDialog() As Boolean
    On Error GoTo Error_OpenOptionsDialog
        DoCmd.RunCommand acCmdOptions
        OpenOptionsDialog = True
    Exit_OpenOptionsDialog:
        Exit Function
    Error_OpenOptionsDialog:
        MsgBox Err & ": " & Err.Description
        OpenOptionsDialog = False
        Resume Exit_OpenOptionsDialog
End Function
```



[Show All](#)

RunMacro Method

The **RunMacro** method carries out the [RunMacro](#) action in Visual Basic.

expression.**RunMacro**(*MacroName*, *RepeatCount*, *RepeatExpression*)

expression Required. An expression that returns one of the objects in the Applies To list.

MacroName Required **Variant**. A [string expression](#) that's the valid name of a [macro](#) in the current database. If you run Visual Basic code containing the **RunMacro** method in a [library database](#), Microsoft Access looks for the macro with this name in the library database and doesn't look for it in the current database.

RepeatCount Optional **Variant**. A [numeric expression](#) that evaluates to an integer, which is the number of times the macro will run.

RepeatExpression Optional **Variant**. A numeric expression that's evaluated each time the macro runs. When it evaluates to **False** (0), the macro stops running.

Remarks

For more information on how the action and its arguments work, see the action topic.

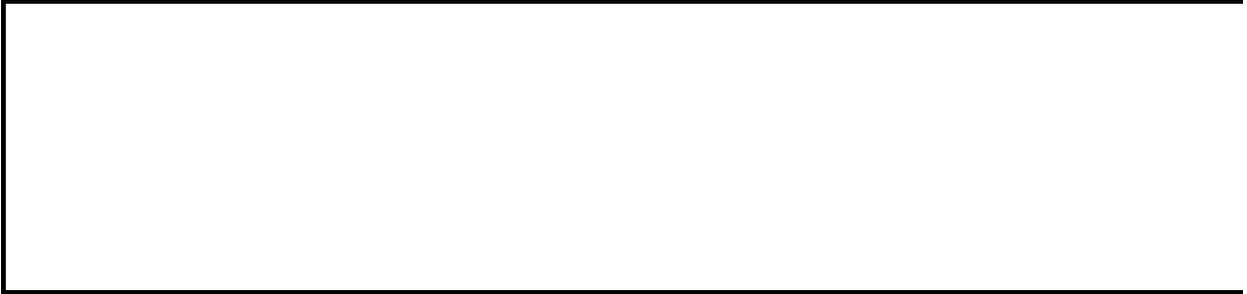
You can use *macrogroupname.macroname* syntax for the *macroname* argument to run a particular macro in a [macro group](#).

If you specify the *repeatexpression* argument and leave the *repeatcount* argument blank, you must include the *repeatcount* argument's comma. If you leave a trailing argument blank, don't use a comma following the last argument you specify.

Example

The following example runs the macro Print Sales that will print the sales report twice:

```
DoCmd.RunMacro "Print Sales", 2
```



[Show All](#)

RunSQL Method

The **RunSQL** method carries out the [RunSQL](#) action in Visual Basic.

expression.**RunSQL**(*SQLStatement*, *UseTransaction*)

expression Required. An expression that returns one of the objects in the Applies To list.

SQLStatement Required **Variant**. A [string expression](#) that's a valid SQL statement for an [action query](#) or a [data-definition query](#). It uses an INSERT INTO, DELETE, SELECT...INTO, UPDATE, CREATE TABLE, ALTER TABLE, DROP TABLE, CREATE INDEX, or DROP INDEX statement. Include an [IN](#) clause if you want to access another database.

UseTransaction Optional **Variant**. Use **True** (-1) to include this query in a [transaction](#). Use **False** (0) if you don't want to use a transaction. If you leave this argument blank, the default (**True**) is assumed.

Remarks

For more information on how the action and its arguments work, see the action topic.

This method only applies to [Microsoft Access databases](#) (.mdb).

The maximum length of the *sqlstatement* argument is 32,768 characters (unlike the SQL Statement action argument in the [Macro window](#), whose maximum length is 256 characters).

If you leave the *usetransaction* argument blank, don't use a comma following the *sqlstatement* argument.

Example

The following example updates the Employees table, changing each sales manager's title to Regional Sales Manager:

```
Public Sub DoSQL()  
    Dim SQL As String  
  
    SQL = "UPDATE Employees " & _  
        "SET Employees.Title = 'Regional Sales Manager' " & _  
        "WHERE Employees.Title = 'Sales Manager'"  
  
    DoCmd.RunSQL SQL  
  
End Sub
```



[Show All](#)

Save Method

The **Save** method carries out the [Save](#) action in Visual Basic.

expression.**Save**(**ObjectType**, **ObjectName**)

expression Required. An expression that returns one of the objects in the Applies To list.

ObjectType Optional [AcObjectType](#).

AcObjectType can be one of these AcObjectType constants.

acDataAccessPage

acDefault *default*

acDiagram

acForm

acFunction

acMacro

acModule

acQuery

acReport

acServerView

acStoredProcedure

acTable

Note If closing a module in the Visual Basic Editor (VBE), you must use **acModule** in the *objecttype* argument.

ObjectName Optional **Variant**. A [string expression](#) that's the valid name of an object of the type selected by the *objecttype* argument.

Remarks

For more information on how the action and its arguments work, see the action topic.

If you leave the *objecttype* and *objectname* arguments blank (the default constant, **acDefault**, is assumed for the *objecttype* argument), Microsoft Access saves the active object. If you leave the *objecttype* argument blank, but enter a name in the *objectname* argument, Microsoft Access saves the active object with the specified name. If you enter an object type in the *objecttype* argument, you must enter an existing object's name in the *objectname* argument.

If you leave the *objecttype* argument blank, but enter a name in the *objectname* argument, you must include the *objecttype* argument's comma.

Note You can't use the **Save** method to save any of the following with a new name:

- A [form](#) in [Form view](#) or [Datasheet view](#).
- A [report](#) in Print Preview.
- A [module](#).
- A [data access page](#) in Page view.
- A server view in [Datasheet view](#) or [Print Preview](#).
- A table in [Datasheet view](#) or [Print Preview](#).
- A query in [Datasheet view](#) or [Print Preview](#).
- A stored procedure in [Datasheet view](#) or [Print Preview](#).

The **Save** method, whether it's run in the current database or in a [library database](#), always saves the specified object or the active object in the database in which the object was created.

Example

The following example uses the **Save** method to save the form named "New Employees Form". This form must be open when the code containing this method runs.

```
DoCmd.Save acForm, "New Employees Form"
```



[Show All](#)

Scale Method

The **Scale** method defines the coordinate system for a [Report](#) object.

expression.**Scale**(*flags*, *x1*, *y1*, *x2*, *y2*)

expression Required. An expression that returns one of the objects in the Applies To list.

flags Required **Integer**.

x1 Required **Single**. A value for the horizontal coordinate that defines the position of the upper-left corner of the object.

y1 Required **Single**. A value for the vertical coordinate that defines the position of the upper-left corner of the object.

x2 Required **Single**. A value for the horizontal coordinate that defines the position of the lower-right corner of the object.

y2 Required **Single**. A value for the vertical coordinate that defines the position of the lower-right corner of the object.

Remarks

You can use this method only in an [event procedure](#) or a [macro](#) specified by the **OnPrint** or **OnFormat** [event property](#) for a [report](#) section, or the **OnPage** event property for a report.

You can use the **Scale** method to reset the coordinate system to any scale you choose. Using the **Scale** method with no arguments resets the coordinate system to [twips](#). The **Scale** method affects the coordinate system for the [Print](#) method and the report graphics methods, which include the [Circle](#), [Line](#), and [PSet](#) methods.

Example

The following example draws a circle with one scale, then uses the **Scale** method to change the scale and draw another circle with the new scale.

```
Private Sub Detail_Print(Cancel As Integer, PrintCount As Integer)
    DrawCircle
End Sub

Sub DrawCircle()
    Dim sngHCtr As Single, sngVCtr As Single
    Dim sngNewH As Single, sngNewV As Single
    Dim sngRadius As Single

    Me.ScaleMode = 3                ' Set scale to pixels.
    sngHCtr = Me.ScaleWidth / 2     ' Horizontal center.
    sngVCtr = Me.ScaleHeight / 2   ' Vertical center.
    sngRadius = Me.ScaleHeight / 3  ' Circle radius.
    ' Draw circle.
    Me.Circle (sngHCtr, sngVCtr), sngRadius
    ' New horizontal scale.
    sngNewH = Me.ScaleWidth * 0.9
    ' New vertical scale.
    sngNewV = Me.ScaleHeight * 0.9
    ' Change to new scale.
    Me.Scale(0, 0)-(sngNewH, sngNewV)
    ' Draw circle.
    Me.Circle (sngHCtr + 100, sngVCtr), sngRadius, RGB(0, 256, 0)
End Sub
```



[Show All](#)

SelectObject Method

The **SelectObject** method carries out the [SelectObject](#) action in Visual Basic.

expression.**SelectObject**(*ObjectType*, *ObjectName*, *InDatabaseWindow*)

expression Required. An expression that returns one of the objects in the Applies To list.

ObjectType Required [AcObjectType](#).

AcObjectType can be one of these AcObjectType constants.

acDataAccessPage

acDefault

acDiagram

acForm

acFunction

acMacro

acModule

acQuery

acReport

acServerView

acStoredProcedure

acTable

Note The constant **acDefault**, which appears in the Auto List Members list for this argument, is invalid for this argument. You must choose one of the constants listed above.

ObjectName Optional **Variant**. A [string expression](#) that's the valid name of an object of the type selected by the *objecttype* argument. This is a required argument, unless you specify **True** (-1) for the *indatabasewindow* argument. If you specify **True** for the *indatabasewindow* argument and leave the *objectname* argument blank, Microsoft Access selects the tab in the [Database](#)

[window](#) that corresponds to the database object you specify in the *objecttype* argument.

InDatabaseWindow Optional **Variant**. Use **True** to select the object in the Database window. Use **False** (0) to select an object that's already open. If you leave this argument blank, the default (**False**) is assumed.

Remarks

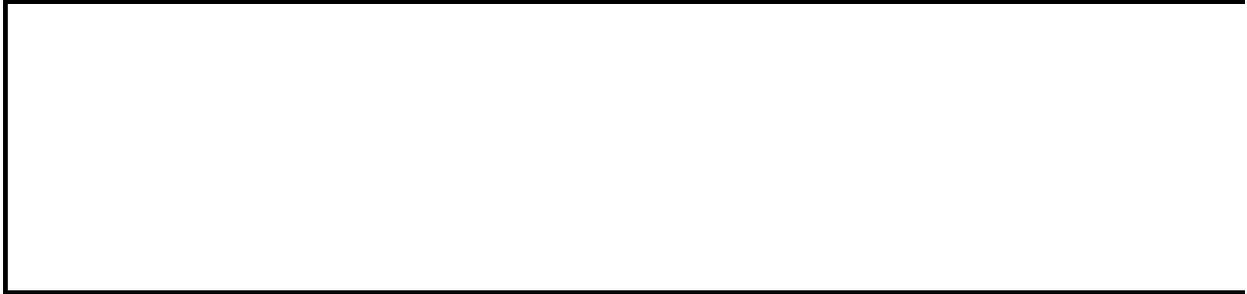
For more information on how the action and its arguments work, see the action topic.

If you set the *indatabasewindow* argument to **True** and leave the *objectname* argument blank, you must include the *objectname* argument's comma. If you leave a trailing argument blank, don't use a comma following the last argument you specify.

Example

The following example selects the form Customers in the Database window:

```
DoCmd.SelectObject acForm, "Customers", True
```



[Show All](#)

SendObject Method

The **SendObject** method carries out the [SendObject](#) action in Visual Basic.

expression.**SendObject**(*ObjectType*, *ObjectName*, *OutputFormat*, *To*, *Cc*, *Bcc*, *Subject*, *MessageText*, *EditMessage*, *TemplateFile*)

expression Required. An expression that returns one of the objects in the Applies To list.

ObjectType Optional [AcSendObjectType](#).

AcSendObjectType can be one of these AcSendObjectType constants.

acSendDataAccessPage

acSendForm

acSendModule

acSendNoObject *default*

acSendQuery

acSendReport

acSendTable

ObjectName Optional **Variant**. A [string expression](#) that's the valid name of an object of the type selected by the *objecttype* argument. If you want to include the active object in the mail message, specify the object's type with the *objecttype* argument and leave this argument blank. If you leave both the *objecttype* and *objectname* arguments blank (the default constant, **acSendNoObject**, is assumed for the *objecttype* argument), Microsoft Access sends a message to the electronic mail application without an included database object. If you run Visual Basic code containing the **SendObject** method in a [library database](#), Microsoft Access looks for the object with this name first in the library database, then in the current database.

OutputFormat Optional **Variant**.

To Optional **Variant**. A string expression that lists the recipients whose names you want to put on the To line in the mail message. Separate the recipient names

you specify in this argument and in the *cc* and *bcc* arguments with a semicolon (;) or with the list [separator](#) set on the **Number** tab of the **Regional Settings Properties** dialog box in Windows Control Panel. If the recipient names aren't recognized by the mail application, the message isn't sent and an error occurs. If you leave this argument blank, Microsoft Access prompts you for the recipients.

Cc Optional **Variant**. A string expression that lists the recipients whose names you want to put on the Cc line in the mail message. If you leave this argument blank, the Cc line in the mail message is blank.

Bcc Optional **Variant**. A string expression that lists the recipients whose names you want to put on the Bcc line in the mail message. If you leave this argument blank, the Bcc line in the mail message is blank.

Subject Optional **Variant**. A string expression containing the text you want to put on the Subject line in the mail message. If you leave this argument blank, the Subject line in the mail message is blank.

MessageText Optional **Variant**. A string expression containing the text you want to include in the body of the mail message, after the object. If you leave this argument blank, the object is all that's included in the body of the mail message.

EditMessage Optional **Variant**. Use **True** (-1) to open the electronic mail application immediately with the message loaded, so the message can be edited. Use **False** (0) to send the message without editing it. If you leave this argument blank, the default (**True**) is assumed.

TemplateFile Optional **Variant**. A string expression that's the full name, including the path, of the file you want to use as a template for an [HTML](#) file.

Remarks

For more information on how the action and its arguments work, see the action topic.

Modules can be sent only in MS-DOS Text format, so if you specify **acSendModule** for the *objecttype* argument, you must specify **acFormatTXT** for the *outputformat* argument.

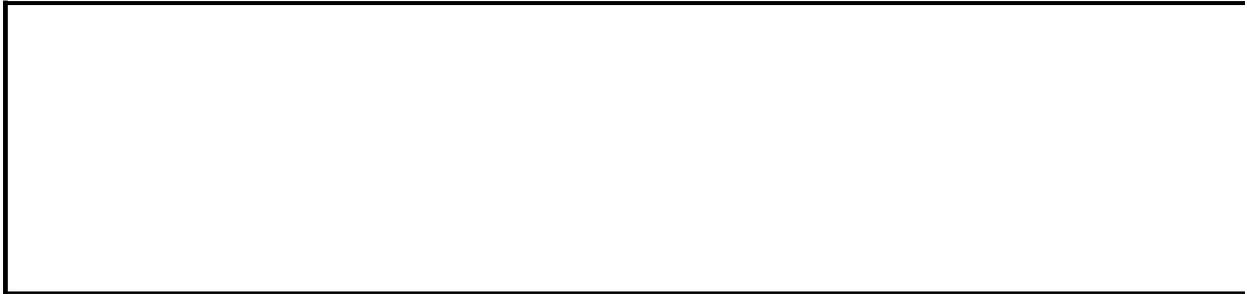
To send a snapshot, set the *ObjectType* argument to **acSendReport** and the *OutputFormat* argument to **acFormatSNP**.

You can leave an optional argument blank in the middle of the syntax, but you must include the argument's comma. If you leave a trailing argument blank, don't use a comma following the last argument you specify.

Example

The following example includes the Employees table in a mail message in Microsoft Excel format and specifies To, Cc, and Subject lines in the mail message. The mail message is sent immediately, without editing.

```
DoCmd.SendObject acSendTable, "Employees", acFormatXLS, _  
    "Nancy Davolio; Andrew Fuller", "Joan Weber", , _  
    "Current Spreadsheet of Employees", , False
```



SetDefaultWorkgroupFile Method

Sets the default workgroup file to the specified file.

expression.SetDefaultWorkgroupFile(*Path*)

expression Required. An expression that returns one of the objects in the Applies To list.

Path Required **String**. The full path and file name of the workgroup file to use as the default.

Remarks

If the file specified by *Path* does not exist, an error occurs.

Example

The following example sets the default workgroup file to the file system.mdw in the directory C:\Documents and Settings\Wendy Vasse\Application Data\Microsoft\Access.

```
Application.SetDefaultWorkgroupFile _  
    Path:="C:\Documents and Settings\Wendy Vasse\" _  
    & "Application Data\Microsoft\Access\system.mdw"
```



[Show All](#)

SetFocus Method

The **SetFocus** method moves the [focus](#) to the specified [form](#), the specified [control](#) on the active form, or the specified field on the active [datasheet](#).

expression.**SetFocus**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You can use the **SetFocus** method when you want a particular field or control to have the focus so that all user input is directed to this object.

In order to read some of the properties of a control, you need to ensure that the control has the focus. For example, a [text box](#) must have the focus before you can read its [Text](#) property.

Other properties can be set only when a control doesn't have the focus. For example, you can't set a control's [Visible](#) or [Enabled](#) properties to **False** (0) when that control has the focus.

You can also use the **SetFocus** method to navigate in a form according to certain conditions. For example, if the user selects **Not applicable** for the first of a set of questions on a form that's a questionnaire, your Visual Basic code might then automatically skip the questions in that set and move the focus to the first control in the next set of questions.

You can move the focus only to a visible control or form. A form and controls on a form aren't visible until the form's [Load](#) event has finished. Therefore, if you use the **SetFocus** method in a form's Load event to move the focus to that form, you must use the [Repaint](#) method before the **SetFocus** method.

You can't move the focus to a control if its **Enabled** property is set to **False**. You must set a control's **Enabled** property to **True** (-1) before you can move the focus to that control. You can, however, move the focus to a control if its **Locked** property is set to **True**.

If a form contains controls for which the **Enabled** property is set to **True**, you can't move the focus to the form itself. You can only move the focus to controls on the form. In this case, if you try to use **SetFocus** to move the focus to a form, the focus is set to the control on the form that last received the focus.



You can use the **SetFocus** method to move the focus to a [subform](#), which is a type of control. You can also move the focus to a control on a subform by using

the **SetFocus** method twice, moving the focus first to the subform and then to the control on the subform.

Example

The following example uses the **SetFocus** method to move the focus to an EmployeeID text box on an Employees form:

```
Forms!Employees!EmployeeID.SetFocus
```



[Show All](#)

SetHiddenAttribute Method

The **SetHiddenAttribute** method sets the hidden attribute of an Access object.

expression.**SetHiddenAttribute**(*ObjectType*, *ObjectName*, *fHidden*)

expression Required. An expression that returns an **Application** object.

ObjectType Required [AcObjectType](#). You must enter a constant for the **ObjectType** argument; **acDefault** is not a valid entry.

AcObjectType can be one of these AcObjectType constants.

acDataAccessPage

acDefault

acDiagram

acForm

acFunction

acMacro

acModule

acQuery

acReport

acServerView

acStoredProcedure

acTable

ObjectName Required **String**. A [string expression](#) identifying the name of the Access object.

fHidden Required **Boolean**. **True** sets the hidden attribute and **False** clears the attribute.

Remarks

Together with the **GetHiddenAttribute** method, the **SetHiddenAttribute** method provides a means of changing an object's visibility from Visual Basic code. With these methods, you can set or read the Hidden property available in the object's **Properties** dialog box.

To set this option by using the **SetHiddenAttribute** method, specify **True** or **False** for the setting, as in the following example.

```
Application.SetHiddenAttribute acTable,"Customers", True
```



[Show All](#)

SetMenuItem Method

The **SetMenuItem** method carries out the [SetMenuItem](#) action in Visual Basic.

expression.**SetMenuItem**(*MenuItemIndex*, *CommandIndex*, *SubcommandIndex*, *Flag*)

expression Required. An expression that returns one of the objects in the Applies To list.

MenuItemIndex Required **Variant**. An integer, counting from 0, that's the valid index of a menu on the custom menu bar or global menu bar for the active window, as defined in the menu bar macro for the custom menu bar or global menu bar. If you select a menu with this argument and leave the *commandindex* and *subcommandindex* arguments blank (or set them to -1), you can enable or disable the menu name itself. You can't, however, check or uncheck a menu name (Microsoft Access ignores the **acMenuCheck** and **acMenuUncheck** settings for the *flag* argument for menu names).

CommandIndex Optional **Variant**. An integer, counting from 0, that's the valid index of a command on the menu selected by the *menuindex* argument, as defined in the [macro group](#) that defines the selected menu for the custom menu bar or global menu bar for the active window.

SubcommandIndex Optional **Variant**. An integer, counting from 0, that's the valid index of a subcommand in the submenu selected by the *commandindex* argument, as defined in the macro group that defines the selected submenu for the custom menu bar or global menu bar for the active window.

Flag Optional [AcMenuType](#).

AcMenuType can be one of these AcMenuType constants.

acMenuCheck

acMenuGray

acMenuUncheck

acMenuUngray *default*

If you leave this argument blank, the default constant (**acMenuUngray**) is assumed.

Remarks

For more information on how the action and its arguments work, see the action topic.

Note The **SetMenuItem** method works only with custom [menu bars](#) and [global menu bars](#) created by using [menu bar macros](#). The **SetMenuItem** method is included in this version of Microsoft Access only for compatibility with versions prior to Microsoft Access 97. It doesn't work with the new [command bars](#) functionality. In the current version of Microsoft Access, you must use the properties and methods of the [CommandBars](#) collection object to enable or disable top level menu items.

You can leave an optional argument blank in the middle of the syntax, but you must include the argument's comma. If you leave a trailing argument blank, don't use a comma following the last argument you specify.

Example

The following example uses the **SetMenuItem** method to disable the second command in the first menu on the custom menu bar for the active window:

```
DoCmd.SetMenuItem 0, 1, , acMenuGray
```



[Show All](#)

SetOption Method

The **SetOption** method sets the current value of an option in the **Options** dialog box.

expression.**SetOption**(*OptionName*, *Setting*)

expression Required. An expression that returns one of the objects in the Applies To list.

OptionName Required **String**. The name of the option. For a list of *optionname* argument strings, see [Set Options from Visual Basic](#).

Setting Required **Variant**. A [Variant](#) value corresponding to the option setting. The value of the *setting* argument depends on the possible settings for a particular option.

Remarks

The **SetOption** method provides a means of changing environment options from [Visual Basic](#) code. With this method, you can set or read any option available in the **Options** dialog box, except for options on the **Modules** tab.

The available option settings depend on the type of option being set. There are three general types of options:

- Yes/No options that can be set by selecting or clearing a [check box](#).
- Options that can be set by entering a [string](#) or numeric value.
- Predefined options that can be chosen from a [list box](#), [combo box](#), or [option group](#).

For options that the user sets by selecting or clearing a check box, using the **SetOption** method, specify **True** or **False** for the *setting* argument, as in the following example:

```
Application.SetOption "Show Status Bar", True
```

To set a type of option using the **SetOption** method, specify the string or numeric value that would be typed in the dialog box. The following example sets the default form template to OrderTemplate:

```
Application.SetOption "Form Template", "OrderTemplate"
```

For options with settings that are choices in list boxes or combo boxes, specify the option's numeric position within the list as the *setting* argument for the **SetOption** method. The following example sets the **Default Field Type** option to AutoNumber:

```
Application.SetOption "Default Field Type", 5
```

To set an option that's a member of an option group, specify the index number of the option within the group. The following example sets **Selection Behavior** to

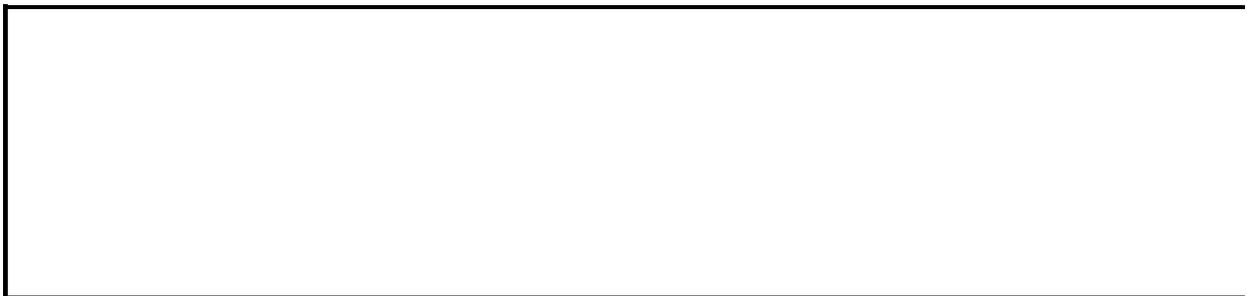
Fully Enclosed:

```
Application.SetOption "Selection Behavior", 1
```

Notes

- When you use the **SetOption** method to set an option in the **Options** dialog box, you don't need to specify the individual tab on which the option is found.
- You can't use the **SetOption** method to read or set any of the options found on the **Module** tab of the **Options** dialog box.
- If your database may run on a version of Microsoft Access for a language other than the one in which you created it, then you must supply the arguments for the **SetOption** method in English.

When you quit Microsoft Access, you can reset all options to their original settings by using the **SetOption** method on all changed options. You may want to create public variables to store the values of the original settings. You might include code to reset options in the Close event procedure for a form, or in a custom exit procedure that the user must run to quit the application.



[Show All](#)

SetWarnings Method

The **SetWarnings** method carries out the [SetWarnings](#) action in Visual Basic.

expression.**SetWarnings**(*WarningsOn*)

expression Required. An expression that returns one of the objects in the Applies To list.

WarningsOn Required **Variant**. Use **True** (-1) to turn on the display of system messages and **False** (0) to turn it off.

Remarks

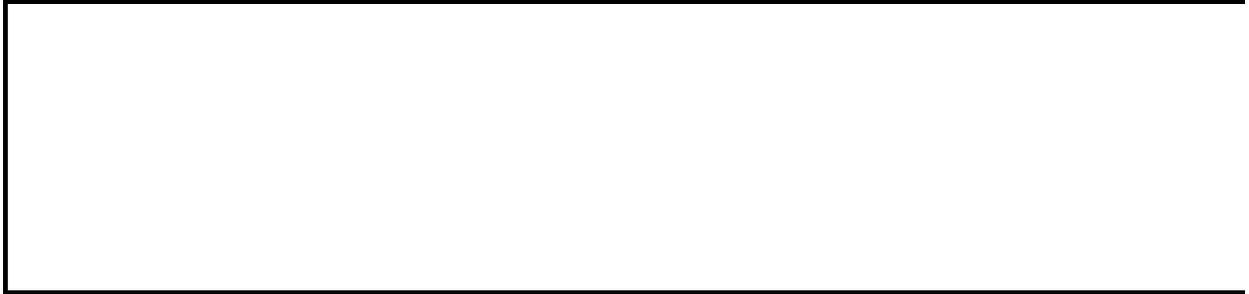
For more information on how the action and its argument work, see the action topic.

If you turn the display of system messages off in Visual Basic, you must turn it back on, or it will remain off, even if the user presses CTRL+BREAK or Visual Basic encounters a [breakpoint](#). You may want to create a [macro](#) that turns the display of system messages on and then assign that macro to a key combination or a custom menu command. You could then use the key combination or menu command to turn the display of system messages on if it has been turned off in Visual Basic.

Example

The following example turns the display of system messages off:

```
DoCmd.SetWarnings False
```



ShowAllRecords Method

The **ShowAllRecords** method carries out the [ShowAllRecords](#) action in Visual Basic.

expression.**ShowAllRecords**

expression Required. An expression that returns a **DoCmd** object.

Remarks

This method removes any existing filters that may exist on the current table, query, or form. It can be called directly using the syntax DoCmd.**ShowAllRecords**.

Note This method only applies to tables, queries, and forms within a Microsoft database (.mdb).

--

[Show All](#)

ShowToolbar Method

The **ShowToolbar** method carries out the [ShowToolbar](#) action in Visual Basic.

expression.**ShowToolbar**(*ToolbarName*, *Show*)

expression Required. An expression that returns one of the objects in the Applies To list.

ToolbarName Required **Variant**. A [string expression](#) that's the valid name of a Microsoft Access [built-in toolbar](#) or a [custom toolbar](#) you've created. If you run Visual Basic code containing the **ShowToolbar** method in a [library database](#), Microsoft Access looks for the toolbar with this name first in the library database, then in the current database.

Show Optional [AcShowToolbar](#).

AcShowToolbar can be one of these AcShowToolbar constants.

acToolbarNo

acToolbarWhereApprop

acToolbarYes *default*

If you leave this argument blank, the default constant (**acToolbarYes**) is assumed.

Remarks

For more information on how the action and its arguments work, see the action topic.

If you leave the *show* argument blank, don't use a comma following the *toolbarname* argument.

Example

The following example displays the custom toolbar named CustomToolbar in all Microsoft Access windows that become active:

```
DoCmd.ShowToolBar "CustomToolbar", acToolBarYes
```



[Show All](#)

SizeToFit Method

You can use the **SizeToFit** method to size a [control](#) so it fits the text or image that it contains.

expression.**SizeToFit**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

For example, you can apply the **SizeToFit** method to a [command button](#) that is too small to display all the text in its [Caption](#) property.

The use of the **SizeToFit** method is equivalent to selecting a control on a form or report, pointing to **Size** on the **Format** menu, and clicking **To Fit**. You can apply the **SizeToFit** method to controls only in [form Design view](#) or [report Design view](#).

The **SizeToFit** method will make a control larger or smaller, depending on the size of the text or image it contains.

You can use the **SizeToFit** method in conjunction with the [CreateControl](#) method to size new controls that you have created in code.

Note Not all controls that contain text or an image can be sized by the **SizeToFit** method. Several controls are bound to data that can vary in size from one record to the next. These controls include the [text box](#), [list box](#), [combo box](#), and [bound object frame](#) controls. The **SizeToFit** method does not apply to controls on [data access pages](#).

Example

The following example creates a new form and creates a new command button on the form. The procedure then sets the control's **Caption** property and sizes the control to fit the caption.

```
Sub SizeNewControl()  
    Dim frm As Form, ctl As Control  
  
    ' Create new form.  
    Set frm = CreateForm  
    ' Create new command button.  
    Set ctl = CreateControl(frm.Name, _  
        acCommandButton, , , , 500, 500)  
    ' Restore form.  
    DoCmd.Restore  
    ' Set control's Caption property.  
    ctl.Caption = "Extremely Long Control Caption"  
    ' Size control to fit caption.  
    ctl.SizeToFit  
End Sub
```



[Show All](#)

StringFromGUID Function

The **StringFromGUID** function converts a [GUID](#), which is an [array](#) of type [Byte](#), to a [string](#).

StringFromGUID(*guid*)

The **StringFromGUID** function has the following argument.

Argument	Description
<i>guid</i>	An array of Byte data used to uniquely identify an application, component, or item of data to the operating system.

Remarks

The [Microsoft Jet database engine](#) stores GUIDs as arrays of type **Byte**. However, Microsoft Access can't return **Byte** data from a [control](#) on a [form](#) or [report](#). In order to return the value of a GUID from a control, you must convert it to a string. To convert a GUID to a string, use the **StringFromGUID** function. To convert a string back to a GUID, use the [GUIDFromString](#) function.

For example, you may need to refer to a field that contains a GUID when using database replication. To return the value of a control on a form bound to a field that contains a GUID, use the **StringFromGUID** function to convert the GUID to a string.

Note that in order to bind a control to the s_GUID field of a replicated table, you must select the **System objects** check box on the **View** tab of the **Options** dialog box (**Tools** menu).

Example

The following example returns the value of the s_GUID control on an Employees form in string form and assigns it to a string variable. The s_GUID control is bound to the s_GUID field, one of the system fields added to each replicated table in a replicated database.

```
Public Sub StringValueOfGUID()  
  
    Dim ctl As Control  
    Dim strGUID As String  
  
    ' Get the GUID.  
    Set ctl = Forms!Employees!s_GUID  
    Debug.Print TypeName(ctl.Value)  
  
    ' Convert the GUID to a string.  
    strGUID = StringFromGUID(ctl.Value)  
    Debug.Print TypeName(strGUID)  
  
End Sub
```



[Show All](#)

SysCmd Method

You can use the **SysCmd** method to, display a progress meter or optional specified text in the status bar, return information about Microsoft Access and its associated files, or return the state of a specified [database object](#) (to indicate whether the object is open, is a new object, or has been changed but not saved).

Variant.

expression.**SysCmd**(*Action*, *Argument2*, *Argument3*)

expression Required. An expression that returns one of the objects in the Applies To list.

Action Required [AcSysCmdAction](#). One of the following [intrinsic constants](#) identifying the type of action to take. The following set of constants applies to a progress meter. The **SysCmd** method returns a **Null** if these actions are successful. Otherwise, Microsoft Access generates a [run-time error](#).

AcSysCmdAction can be one of these AcSysCmdAction constants.

acSysCmdAccessDir. Returns the name of the directory where Msaccess.exe is located.

acSysCmdAccessVer. Returns the version number of Microsoft Access.

acSysCmdClearHelpTopic

acSysCmdClearStatus. The following constant provides information on the state of a database object.

acSysCmdGetObjectState. Returns the state of the specified database object. You must specify *argument1* and *argument2* when you use this *action* value.

acSysCmdGetWorkgroupFile. Returns the path to the workgroup file (System.mdw).

acSysCmdIniFile. Returns the name of the .ini file associated with Microsoft Access.

acSysCmdInitMeter. Initializes the progress meter. You must specify the *argument1* and *argument2* arguments when you use this action.

acSysCmdProfile. Returns the **/profile** setting specified by the user when starting Microsoft Access from the command line.

acSysCmdRemoveMeter. Removes the progress meter.

acSysCmdRuntime. Returns **True** (-1) if a run-time version of Microsoft Access is running.

acSysCmdSetStatus. Sets the status bar text to the *text* argument.

acSysCmdUpdateMeter. Updates the progress meter with the specified value. You must specify the *text* argument when you use this action.

Argument2 Optional **Variant**. A [string expression](#) identifying the text to be displayed left-aligned in the status bar. This argument is required when the *action* argument is **acSysCmdInitMeter**, **acSysCmdUpdateMeter**, or **acSysCmdSetStatus**; this argument isn't valid for other *action* argument values.

Note When you specify the **acSysCmdGetObjectState** value for the *Action* parameter, then you must specify the appropriate [acObjectType](#).

acTable

acQuery

acForm

acReport

acMacro

acModule

acDataAccessPage

acDefault

acDiagram

acServerView

acStoreProcedure

This argument isn't valid for other *action* argument values.

Argument3 Optional **Variant**. A [numeric expression](#) that controls the display

of the progress meter. This argument is required when the *action* argument is **acSysCmdInitMeter**; this argument isn't valid for other *action* argument values.

Note When you specify the **acSysCmdGetObjectState** value for the *Action* parameter, then you must specify the name of the database object.

Remarks

For example, if you are building a custom wizard that creates a new form, you can use the **SysCmd** method to display a progress meter indicating the progress of your wizard as it constructs the form.

By calling the **SysCmd** method with the various progress meter actions, you can display a progress meter in the status bar for an operation that has a known duration or number of steps, and update it to indicate the progress of the operation.

To display a progress meter in the status bar, you must first call the **SysCmd** method with the **acSysCmdInitMeter** *action* argument, and the *text* and *value* arguments. When the *action* argument is **acSysCmdInitMeter**, the *value* argument is the maximum value of the meter, or 100 percent.

To update the meter to show the progress of the operation, call the **SysCmd** method with the **acSysCmdUpdateMeter** *action* argument and the *value* argument. When the *action* argument is **acSysCmdUpdateMeter**, the **SysCmd** method uses the *value* argument to calculate the percentage displayed by the meter. For example, if you set the maximum value to 200 and then update the meter with a value of 100, the progress meter will be half-filled.

You can also change the text that's displayed in the status bar by calling the **SysCmd** method with the **acSysCmdSetStatus** *action* argument and the *text* argument. For example, during a sort you might change the text to "Sorting...". When the sort is complete, you would reset the status bar by removing the text. The *text* argument can contain approximately 80 characters. Because the status bar text is displayed by using a proportional font, the actual number of characters you can display is determined by the total width of all the characters specified by the *text* argument.

As you increase the width of the status bar text, you decrease the length of the meter. If the text is longer than the status bar and the *action* argument is **acSysCmdInitMeter**, the **SysCmd** method ignores the text and doesn't display anything in the status bar. If the text is longer than the status bar and the *action* argument is **acSysCmdSetStatus**, the **SysCmd** method truncates the text to fit the status bar.

You can't set the status bar text to a [zero-length string](#) (" "). If you want to remove the existing text from the status bar, set the *text* argument to a single space. The following examples illustrate ways to remove the text from the status bar:

```
varReturn = SysCmd(acSysCmdInitMeter, " ", 100)
varReturn = SysCmd(acSysCmdSetStatus, " ")
```

If the progress meter is already displayed when you set the text by calling the **SysCmd** method with the **acSysCmdSetStatus** *action* argument, the **SysCmd** method automatically removes the meter.

Call the **SysCmd** method with other actions to determine system information about Microsoft Access, including which version number of Microsoft Access is running, whether it is a run-time version, the location of the Microsoft Access executable file, the setting for the **/profile** argument specified in the command line, and the name of an .ini file associated with Microsoft Access.

Note Both general and customized settings for Microsoft Access are now stored in the Windows Registry, so you probably won't need an .ini file with your Microsoft Access application. The **acSysCmdIniFile** *action* argument exists for compatibility with earlier versions of Microsoft Access.

Call the **SysCmd** method with the **acSysCmdGetObjectState** *action* argument and the *objecttype* and *objectname* arguments to return the state of a specified database object. An object can be in one of four possible states: not open or nonexistent, open, new, or changed but not saved.

For example, if you are designing a wizard that inserts a new field in a table, you need to determine whether the structure of the table has been changed but not yet saved, so that you can save it before modifying its structure. You can check the value returned by the **SysCmd** method to determine the state of the table.

The **SysCmd** method with the **acSysCmdGetObjectState** *action* argument can return any combination of the following constants.

Constant	State of database object	Value
acObjStateOpen	Open	1
acObjStateDirty	Changed but not saved	2

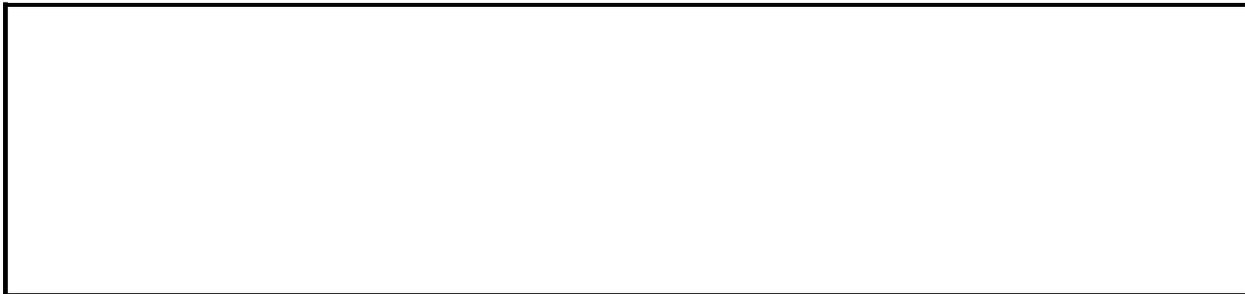
Note If the object referred to by the *objectname* argument is either not open or doesn't exist, the **SysCmd** method returns a value of zero.

The following code can be used to enable the use of your ActiveX control in expressions when the ActiveX control has been added to a form:

```
SysCmd 14, "<ActiveX Control GUID>"
```

Note Replace <ActiveX Control GUID> with the globally unique identifier (GUID) that identifies the ActiveX control that you want to enable in expressions.

Note You cannot remove an ActiveX control once it has been added to the list of allowed controls.



TextHeight Method

The **TextHeight** method returns the height of a text string as it would be printed in the current font of a [Report](#) object.

expression.**TextHeight**(*Expr*)

expression Required. An expression that returns one of the objects in the Applies To list.

Expr Required **String**. The text string for which the text height will be determined.

Remarks

You can use the **TextHeight** method to determine the amount of vertical space a text string will require in the current font when the report is formatted and printed. For example, a text string formatted in 9-point Arial will require a different amount of space than one formatted in 12-point Courier. To determine the current font and font size for text in a report, check the settings for the report's [FontName](#) and [FontSize](#) properties.

The value returned by the **TextHeight** method is expressed in terms of the coordinate system in effect for the report, as defined by the [Scale](#) method. You can use the [ScaleMode](#) property to determine the coordinate system currently in effect for the report.

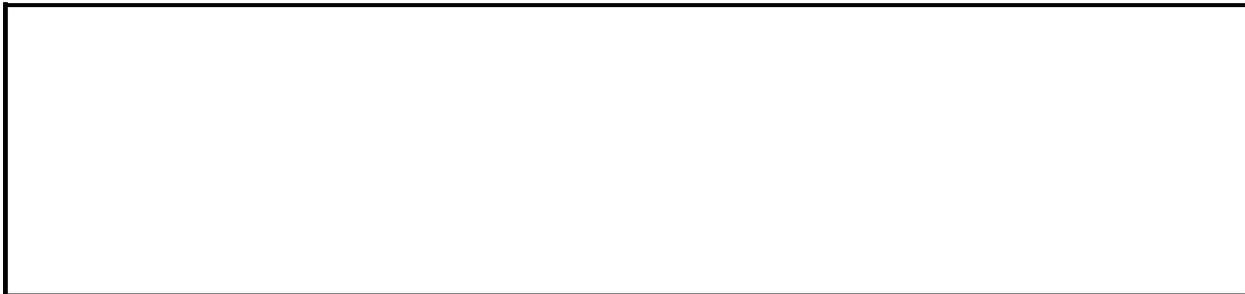
If the *stexpr* argument contains embedded carriage returns, the **TextHeight** method returns the cumulative height of the lines, including the leading space above and below each line. You can use the value returned by the **TextHeight** method to calculate the necessary space and positioning for multiple lines of text within a report.

Example

The following example uses the **TextHeight** and **TextWidth** methods to determine the amount of vertical and horizontal space required to print a text string in the report's current font.

To try this example in Microsoft Access, create a new report. Set the **OnPrint** property of the Detail section to [Event Procedure]. Enter the following code in the report's module, then switch to Print Preview.

```
Private Sub Detail_Print(Cancel As Integer, _
    PrintCount As Integer)
    ' Set unit of measure to twips (default scale).
    Me.Scalemode = 1
    ' Print name and font size of report font.
    Debug.Print "Report Font: "; Me.FontName
    Debug.Print "Report Font Size: "; Me.FontSize
    ' Print height and width required for text string.
    Debug.Print "Text Height (Twips): "; _
        Me.TextHeight("Product Report")
    Debug.Print "Text Width (Twips): "; _
        Me.TextWidth("Product Report")
End Sub
```



TextWidth Method

The **TextWidth** method returns the width of a text string as it would be printed in the current font of a [Report](#) object.

expression.**TextWidth**(*Expr*)

expression Required. An expression that returns one of the objects in the Applies To list.

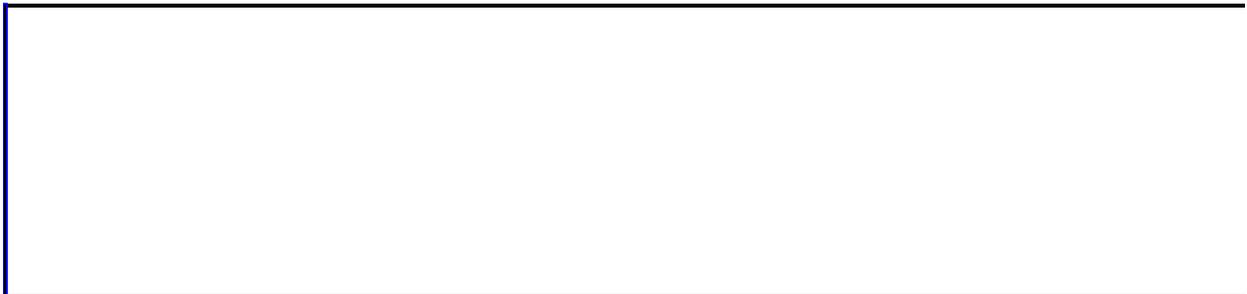
Expr Required **String**. The text string for which the text width will be determined.

Remarks

You can use the **TextWidth** method to determine the amount of horizontal space a text string will require in the current font when the report is formatted and printed. For example, a text string formatted in 9-point Arial will require a different amount of space than one formatted in 12-point Courier. To determine the current font and font size for text in a report, check the settings for the report's [FontName](#) and [FontSize](#) properties.

The value returned by the **TextWidth** method is expressed in terms of the coordinate system in effect for the report, as defined by the [Scale](#) method. You can use the [ScaleMode](#) property to determine the coordinate system currently in effect for the report.

If the *stexpr* argument contains embedded carriage returns, the **TextWidth** method returns the width of the longest line, from the beginning of the line to the carriage return. You can use the value returned by the **TextWidth** method to calculate the necessary space and positioning for multiple lines of text within a report.



[Show All](#)

TransferDatabase Method

The **TransferDatabase** method carries out the [TransferDatabase](#) action in Visual Basic.

expression.**TransferDatabase**(*TransferType*, *DatabaseType*, *DatabaseName*, *ObjectType*, *Source*, *Destination*, *StructureOnly*, *StoreLogin*)

expression Required. An expression that returns one of the objects in the Applies To list.

TransferType Optional [AcDataTransferType](#).

AcDataTransferType can be one of these AcDataTransferType constants.

acExport

acImport *default*

acLink

If you leave this argument blank, the default constant (**acImport**) is assumed.

Note The **acLink** transfer type is not supported for [Microsoft Access projects](#) (.adp).

DatabaseType Optional **Variant**. A [string expression](#) that's the name of one of the [types of databases](#) you can use to import, export, or link data.

Types of databases:

Microsoft Access (default)

Jet 2.x

Jet 3.x

dBase III

dBase IV

dBase 5.0

Paradox 3.x

Paradox 4.x

Paradox 5.x
Paradox 7.x
ODBC Databases
WSS

In the [Macro window](#), you can view the database types in the list for the Database Type action argument of the TransferDatabase action.

DatabaseName Optional **Variant**. A string expression that's the full name, including the path, of the database you want to use to import, export, or link data.

ObjectType Optional [AcObjectType](#).

AcObjectType can be one of these AcObjectType constants.

acDataAccessPage

acDefault

acDiagram

acForm

acFunction

acMacro

acModule

acQuery

acReport

acServerView

acStoredProcedure

acTable *default*

This is the type of object whose data you want to import, export, or link. You can specify an object other than **acTable** only if you are importing or exporting data between two Microsoft Access databases. If you are exporting the results of a Microsoft Access [select query](#) to another type of database, specify **acTable** for this argument.

If you leave this argument blank, the default constant (**acTable**) is assumed.

Note The constant **acDefault**, which appears in the Auto List Members list for this argument, is invalid for this argument. You must choose one of the constants listed above.

Source Optional **Variant**. A string expression that's the name of the object whose data you want to import, export, or link.

Destination Optional **Variant**. A string expression that's the name of the imported, exported, or linked object in the destination database.

StructureOnly Optional **Variant**. Use **True** (-1) to import or export only the structure of a database table. Use **False** (0) to import or export the structure of the table and its data. If you leave this argument blank, the default (**False**) is assumed.

StoreLogin Optional **Variant**. Use **True** to store the login identification (ID) and password for an [ODBC database](#) in the [connection string](#) for a linked table from the database. If you do this, you don't have to log in each time you open the table. Use **False** if you don't want to store the login ID and password. If you leave this argument blank, the default (**False**) is assumed. This argument is available only in Visual Basic.

Remarks

For more information on how the action and its arguments work, see the action topic.

You can leave an optional argument blank in the middle of the syntax, but you must include the argument's comma. If you leave a trailing argument blank, don't use a comma following the last argument you specify.

The administrator of an ODBC database can disable the feature provided by the *saveloginid* argument, requiring all users to enter the login ID and password each time they connect to the ODBC database.

Note You can also use [ActiveX Data Objects \(ADO\)](#) to create a link by using the [ActiveConnection](#) property for the [Recordset](#) object.

To link to a Windows SharePoint Services list, you must specify the following syntax for the *DatabaseName* argument:

```
WSS;HDR=NO;IMEX=2;DATABASE=<HTTP Server path>;LIST=<List GUID>;VIEW=
```

where <HTTP Server path> is the path to the Windows SharePoint Services site, <List GUID> is the globally unique identifier of the list, and <List name> is the friendly name of the list.

The easiest way to obtain this information is to perform the following steps:

1. In the database window, create a new table that links to the Windows SharePoint Services list.
2. Open the linked table in Design view.
3. Click **Properties** on the **View** menu.

The required string is listed in the **Description** property.

Example

The following example imports the NW Sales for April report from the Microsoft Access database NWSales.mdb into the Corporate Sales for April report in the current database:

```
DoCmd.TransferDatabase acImport, "Microsoft Access", _  
    "C:\My Documents\NWSales.mdb", acReport, "NW Sales for April", _  
    "Corporate Sales for April"
```

The next example links the ODBC database table Authors to the current database:

```
DoCmd.TransferDatabase acLink, "ODBC Database", _  
    "ODBC;DSN=DataSource1;UID=User2;PWD=www;LANGUAGE=us_english;" _  
    & "DATABASE=pubs", acTable, "Authors", "dboAuthors"
```

The following example exports the contents of the Customers table to a new list named Customer List on the "http://example/WSSSite" Windows SharePoint Services site.

```
DoCmd.TransferDatabase transfertype:=acExport, databasetype:="WSS",  
    databasename:="http://example/WSSSite", _  
    objecttype:=acTable, Source:="Customers", _  
    Destination:="Customer List", structureonly:=
```



[Show All](#)

TransferSpreadsheet Method

The **TransferSpreadsheet** method carries out the [TransferSpreadsheet](#) action in Visual Basic.

expression.**TransferSpreadsheet**(*TransferType*, *SpreadsheetType*, *TableName*, *FileName*, *HasFieldNames*, *Range*, *UseOA*)

expression Required. An expression that returns one of the objects in the Applies To list.

TransferType Optional [AcDataTransferType](#).

AcDataTransferType can be one of these AcDataTransferType constants.

acExport

acImport *default*

acLink

If you leave this argument blank, the default constant (**acImport**) is assumed.

SpreadsheetType Optional [AcSpreadSheetType](#).

AcSpreadSheetType can be one of these AcSpreadSheetType constants.

acSpreadsheetTypeExcel3

acSpreadsheetTypeExcel4

acSpreadsheetTypeExcel5

acSpreadsheetTypeExcel7

acSpreadsheetTypeExcel8 *default*

acSpreadsheetTypeExcel9 *default*

acSpreadsheetTypeLotusWJ2 - Japanese version only

acSpreadsheetTypeLotusWK1

acSpreadsheetTypeLotusWK3

acSpreadsheetTypeLotusWK4

Note You can import from and link to Lotus .WK4 files, but you can't export Microsoft Access data to this spreadsheet format. Microsoft Access also no longer supports importing, exporting, or linking data from Lotus .WKS or Microsoft Excel version 2.0 spreadsheets by using this method.

If you leave this argument blank, the default constant (**acSpreadsheetTypeExcel8**) is assumed.

TableName Optional **Variant**. A [string expression](#) that's the name of the Microsoft Access table you want to import spreadsheet data into, export spreadsheet data from, or link spreadsheet data to, or the Microsoft Access [select query](#) whose results you want to export to a spreadsheet.

FileName Optional **Variant**. A string expression that's the file name and path of the spreadsheet you want to import from, export to, or link to.

HasFieldNames Optional **Variant**. Use **True** (-1) to use the first row of the spreadsheet as field names when importing or linking. Use **False** (0) to treat the first row of the spreadsheet as normal data. If you leave this argument blank, the default (**False**) is assumed. When you export Microsoft Access table or select query data to a spreadsheet, the field names are inserted into the first row of the spreadsheet no matter what you enter for this argument.

Range Optional **Variant**. A string expression that's a valid range of cells or the name of a range in the spreadsheet. This argument applies only to importing. Leave this argument blank to import the entire spreadsheet. When you export to a spreadsheet, you must leave this argument blank. If you enter a range, the export will fail.

UseOA Optional **Variant**.

Remarks

For more information on how the action and its arguments work, see the action topic.

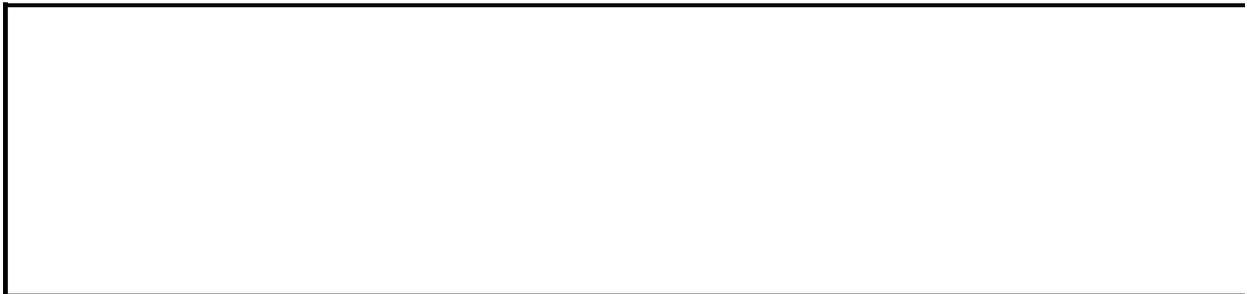
You can leave an optional argument blank in the middle of the syntax, but you must include the argument's comma. If you leave a trailing argument blank, don't use a comma following the last argument you specify.

Note You can also use [ActiveX Data Objects \(ADO\)](#) to create a link by using the [ActiveConnection](#) property for the [Recordset](#) object.

Example

The following example imports the data from the specified range of the Lotus spreadsheet Newemps.wk3 into the Microsoft Access Employees table. It uses the first row of the spreadsheet as field names.

```
DoCmd.TransferSpreadsheet acImport, 3, _  
    "Employees", "C:\Lotus\Newemps.wk3", True, "A1:G12"
```



TransferSQLDatabase Method

Transfers the entire specified Microsoft SQL Server database to another SQL Server database.

expression.**TransferSQLDatabase**(*Server*, *Database*, *UseTrustedConnection*, *Login*, *Password*, *TransferCopyData*)

expression Required. An expression that returns a [DoCmd](#) object.

Server Required **Variant**. The name of the SQL Server to which the database will be transferred.

Database Required **Variant**. The name of the new database on the specified server.

UseTrustedConnection Optional **Variant**. **True** if the current connection is using a login with system administrator privileges. If this argument is not **True**, you must specify a login and password in the **Login** and **Password** arguments.

Login Optional **Variant**. The name of a login on the destination server with system administrator privileges. If **UseTrustedConnection** is **True**, this argument is ignored.

Password Optional **Variant**. The password for the login specified in **Login**. If **UseTrustedConnection** is **True**, this argument is ignored.

TransferCopyData Optional **Variant**. **True** if all data in the database is transferred to the destination database. If this argument is not **True**, only the database schema will be transferred.

Remarks

The following conditions must be met or else an error occurs:

- The current and destination servers are SQL Server version 7.0 or later.
- The user has system administrator login rights on the destination server.
- The destination database doesn't already exist on the destination server.

Example

This example transfers the current SQL Server database to a new SQL Server database called Inventory on the server MainOffice. (It is assumed that the user has system administrator privileges on MainOffice.) The data is copied along with the database schema.

```
DoCmd.TransferCompleteSQLDatabase _  
    Server:="MainOffice", _  
    Database:="Inventory", _  
    UseTrustedConnection:=True, _  
    TransferCopyData:=False
```



[Show All](#)

TransferText Method

The **TransferText** method carries out the [TransferText](#) action in Visual Basic.

expression.**TransferText**(*TransferType*, *SpecificationName*, *TableName*, *FileName*, *HasFieldNames*, *HTMLTableName*, *CodePage*)

expression Required. An expression that returns one of the objects in the Applies To list.

TransferType Optional [AcTextTransferType](#).

AcTextTransferType can be one of these AcTextTransferType constants.

acExportDelim

acExportFixed

acExportHTML

acExportMerge

acImportDelim *default*

acImportFixed

acImportHTML

acLinkDelim

acLinkFixed

acLinkHTML

If you leave this argument blank, the default constant (**acImportDelim**) is assumed.

Notes

Only **acImportDelim**, **acImportFixed**, **acExportDelim**, **acExportFixed**, or **acExportMerge** transfer types are supported in a [Microsoft Access project](#) (.adp).

SpecificationName Optional **Variant**. A [string expression](#) that's the name of an

import or export specification you've created and saved in the current database. For a fixed-width text file, you must either specify an argument or use a schema.ini file, which must be stored in the same folder as the imported, linked, or exported text file. To create a schema file, you can use the text import/export wizard to create the file. For delimited text files and Microsoft Word mail merge data files, you can leave this argument blank to select the default import/export specifications.

TableName Optional **Variant**. A string expression that's the name of the Microsoft Access table you want to import text data to, export text data from, or link text data to, or the Microsoft Access [query](#) whose results you want to export to a text file.

FileName Optional **Variant**. A string expression that's the full name, including the path, of the text file you want to import from, export to, or link to.

HasFieldNames Optional **Variant**. Use **True** (-1) to use the first row of the text file as field names when importing, exporting, or linking. Use **False** (0) to treat the first row of the text file as normal data. If you leave this argument blank, the default (**False**) is assumed. This argument is ignored for Microsoft Word mail merge data files, which must always contain the field names in the first row.

HTMLTableName Optional **Variant**. A string expression that's the name of the table or list in the HTML file that you want to import or link. This argument is ignored unless the *transfertype* argument is set to **acImportHTML** or **acLinkHTML**. If you leave this argument blank, the first table or list in the HTML file is imported or linked. The name of the table or list in the HTML file is determined by the text specified by the <CAPTION> tag, if there's a <CAPTION> tag. If there's no <CAPTION> tag, the name is determined by the text specified by the <TITLE> tag. If more than one table or list has the same name, Microsoft Access distinguishes them by adding a number to the end of each table or list name; for example, Employees1 and Employees2.

CodePage Optional **Variant**. A [Long](#) value indicating the character set of the code page.

Remarks

For more information on how the action and its arguments work, see the action topic.

You can leave an optional argument blank in the middle of the syntax, but you must include the argument's comma. If you leave a trailing argument blank, don't use a comma following the last argument you specify.

Note You can also use [ActiveX Data Objects \(ADO\)](#) to create a link by using [ActiveConnection](#) property for the [Recordset](#) object.

Example

The following example exports the data from the Microsoft Access table External Report to the delimited text file April.doc by using the specification Standard Output:

```
DoCmd.TransferText acExportDelim, "Standard Output", _  
    "External Report", "C:\Txtfiles\April.doc"
```



[Show All](#)

TransformXML Method

Applies an [Extensible Stylesheet Language \(XSL\)](#) stylesheet to an XML data file and writes the resulting XML to an XML data file.

expression.TransformXML(DataSource, TransformSource, OutputTarget, WellFormedXMLOutput, ScriptOption)

expression Required. An expression that returns an [Application](#) object.

DataSource Required **String**. The name and path of the XML file to import.

TransformSource Required **String**. The name and path to the XSL file to apply to the XML data file.

OutputTarget Required **String**. The file name and path for the resulting XML data file after applying the XSL file.

WellFormedXMLOutput Optional **Boolean**. Setting this argument to **True** will create a [well-formed XML](#) file. Setting this argument to **False** will encode the resulting XML file in UTF-16 format. The default value is **False**.

ScriptOption Optional **AcTransformXMLScriptOption**. Specifies the action taken if the XSL file contains scripting code.

AcTransformXMLScriptOption can be one of the following **AcTransformXMLScriptOption** constants

acDisableScript The script is disabled.

acEnableScript The script is enabled.

acPromptScript *default* The user is prompted to disable or enable the script.

Remarks

Setting the *WellFormedXMLOutput* argument to **True** will result in a run-time error if the XSL file that you apply does not result in well-formed XML.

--

[Show All](#)

Undo Method

You can use the **Undo** method to reset a [control](#) or [form](#) when its value has been changed.

expression.**Undo**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

For example, you can use the **Undo** method to clear a change to a record that contains an invalid entry.

If the **Undo** method is applied to a form, all changes to the current record are lost. If the **Undo** method is applied to a control, only the control itself is affected.

This method must be applied before the form or control is updated. You may want to include this method in a form's **BeforeUpdate** event or in a control's **Change** event.

The **Undo** method offers an alternative to using the **SendKeys** statement to send the value of the ESC key in an event procedure.

Example

The following example shows how you can use the **Undo** method within a control's **Change** event procedure to force a field named LastName to reset to its original value, if it changed.

```
Private Sub LastName_Change()  
    Me.LastName.Undo  
End Sub
```

The next example uses the **Undo** method to reset all changes to a form before the form is updated.

```
Private Sub Form_BeforeUpdate(Cancel As Integer)  
    Me.Undo  
End Sub
```



[Show All](#)

UpdateDependencyInfo Method

Updates the dependency information for the database.

expression.**UpdateDependencyInfo()**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **UpdateDependencyInfo** method opens, saves, and then closes every table, query, form, and report in the database; no messages are presented to the user.

This method will return a run-time error if any of the following conditions are true:

- This method is being called from an [Access project \(.adp\)](#).
- Any [database objects](#) are open.



[Show All](#)

UseDefaultFolderSuffix Method

You can use the **UseDefaultFolderSuffix** method to set the folder suffix for the specified [data access page](#) to the default suffix for the language support you have selected or installed.

expression.**UseDefaultFolderSuffix**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Microsoft Access uses the folder suffix when you save a document as a Web page, use long file names, and choose to save supporting files in a separate folder (that is, if the [UseLongFileNames](#) and [OrganizeInFolder](#) properties are set to **True**).

The suffix appears in the folder name after the data access page name. For example, if the data access page is called "Book1" and the language is English, the folder name is Book1_files. The available folder suffixes are listed in the [FolderSuffix](#) property topic.

Example

This example sets the folder suffix for the data access page ("Inventory") to the default suffix.

```
DataAccessPages("Inventory").WebOptions.UseDefaultFolderSuffix
```



[Show All](#)

About Property

Returns or sets a **String** representing version and copyright information for an [ActiveX control](#). Read/write.

expression.**About**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

To view an **About** box showing version and copyright information for an ActiveX control, click the **About** property box in the Microsoft Access [property sheet](#). Then click the **Build** button to the right of the property box.

Note The **About** box is not available for ActiveX controls on a [data access page](#).

[Show All](#)

AccessConnection Property

You can use the **AccessConnection** property to return a reference to the current Microsoft ActiveX Data Objects (ADO) **Connection** object and its related properties. Read-only **Connection**.

expression.**AccessConnection**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **AccessConnection** property returns an ADO connection that uses two [OLE DB providers](#). It uses the Microsoft OLE DB Provider for Microsoft Jet (Microsoft.Jet.OLEDB.4.0) as the data provider and the Microsoft OLE DB Provider for Microsoft Access 10 (Microsoft.Access.OLEDB.10.0) as the service provider.

You should use the **AccessConnection** property if you intend to create ADO recordsets that will be bound to Access forms. The form will not be updateable unless it is created by using the OLE DB Provider for Microsoft Access 10, even if the recordset is updateable in ADO.



[Show All](#)

Action Property

You can use the **Action** property in Visual Basic to specify the operation to perform on an [OLE object](#). Read/write **Integer**.

expression.**Action**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **Action** property uses the following settings.

Constant	Description
acOLECreateEmbed (0)	Creates an embedded object. To use this setting, you must first set the control's OLETypeAllowed property to acOLEEmbedded or acOLEEITHER . Set the Class property to the type of OLE object you want to create. You can use the SourceDoc property to use an existing file as a template.
acOLECreateLink (1)	Creates a linked OLE object from the contents of a file. To use this setting, you must first set the control's OLETypeAllowed and SourceDoc properties. Set the OLETypeAllowed property to acOLELinked or acOLEEITHER . The SourceDoc property specifies the file used to create the OLE object. You can also set the control's SourceItem property (for example, to specify a row-and-column range if the object you're creating is a Microsoft Excel worksheet). When you create an OLE object by using this setting, the control displays a metafile graphic image of the file specified by the control's SourceDoc property. If you save the OLE object, only the link information, such as the name of the application that supplied the object and the name of the linked file, is saved because the control contains an image of the data but no source data.
acOLECopy (4)	Copies the object to the Clipboard. When you copy an OLE object to the Clipboard, all the data and link information associated with the object is placed on the Clipboard as well. You can copy both linked and embedded objects onto the Clipboard. Using this setting is equivalent to clicking Copy on the Edit menu.
	Pastes data from the Clipboard to the control. If the paste operation is successful, the control's OLEType

- acOLEPaste** (5) property is set to **acOLELinked** or **acOLEEmbedded**. If the paste operation isn't successful, the **OLEType** property is set to **acOLENone**. Using the **acOLEPaste** setting is equivalent to clicking **Paste** on the **Edit** menu.
- acOLEUpdate** (6) Retrieves the current data from the application that supplied the object and displays that data as a metafile graphic in the control.
- acOLEActivate** (7) Opens an OLE object for an operation, such as editing. To use this setting, you must first set the control's [Verb](#) property. The **Verb** property specifies the operation to perform when the OLE object is activated.
- acOLEClose** (9) Closes an OLE object and ends the connection with the application that supplied the object. This setting applies to embedded objects only. Using this setting is equivalent to clicking **Close** on the object's **Control** menu.
- acOLEDelete** (10) Deletes the specified OLE object and frees the associated memory. This setting enables you to explicitly delete an OLE object. Objects are automatically deleted when a form is closed or when the object is updated to a new object. You can't use the **Action** property to delete a bound OLE object from its underlying table or query.
- acOLEInsertObjDlg** (14) Displays the **Insert Object** dialog box. In [Form view](#) or [Datasheet view](#), you display this dialog box to enable the user to create a new object or to link or embed an existing object. You can use the control's **OLETypeAllowed** property to determine the type of object the user can create (with the constant **acOLELinked**, **acOLEEmbedded**, or **acOLEEither**) by using this dialog box.
- acOLEPasteSpecialDlg** (15) Displays the **Paste Special** dialog box. In Form view or Datasheet view, you display this dialog box to enable the user to paste an object from the Clipboard. The dialog box provides several options, including pasting either a linked or embedded object. You can use the control's **OLETypeAllowed** property to

determine the type of object that can be pasted (with the constant **acOLELinked**, **acOLEEmbedded**, or **acOLEEither**) by using this dialog box.

Updates the list of [verbs](#) an OLE object supports. To **acOLEFetchVerbs** (17) display the list of verbs, use the [ObjectVerbs](#) and [ObjectVerbsCount](#) properties.

You can set the **Action** property only by using [Visual Basic](#). The **Action** property setting is an [Integer](#) data type value.

The **Action** property isn't available in [Design view](#) but can be read or set in other views.

Remarks

When a control's **Enabled** property is set to No or its **Locked** property is set to Yes, you can't use some **Action** property settings. The following table indicates which settings are allowed or not allowed under these conditions.

Setting	Enabled = No	Locked = Yes
acOLECreateEmbed (0)	Not allowed	Not allowed
acOLECreateLink (1)	Not allowed	Not allowed
acOLECopy (4)	Allowed	Allowed
acOLEPaste (5)	Not allowed	Not allowed
acOLEUpdate (6)	Not allowed	Not allowed
acOLEActivate (7)	Allowed	Allowed
acOLEClose (9)	Not allowed	Allowed
acOLEDelete (10)	Not allowed	Not allowed
acOLEInsertObjDlg (14)	Not allowed	Not allowed
acOLEPasteSpecialDlg (15)	Not allowed	Not allowed
acOLEFetchVerbs (17)	Not allowed	Allowed



[Show All](#)

ActiveControl Property

You can use the **ActiveControl** property together with the [Screen](#) object to identify or refer to the [control](#) that has the [focus](#). Read-only **Control** object.

expression.**ActiveControl**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

This property setting contains a reference to the [Control](#) object that has the focus at [run time](#).

This property is available by using a [macro](#) or [Visual Basic](#) and is read-only in all views.

Remarks

You can use the **ActiveControl** property to refer to the control that has the focus at run time together with one of its properties or methods. The following example assigns the name of the control with the focus to the `strControlName` variable.

```
Dim ctlCurrentControl As Control
Dim strControlName As String
Set ctlCurrentControl = Screen.ActiveControl
strControlName = ctlCurrentControl.Name
```

If no control has the focus when you use the **ActiveControl** property, or if all of the active form's controls are hidden or disabled, an error occurs.

Example

The following example assigns the active control to the `ctlCurrentControl` variable and then takes different actions depending on the value of the control's **Name** property.

```
Dim ctlCurrentControl As Control

Set ctlCurrentControl = Screen.ActiveControl
If ctlCurrentControl.Name = "txtCustomerID" Then
    . ' Do something here.
ElseIf ctlCurrentControl.Name = "btnCustomerDetails" Then
    . ' Do something here.
End If
```



[Show All](#)

ActiveDataAccessPage Property

You can use the **ActiveDataAccessPage** property to identify or refer to the [data access page](#) that has the [focus](#). Read-only **DataAccessPage** object.

expression.**ActiveDataAccessPage**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **ActiveDataAccessPage** property setting contains a reference to the [DataAccessPage](#) object that has the focus at [run time](#).

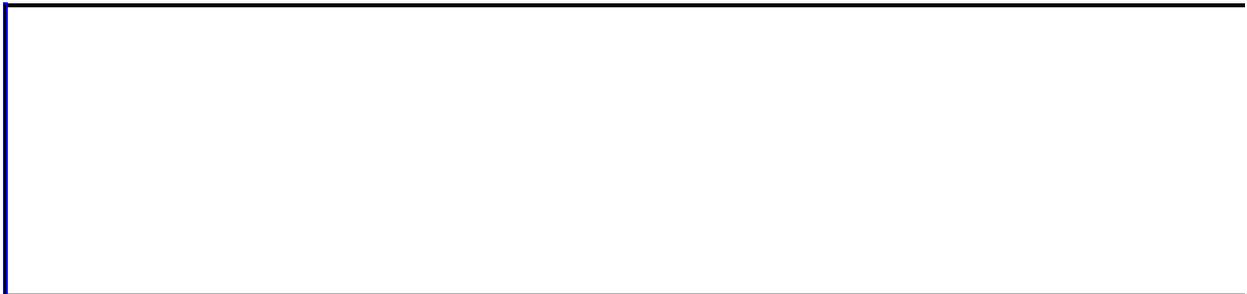
This property is available by using a [macro](#) or [Visual Basic](#) and is read-only.

Remarks

Use the **ActiveDataAccessPage** property to refer to an active data access page together with one of its properties or methods. The following example displays the [Name](#) property setting of the active data access page:

```
Dim pgCurrentPage As DataAccessPage  
Set pgCurrentPage = Screen.ActiveDataAccessPage  
MsgBox "Current Data Page is " & pgCurrentPage.Name
```

If no data access page has the focus when you use the **ActiveDataAccessPage** property, an error occurs.



[Show All](#)

ActiveDatasheet Property

You can use the **ActiveDatasheet** property together with the [Screen](#) object to identify or refer to the [datasheet](#) that has the [focus](#). Read-only **Form** object.

expression.**ActiveDatasheet**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **ActiveSheet** property setting contains the datasheet object that has the focus at [run time](#).

This property is available by using a [macro](#) or [Visual Basic](#) and is read-only in all views.

Remarks

You can use this property to refer to an active datasheet together with one of its properties or methods. For example, the following code uses the **ActiveDatasheet** property to reference the top row of the selection in the active datasheet.

```
TopRow = Screen.ActiveDatasheet.SelTop
```

Example

The following example uses the **ActiveSheet** property to identify the datasheet cell with the focus, or if more than one cell is selected, the location of the first row and column in the selection.

```
Public Sub GetSelection()  
    ' This procedure demonstrates how to get a pointer to the  
    ' current active datasheet.  
  
    Dim objDatasheet As Object  
    Dim lngFirstRow As Long  
    Dim lngFirstColumn As Long  
    Const conNoActiveDatasheet = 2484  
  
    On Error GoTo GetSelection_Err  
  
    Set objDatasheet = Screen.ActiveDatasheet  
  
    lngFirstRow = objDatasheet.SelTop  
    lngFirstColumn = objDatasheet.SelLeft  
    MsgBox "The first item in this selection is located at " & _  
        "Row " & lngFirstRow & ", Column " & _  
        lngFirstColumn, vbInformation  
  
GetSelection_Bye:  
    Exit Sub  
GetSelection_Err:  
    If Err = conNoActiveDatasheet Then  
        MsgBox "No data sheet is active.", vbExclamation  
        Resume GetSelection_Bye  
    End If  
End Sub
```



[Show All](#)

ActiveForm Property

You can use the **ActiveForm** property together with the [Screen](#) object to identify or refer to the form that has the [focus](#). Read-only **Form** object.

expression.**ActiveForm**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

This property setting contains a reference to the **Form** object that has the focus at [run time](#).

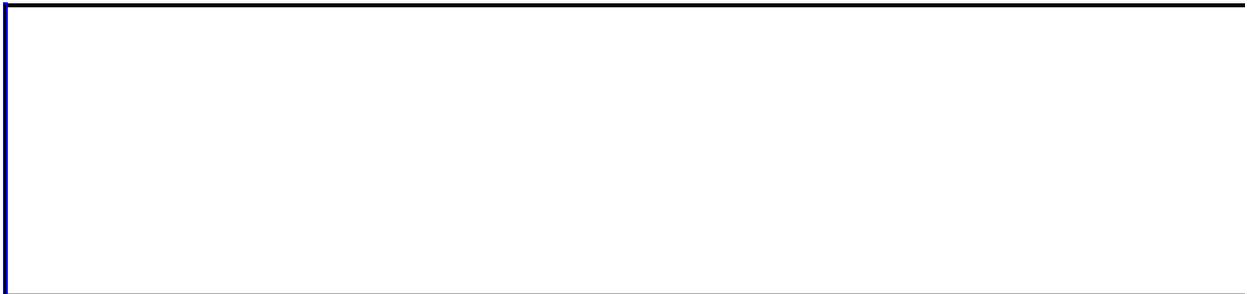
This property is available by using a [macro](#) or [Visual Basic](#) and is read-only in all views.

Remarks

You can use the **ActiveForm** property to refer to an active form together with one of its properties or methods. The following example displays the [Name](#) property setting of the active form.

```
Dim frmCurrentForm As Form
Set frmCurrentForm = Screen.ActiveForm
MsgBox "Current form is " & frmCurrentForm.Name
```

If a [subform](#) has the focus, **ActiveForm** refers to the [main form](#). If no form or subform has the focus when you use the **ActiveForm** property, an error occurs.



[Show All](#)

ActiveReport Property

You can use the **ActiveReport** property together with the [Screen](#) object to identify or refer to the report that has the [focus](#). Read-only **Report** object.

expression.**ActiveReport**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

This property setting contains a reference to the [Report](#) object that has the focus at [run time](#).

This property is available only by using a [macro](#) or [Visual Basic](#) and is read-only in all views.

Remarks

You can use the **ActiveReport** property to refer to an active report together with one of its properties or methods. The following example displays the [Name](#) property setting of the active report.

```
Dim rptCurrentReport As Report
Set rptCurrentReport = Screen.ActiveReport
MsgBox "Current report is " & rptCurrentReport.Name
```

If no report has the focus when you use the **ActiveReport** property, an error occurs.



[Show All](#)

AddColon Property

The **AddColon** property specifies whether a colon follows the text in [labels](#) for new [controls](#).

Read/write **Boolean**.

expression.**AddColon**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **AddColon** property uses the following settings.

Setting	Description
Yes	A colon follows the text in labels for new controls.
No	A colon doesn't follow the text in labels for new controls.

You can set these properties only by using a control's [default control style](#) or the **DefaultControl** method in Visual Basic.

Remarks

Changes to the default control style setting affect only controls created on the current [form](#) or [report](#). To change the default control style for all new forms or reports that you create without using a Microsoft Access wizard, see [Specify a new template for forms and reports](#).

[Show All](#)

Address Property

You can use the **Address** property to specify or determine the path to an object, document, Web page or other destination for a **Hyperlink** object associated with a [command button](#), [image control](#), or [label](#) control. Read/write **String**.

expression.**Address**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **Address** property is a [string expression](#) representing the [HyperlinkAddress](#) property's path to a file ([UNC path](#)) or Web page ([URL](#)).

The **Address** property is only available by using [Visual Basic](#). When you set the **Address** property, you automatically specify the **HyperlinkAddress** property for the control associated with the hyperlink.

Remarks

For more information about hyperlink addresses and their format, see the **HyperlinkAddress** and [HyperlinkSubAddress](#) property topics.

AfterDelConfirm Property

Returns or sets a **String** indicating which macro, event procedure, or user-defined function runs when the [AfterDelConfirm](#) event occurs. Read/write.

expression.**AfterDelConfirm**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values for this property are "*macroname*" where *macroname* is the name of macro, "[Event Procedure]" which indicates the event procedure associated with the AfterDelConfirm event for the specified object, or "=*functionname*()" where *functionname* is the name of a user-defined function. For a more detailed discussion of event properties, see "[Event Properties](#)."

Example

The following example specifies that when the `AfterDelConfirm` event occurs on the first form of the current project, the associated event procedure should run.

```
Forms(0).After DelConfirm = "[Event Procedure]"
```



AfterFinalRender Property

Returns or sets a **String** indicating which macro, event procedure, or user-defined function runs when the [AfterFinalRender](#) event occurs. Read/write.

expression.**AfterFinalRender**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values for this property are "*macroname*" where *macroname* is the name of macro, "[Event Procedure]" which indicates the event procedure associated with the AfterFinalRender event for the specified object, or "*=functionname()*" where *functionname* is the name of a user-defined function. For a more detailed discussion of event properties, see "[Event Properties](#)."

Example

The following example specifies that when the `AfterFinalRender` event occurs on the first form of the current project, the associated event procedure should run.

```
Forms(0).AfterFinalRender = "[Event Procedure]"
```



AfterInsert Property

Returns or sets a **String** indicating which macro, event procedure, or user-defined function runs when the [AfterInsert](#) event occurs. Read/write.

expression.**AfterInsert**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values for this property are "*macroname*" where *macroname* is the name of macro, "[Event Procedure]" which indicates the event procedure associated with the AfterInsert event for the specified object, or "=*functionname*()" where *functionname* is the name of a user-defined function. For a more detailed discussion of event properties, see "[Event Properties](#)."

Example

The following example specifies that when the `AfterInsert` event occurs on the first form of the current project, the associated event procedure should run.

```
Forms(0).After Insert = "[Event Procedure]"
```



AfterLayout Property

Returns or sets a **String** indicating which macro, event procedure, or user-defined function runs when the [AfterLayout](#) event occurs. Read/write.

expression.**AfterLayout**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values for this property are "*macroname*" where *macroname* is the name of macro, "[Event Procedure]" which indicates the event procedure associated with the AfterLayout event for the specified object, or "*=functionname()*" where *functionname* is the name of a user-defined function. For a more detailed discussion of event properties, see "[Event Properties](#)."

Example

The following example specifies that when the `AfterLayout` event occurs on the first form of the current project, the associated event procedure should run.

```
Forms(0).AfterLayout = "[Event Procedure]"
```



AfterRender Property

Returns or sets a **String** indicating which macro, event procedure, or user-defined function runs when the [AfterRender](#) event occurs. Read/write.

expression.**AfterRender**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values for this property are "*macroname*" where *macroname* is the name of macro, "[Event Procedure]" which indicates the event procedure associated with the AfterRender event for the specified object, or "*=functionname()*" where *functionname* is the name of a user-defined function. For a more detailed discussion of event properties, see "[Event Properties](#)."

Example

The following example specifies that when the `AfterRender` event occurs on the first form of the current project, the associated event procedure should run.

```
Forms(0).AfterRender = "[Event Procedure]"
```



AfterUpdate Property

Returns or sets a **String** indicating which macro, event procedure, or user-defined function runs when the [AfterUpdate](#) event occurs. Read/write.

expression.**AfterUpdate**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values for this property are "*macroname*" where *macroname* is the name of macro, "[Event Procedure]" which indicates the event procedure associated with the AfterUpdate event for the specified object, or "*=functionname()*" where *functionname* is the name of a user-defined function. For a more detailed discussion of event properties, see "[Event Properties](#)."

Example

The following example specifies that when the `AfterUpdate` event occurs on the first form of the current project, the associated event procedure should run.

```
Forms(0).AfterUpdate = "[Event Procedure]"
```



AllDataAccessPages Property

You can use the **AllDataAccessPages** property to reference the [AllDataAccessPages](#) collection and its related properties. Read-only **AllDataAccessPages** object.

expression.**AllDataAccessPages**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **AllDataAccessPage** property is available only by using [Visual Basic](#) and is read-only.



AllDatabaseDiagrams Property

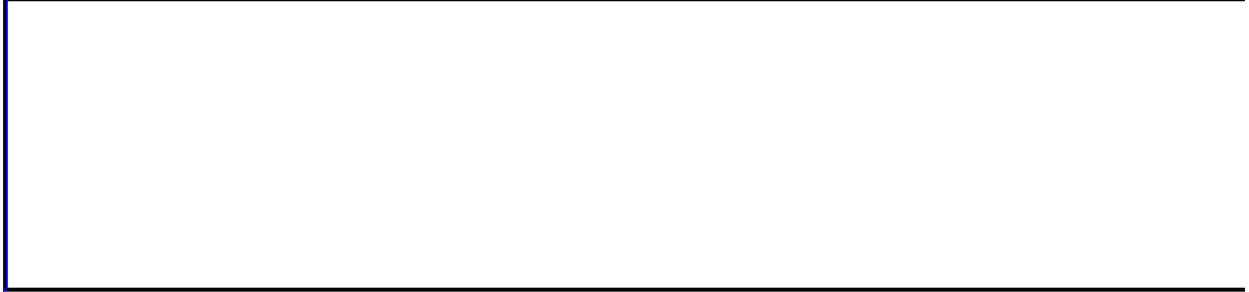
You can use the **AllDatabaseDiagrams** property to reference the [AllDatabaseDiagrams](#) collection and its related properties. Read-only **AllDatabaseDiagrams** object.

expression.**AllDatabaseDiagrams**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **AllDatabaseDiagrams** property is available only by using [Visual Basic](#) and is read-only.



AllForms Property

You can use the **AllForms** property to reference the [AllForms](#) collection and its related properties. Read-only **AllForms** object.

expression.**AllForms**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **AllForms** property is available only by using [Visual Basic](#) and is read-only.

AllFunctions Property

Returns an [AllFunctions](#) collection representing all the user-defined functions in a Microsoft SQL Server database.

expression.**AllFunctions**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You can use the **AllFunctions** property to reference the **AllFunctions** collection and its related properties.

Example

The following example prints the name of each open **AccessObject** object in the **AllFunctions** collection.

```
Dim objFunction As AccessObject
```

```
Debug.Print "Currently loaded functions:"
```

```
For Each objFunction In Application.CurrentData.AllFunctions
```

```
    If objFunction.IsLoaded = msoTrue Then
```

```
        Debug.Print objFunction.Name
```

```
    End If
```

```
Next objFunction
```



AllMacros Property

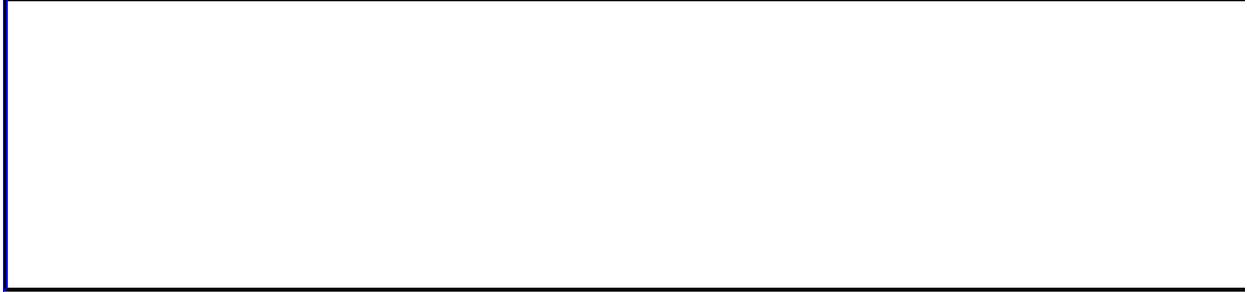
You can use the **AllMacros** property to reference the [AllMacros](#) collection and its related properties. Read-only **AllMacros** object.

expression.**AllMacros**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **AllMacros** property is available only by using [Visual Basic](#) and is read-only.



AllModules Property

You can use the **AllModules** property to reference the [AllModules](#) collection and its related properties. Read-only **AllModules** object.

expression.**AllModules**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **AllModules** property is available only by using [Visual Basic](#) and is read-only.



[Show All](#)

AllowAdditions Property

You can use the **AllowAdditions** property to specify whether a user can add a record when using a [form](#). Read/write **Boolean**.

expression.**AllowAdditions**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **AllowAdditions** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	(Default) The user can add new records.
No	False	The user can't add new records.

You can set the **AllowAdditions** property by using the form's [property sheet](#), a [macro](#), or [Visual Basic](#).

Remarks

Set the **AllowAdditions** property to No to allow users to view or edit existing records but not add new records.

If you want to prevent changes to existing records (make a form read-only), set the **AllowAdditions**, [AllowDeletions](#), and [AllowEdits](#) properties to No. You can also make records read-only by setting the [RecordsetType](#) property to Snapshot.

If you want to open a form for data entry only, set the form's [DataEntry](#) property to Yes.

When the **AllowAdditions** property is set to No, the **Data Entry** command on the **Records** menu isn't available.

Note When the Data Mode argument of the [OpenForm](#) action is used, Microsoft Access will override a number of form property settings. If the Data Mode argument of the OpenForm action is set to Edit, Microsoft Access will open the form with the following property settings:

- **AllowEdits**— Yes
- **AllowDeletions**— Yes
- **AllowAdditions**— Yes
- **DataEntry**— No

To prevent the OpenForm action from overriding any of these existing property settings, omit the Data Mode argument setting so that Microsoft Access will use the property settings defined by the form.

Example

The following example examines the **ControlType** property for all controls on a form. For each label and text box control, the procedure toggles the **SpecialEffect** property for those controls. When the label controls' **SpecialEffect** property is set to Shadowed and the text box controls' **SpecialEffect** property is set to Normal and the **AllowAdditions**, **AllowDeletions**, and **AllowEdits** properties are all set to **True**, the `intCanEdit` variable is toggled to allow editing of the underlying data.

```
Sub ToggleControl(frm As Form)
    Dim ctl As Control
    Dim intI As Integer, intCanEdit As Integer
    Const conTransparent = 0
    Const conWhite = 16777215
    For Each ctl in frm.Controls
        With ctl
            Select Case .ControlType
                Case acLabel
                    If .SpecialEffect = acEffectShadow Then
                        .SpecialEffect = acEffectNormal
                        .BorderStyle = conTransparent
                        intCanEdit = True
                    Else
                        .SpecialEffect = acEffectShadow
                        intCanEdit = False
                    End If
                Case acTextBox
                    If .SpecialEffect = acEffectNormal Then
                        .SpecialEffect = acEffectSunken
                        .BackColor = conWhite
                    Else
                        .SpecialEffect = acEffectNormal
                        .BackColor = frm.Detail.BackColor
                    End If
            End Select
        End With
    Next ctl
    If intCanEdit = IFalse Then
        With frm
            .AllowAdditions = False
            .AllowDeletions = False
            .AllowEdits = False
        End With
    Else
```

```
        With frm
            .AllowAdditions = True
            .AllowDeletions = True
            .AllowEdits = True
        End With
    End If
End Sub
```



[Show All](#)

AllowAutoCorrect Property

You can use the **AllowAutoCorrect** property to specify whether a [text box](#) or a [combo box control](#) will automatically correct entries made by the user.

Read/write **Boolean**.

expression.**AllowAutoCorrect**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **AllowAutoCorrect** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	(Default) Entries are automatically corrected according to the settings in the AutoCorrect dialog box.
No	False	Entries aren't corrected.

You can set the **AllowAutoCorrect** property by using a control's [property sheet](#), a [macro](#), or [Visual Basic](#). You can set the default for this property by using a control's [default control style](#) or the [DefaultControl](#) method in Visual Basic.



AllowDatasheetView Property

Returns or sets a **Boolean** indicating whether the specified form may be viewed in Datasheet View. **True** if Datasheet View is allowed. Read/write.

expression.**AllowDatasheetView**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Use the **AllowDatasheetView**, [AllowFormView](#) , [AllowPivotChartView](#) , or [AllowPivotTableView](#) properties to control which views are allowed for a form.

Example

The following example makes Datasheet View valid for the specified form and then opens the form in Datasheet View.

```
Forms(0).AllowDatasheetView = True  
DoCmd.OpenForm FormName:=Forms(0).Name, View:=acFormDS
```



[Show All](#)

AllowDeletions Property

You can use the **AllowDeletions** property to specify whether a user can delete a record when using a [form](#). Read/write **Boolean**.

expression.**AllowDeletions**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **AllowDeletions** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	(Default) The user can delete records.
No	False	The user can't delete records.

You can set the **AllowDeletions** property by using the form's [property sheet](#), a [macro](#), or [Visual Basic](#).

Remarks

You can set this property to No to allow users to view and edit existing records but not to delete them. When **AllowDeletions** is set to Yes, records may be deleted so long as existing [referential integrity](#) rules aren't broken.

If you want to prevent changes to existing records (make a form read-only), set the [AllowAdditions](#), **AllowDeletions**, and [AllowEdits](#) properties to No. You can also make records read-only by setting the [RecordsetType](#) property to Snapshot.

When the **AllowDeletions** property is set to No, the **Delete Record** command on the **Edit** menu isn't available.

Note When the Data Mode argument of the [OpenForm](#) action is set, Microsoft Access will override a number of form property settings. If the Data Mode argument of the OpenForm action is set to Edit, Microsoft Access will open the form with the following property settings:

- **AllowEdits**— Yes
- **AllowDeletions**— Yes
- **AllowAdditions**— Yes
- **DataEntry**— No

To prevent the OpenForm action from overriding any of these existing property settings, omit the Data Mode argument setting so that Microsoft Access will use the property settings defined by the form.

Example

The following example examines the **ControlType** property for all controls on a form. For each label and text box control, the procedure toggles the **SpecialEffect** property for those controls. When the label controls' **SpecialEffect** property is set to Shadowed and the text box controls' **SpecialEffect** property is set to Normal and the **AllowAdditions**, **AllowDeletions**, and **AllowEdits** properties are all set to **True**, the `intCanEdit` variable is toggled to allow editing of the underlying data.

```
Sub ToggleControl(frm As Form)
    Dim ctl As Control
    Dim intI As Integer, intCanEdit As Integer
    Const conTransparent = 0
    Const conWhite = 16777215
    For Each ctl in frm.Controls
        With ctl
            Select Case .ControlType
                Case acLabel
                    If .SpecialEffect = acEffectShadow Then
                        .SpecialEffect = acEffectNormal
                        .BorderStyle = conTransparent
                        intCanEdit = True
                    Else
                        .SpecialEffect = acEffectShadow
                        intCanEdit = False
                    End If
                Case acTextBox
                    If .SpecialEffect = acEffectNormal Then
                        .SpecialEffect = acEffectSunken
                        .BackColor = conWhite
                    Else
                        .SpecialEffect = acEffectNormal
                        .BackColor = frm.Detail.BackColor
                    End If
            End Select
        End With
    Next ctl
    If intCanEdit = IFalse Then
        With frm
            .AllowAdditions = False
            .AllowDeletions = False
            .AllowEdits = False
        End With
    Else
```

```
        With frm
            .AllowAdditions = True
            .AllowDeletions = True
            .AllowEdits = True
        End With
    End If
End Sub
```



[Show All](#)

AllowDesignChanges Property

You can use the **AllowDesignChanges** property to specify or determine if design changes can be made to a [form](#) in all views or [Design view](#) only. Read/write **Boolean**.

expression.**AllowDesignChanges**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **AllowDesignChanges** property uses the following settings.

Setting	Visual Basic	Description
All Views	True	(Default) Design changes can be made in all form views.
Design View Only	False	Design changes can be made in Design view only.

The **AllowDesignChanges** property can be set by using the form's [property sheet](#) or [Visual Basic](#).



[Show All](#)

AllowEdits Property

You can use the **AllowEdits** property to specify whether a user can edit saved records when using a [form](#). Read/write **Boolean**.

expression.**AllowEdits**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **AllowEdits** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	(Default) The user can edit saved records.
No	False	The user can't edit saved records.

You can set the **AllowEdits** property by using the form's [property sheet](#), a [macro](#), or [Visual Basic](#).

Remarks

You can use the **AllowEdits** property to prevent changes to existing data displayed by a form. If you want to prevent changes to data in a specific control, use the [Enabled](#) or **Locked** property.

If you want to prevent changes to existing records (make a form read-only), set the [AllowAdditions](#), [AllowDeletions](#), and **AllowEdits** properties to No. You can also make records read-only by setting the [RecordsetType](#) property to Snapshot.

When the **AllowEdits** property is set to No, the **Delete Record** and **Data Entry** menu commands aren't available for existing records. (They may still be available for new records if the **AllowAdditions** property is set to Yes.)

Changing a field value programmatically causes the current record to be editable, regardless of the **AllowEdits** property setting. If you want to prevent the user from making changes to a record (**AllowEdits** is **No**) that you need to edit programmatically, save the record after any programmatic changes; the **AllowEdits** property setting will be honored once again after any unsaved changes to the current record are saved.

Note When the Data Mode argument of the [OpenForm](#) action is set, Microsoft Access will override a number of form property settings. If the Data Mode argument of the OpenForm action is set to Edit, Microsoft Access will open the form with the following property settings:

- **AllowEdits**— Yes
- **AllowDeletions**— Yes
- **AllowAdditions**— Yes
- **DataEntry**— No

To prevent the OpenForm action from overriding any of these existing property settings, omit the Data Mode argument setting so that Microsoft Access will use the property settings defined by the form.

Example

The following example examines the **ControlType** property for all controls on a form. For each label and text box control, the procedure toggles the **SpecialEffect** property for those controls. When the label controls' **SpecialEffect** property is set to Shadowed and the text box controls' **SpecialEffect** property is set to Normal and the **AllowAdditions**, **AllowDeletions**, and **AllowEdits** properties are all set to **True**, the `intCanEdit` variable is toggled to allow editing of the underlying data.

```
Sub ToggleControl(frm As Form)
    Dim ctl As Control
    Dim intI As Integer, intCanEdit As Integer
    Const conTransparent = 0
    Const conWhite = 16777215
    For Each ctl in frm.Controls
        With ctl
            Select Case .ControlType
                Case acLabel
                    If .SpecialEffect = acEffectShadow Then
                        .SpecialEffect = acEffectNormal
                        .BorderStyle = conTransparent
                        intCanEdit = True
                    Else
                        .SpecialEffect = acEffectShadow
                        intCanEdit = False
                    End If
                Case acTextBox
                    If .SpecialEffect = acEffectNormal Then
                        .SpecialEffect = acEffectSunken
                        .BackColor = conWhite
                    Else
                        .SpecialEffect = acEffectNormal
                        .BackColor = frm.Detail.BackColor
                    End If
            End Select
        End With
    Next ctl
    If intCanEdit = IFalse Then
        With frm
            .AllowAdditions = False
            .AllowDeletions = False
            .AllowEdits = False
        End With
    Else
```

```
        With frm
            .AllowAdditions = True
            .AllowDeletions = True
            .AllowEdits = True
        End With
    End If
End Sub
```



[Show All](#)

AllowFilters Property

You can use the **AllowFilters** property to specify whether [records](#) in a [form](#) can be [filtered](#). Read/write **Boolean**.

expression.**AllowFilters**

expression Required. An expression that returns one of the objects in the Applies To list.

Settings

The **AllowFilters** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	(Default) Records can be filtered.
No	False	Records can't be filtered.

You can set this property by using the form's [property sheet](#), a [macro](#), or [Visual Basic](#).

Remarks

Filters are commonly used to view a temporary subset of the records in a database. When you use a filter, you apply [criteria](#) to display only records that meet specific conditions. In an Employees form, for example, you can use a filter to display only records of employees with over 5 years of service. You can also use a filter to restrict access to records containing sensitive information, such as financial or medical data.

Note Setting the **AllowFilters** property to No does not affect the [Filter](#), [FilterOn](#), [ServerFilter](#), or [ServerFilterByForm](#) properties. You can still use these properties to set and remove filters. You can also still use the following actions or methods to apply and remove filters.

Actions	Methods
ApplyFilter	ApplyFilter
OpenForm	OpenForm
ShowAllRecords	ShowAllRecords

AllowFormView Property

Returns or sets a **Boolean** indicating whether the specified form may be viewed in Form View. **True** if Form View is allowed. Read/write.

expression.**AllowFormView**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Use the [AllowDatasheetView](#) , **AllowFormView**, [AllowPivotChartView](#) , or [AllowPivotTableView](#) properties to control which views are allowed for a form.

Example

The following example makes Form View valid for the specified form and then opens the form in Form View.

```
Forms(0).AllowFormView = True  
DoCmd.OpenForm FormName:=Forms(0).Name, View:=acNormal
```



AllowPivotChartView Property

Returns or sets a **Boolean** indicating whether the specified form may be viewed in PivotChart View. **True** if PivotChart View is allowed. Read/write.

expression.**AllowPivotChartView**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Use the [AllowDatasheetView](#) , [AllowFormView](#) , [AllowPivotChartView](#), or [AllowPivotTableView](#) properties to control which views are allowed for a form.

Example

The following example makes PivotChart View valid for the specified form and then opens the form in PivotChart View.

```
Forms(0).AllowPivotChartView = True  
DoCmd.OpenForm FormName:=Forms(0).Name, View:=acFormPivotChart
```



AllowPivotTableView Property

Returns or sets a **Boolean** indicating whether the specified form may be viewed in PivotTable View. **True** if PivotTable View is allowed. Read/write.

expression.**AllowPivotTableView**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Use the [AllowDatasheetView](#) , [AllowFormView](#) , [AllowPivotChartView](#) , or [AllowPivotTableView](#) properties to control which views are allowed for a form.

Example

The following example makes PivotTable View valid for the specified form and then opens the form in PivotTable View.

```
Forms(0).AllowPivotTableView = True  
DoCmd.OpenForm FormName:=Forms(0).Name, View:=acFormPivotTable
```



AllQueries Property

You can use the **AllQueries** property to reference the [AllQueries](#) collection and its related properties. Read-only **AllQueries** object.

expression.**AllQueries**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **AllQueries** property is available only by using [Visual Basic](#) and is read-only.



AllReports Property

You can use the **AllReports** property to reference the [AllReports](#) collection and its related properties. Read-only **AllReports** object.

expression.**AllReports**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **AllReports** property is available only by using [Visual Basic](#) and is read-only.



AllStoredProcedures Property

You can use the **AllStoredProcedures** property to reference the [AllStoredProcedures](#) collection and its related properties. Read-only **AllStoredProcedures** object.

expression.**AllStoredProcedures**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **AllStoredProcedures** property is available only by using [Visual Basic](#) and is read-only.

AllTables Property

You can use the **AllTables** property to reference the [AllTables](#) collection and its related properties. Read-only **AllTables** object.

expression.**AllTables**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **AllTables** property is available only by using [Visual Basic](#) and is read-only.

AllViews Property

You can use the **AllViews** property to reference the [AllViews](#) collection and its related properties. Read-only **AllViews** object.

expression.**AllViews**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **AllViews** property is available only by using [Visual Basic](#) and is read-only.

AlwaysSaveInDefaultEncoding Property

You can use the **AlwaysSaveInDefaultEncoding** property to specify or determine whether the Web browser opens a data access page with its default or original encoding (character set). Read/write **Boolean**.

expression.**AlwaysSaveInDefaultEncoding**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **AlwaysSaveInDefaultEncoding** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	Use the default encoding specified by the Encoding when saving a data access page.
No	False	(Default) Use the original encoding of the data access page.

Note The **AlwaysSaveInDefaultEncoding** property is available only by using [Visual Basic](#).

The **Encoding** property can be used to set the default encoding.

Example

This example sets the encoding to the default encoding. The encoding is used when you save the data access page as a Web page.

```
Application.DefaultWebOptions.AlwaysSaveInDefaultEncoding = True
```



[Show All](#)

AnswerWizard Property

You can use the **AnswerWizard** property to return a reference to the current [AnswerWizard](#) object and its related properties. Read-only **AnswerWizard** object.

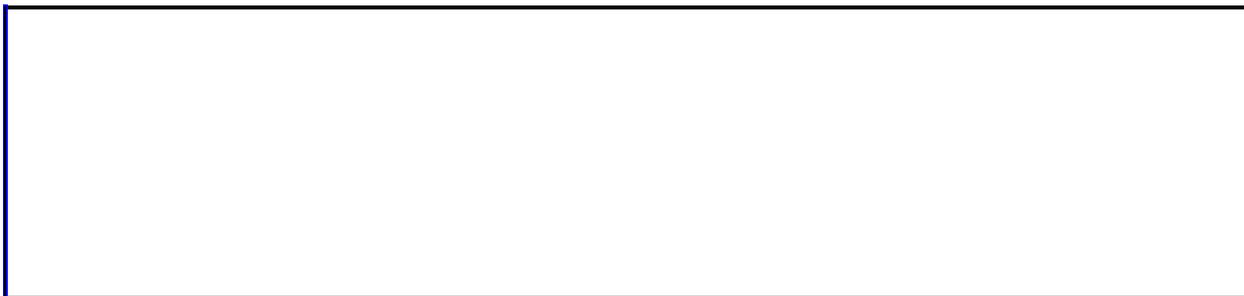
expression.**AnswerWizard**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **AnswerWizard** property is available only by using [Visual Basic](#).

Once you establish a reference to the **AnswerWizard** object, you can access all the properties and methods of the object. You can set a reference to the **AnswerWizard** object by clicking **References** on the **Tools** menu while in module [Design view](#). Then set a reference to the Microsoft Office 11.0 Object Library in the **References** dialog box by selecting the appropriate check box. Microsoft Access can set this reference for you if you use a Microsoft Office 11.0 Object Library constant to set an **AnswerWizard** object's property or as an argument to an **AnswerWizard** object's method.



Application Property

You can use the **Application** property in [Visual Basic](#) to access the active Microsoft Access [Application](#) object and its related properties. Read-only **Application** object.

expression.**Application**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **Application** property is set by Microsoft Access and is read-only in all views.

Remarks

Each Microsoft Access object has an **Application** property that returns the current **Application** object. You can use this property to access any of the object's properties. For example, you could refer to the menu bar for the **Application** object from the current form by using the following syntax:

```
Me.Application.MenuBar
```

Example

The following example demonstrates how to change the cursor to an hourglass and back again to signify that some background activity is occurring.

```
Application.Screen.MousePointer = 11 ' Hourglass  
' Do some background activity.
```

```
Application.Screen.MousePointer = 0 ' Back to normal
```



AsianLineBreak Property

Returns or sets a **Boolean** indicating whether line breaks in text boxes follow rules governing East Asian languages. **True** to control line breaks based on East Asian language rules. Read/write.

expression.**AsianLineBreak**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Setting the **AsianLineBreak** property to **True** moves any punctuation marks and closing parentheses at the beginning of a line to the end of the previous line, and moves opening parentheses at the end of a line to the beginning of the next line.

Example

This example sets all the text boxes on the specified form to break lines according to East Asian language rules.

```
Dim ctlLoop As Control

For Each ctlLoop In Forms(0).Controls
    If ctlLoop.ControlType = acTextBox Then
        ctlLoop.AsianLineBreak = True
    End If
Next ctlLoop
```



Assistant Property

You can use the **Assistant** property to return a reference to the [Assistant](#) object.
Read-only **Assistant** object.

expression.**Assistant**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

The following example uses the **Assistant** property of the **Application** object to manipulate various properties and methods of the **Assistant** object.

```
Public Sub AnimateAssistant()  
  
    Dim blnState As Boolean  
  
    With Assistant  
        ' Save Assistant's visible state.  
        blnState = .Visible  
  
        ' Make Assistant visible.  
        If blnState = False Then .Visible = True  
  
        ' Animate Assistant.  
        .Animation = msoAnimationAppear  
  
        ' Display Assistant object's Item and FileName properties.  
        MsgBox "Hello, my name is " & .Item & ". I live in " & _  
        .FileName, , "Assistant Information:"  
  
        ' Return Assistant's visible state to original setting.  
        .Visible = blnState  
    End With  
End Sub
```



[Show All](#)

AutoActivate Property

You can use the **AutoActivate** property to specify how the user can activate an [OLE object](#). Read/write **Integer**.

expression.**AutoActivate**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **AutoActivate** property uses the following settings.

Setting	Constant	Description
Manual	acOLEActivateManual (0)	The OLE object isn't activated when it receives the focus or when the user double-clicks the control . You can activate an OLE object only by using Visual Basic to set the control's Action property to acOLEActivate . (For unbound object frame and chart controls only) If the control contains an OLE object, the application that supplied the object is activated when the control receives the focus.
GetFocus	acOLEActivateGetFocus (1)	(Default) If the control contains an OLE object, the application that supplied the object is activated when the user double-clicks the control or presses CTRL+ENTER when the control has the focus.
Double-Click	acOLEActivateDoubleClick (2)	

You can set this property by using the control's [property sheet](#), a [macro](#), or [Visual Basic](#).

The **AutoActivate** property can be set only in [Design view](#).

Remarks

Some OLE objects can be activated from within the control. When such an object is activated, the object can be edited (or some other operation can be performed) from inside the boundaries of the control. This feature is called [in-place activation](#). If an object supports in-place activation, see the documentation for the application that was used to create the object for information about using this feature.

With Visual Basic, you can determine if a control contains an object by checking the setting of its [OLEType](#) property.

Note If you set a control's **AutoActivate** property to Double-Click and specify a [DbClick](#) event for the control, the DbClick event occurs before the object is activated.



[Show All](#)

AutoCenter Property

Returns or sets a **Boolean** indicating whether a [form](#) will be centered automatically in the application window when the form is opened. Read/write.

expression.**AutoCenter**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **AutoCenter** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	The form will be centered automatically on opening.
No	False	(Default) The form's upper-left corner will be in the same location as when the form was last saved.

You can set this property by using the form's [property sheet](#), a [macro](#), or [Visual Basic](#).

You can set this property only in [Design view](#).

Remarks

Depending on the size and placement of the application window, forms can appear off to one side of the application window, hiding part of the form. Centering the form automatically when it's opened makes it easier to view and use.

If you make any changes in Design view to a form whose [AutoResize](#) property is set to No and whose **AutoCenter** property is set to Yes, switch to [Form view](#) before saving the form. If you don't, Microsoft Access clips the form on the right and bottom edges the next time you open the form.

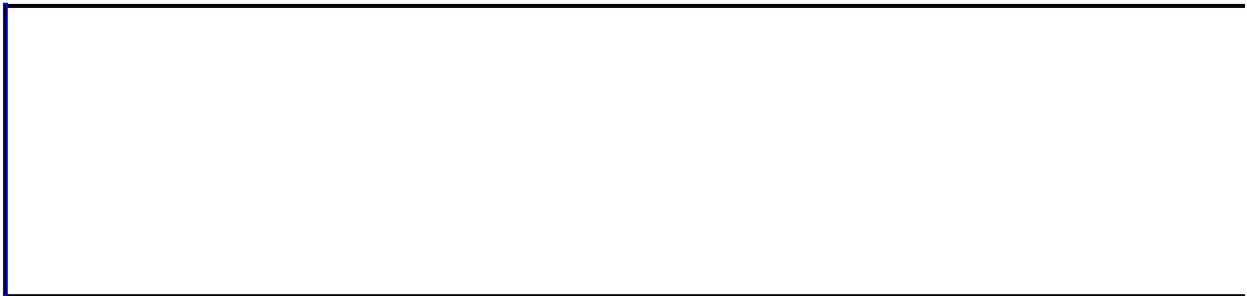


AutoCorrect Property

Returns an [AutoCorrect](#) object that represents the AutoCorrect settings for the specified control. Read-only.

expression.**AutoCorrect**

expression Required. An expression that returns one of the objects in the Applies To list.



[Show All](#)

AutoExpand Property

You can use the **AutoExpand** property to specify whether Microsoft Access automatically fills the text box portion of a [combo box](#) with a value from the combo box list that matches the characters you enter as you type in the combo box. This lets you quickly enter an existing value in a combo box without displaying the list box portion of the combo box. Read/write **Boolean**.

expression.**AutoExpand**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **AutoExpand** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	(Default) Microsoft Access fills in the combo box from the list with the first value matching the first character that you type. As you type additional characters, Microsoft Access changes the value displayed to match all the characters typed.
No	False	You must select a value from the list or type the entire value.

You can set the **AutoExpand** property by using the combo box's [property sheet](#), a [macro](#), or [Visual Basic](#).

Remarks

When you enter characters in the text box portion of a combo box, Microsoft Access searches the values in the list to find those that match the characters you have typed. If the **AutoExpand** property is set to Yes, Microsoft Access automatically displays the first underlying value that matches the characters entered so far.

When the [LimitToList](#) property is set to Yes and the combo box list is dropped down, Microsoft Access selects matching values in the list as the user enters characters in the text box portion of the combo box, even if the **AutoExpand** property is set to No. If the user presses ENTER or moves to another control or record, the selected value appears in the combo box.

[Show All](#)

AutoLabel Property

The **AutoLabel** property specifies whether labels are automatically created and attached to new controls. Read/write **Boolean**.

expression.**AutoLabel**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **AutoLabel** property uses the following settings.

Setting	Description
Yes	A label is attached to new controls.
No	A label isn't attached to new controls.

You can set these properties only by using a control's [default control style](#) or the [DefaultControl](#) method in Visual Basic.

Remarks

Changes to the default control style setting affect only controls created on the current [form](#) or [report](#). To change the default control style for all new forms or reports that you create without using a Microsoft Access wizard, see [Specify a new template for forms and reports](#).



[Show All](#)

AutomationSecurity Property

Returns or sets an [MsoAutomationSecurity](#) constant that represents the security mode that Microsoft Access uses when it is programmatically opening files. Read/write.

expression.AutomationSecurity

expression Required. An expression that returns an [Application](#) object.

MsoAutomationSecurity can be one of these **MsoAutomationSecurity** constants:

msoAutomationSecurityByUI Uses the security setting specified in the **Security** dialog box (**Tools** menu, **Macro** submenu).

msoAutomationSecurityByUI is the default value when the application is started.

msoAutomationSecurityForceDisable Access will not open any database that contains [macros](#), Visual Basic for Applications code, a form that contains an ActiveX control, a report that contains an ActiveX control, [update queries](#), [data-definition queries](#), [pass-through queries](#), or [action queries](#). No security messages are shown to the user.

msoAutomationSecurityLow Enables all macros.

[Show All](#)

AutoRepeat Property

You can use the **AutoRepeat** property to specify whether an [event procedure](#) or [macro](#) runs repeatedly while a [command button](#) on a form remains pressed in.
Read/write **Boolean**.

expression.**AutoRepeat**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **AutoRepeat** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	The macro or event procedure in the Click event runs repeatedly while the command button remains pressed in.
No	False	(Default) The macro or event procedure runs once.

You can set this property by using the command button's [property sheet](#), a [macro](#), or [Visual Basic](#).

Remarks

The initial repeat of the event procedure or macro occurs 0.5 seconds after it first runs. Subsequent repeats occur either 0.25 seconds apart or the duration of the event procedure or macro, whichever is longer.

If the code attached to the command button causes the current record to change, the **AutoRepeat** property has no effect.

If the code attached to the command button causes changes to another [control](#) on a form, use the **DoEvents** function to ensure proper screen updating.

[Show All](#)

AutoSize Property

Returns or sets a **Boolean** indicating whether a [Form window](#) opens automatically sized to display complete records. Read/write.

expression.**AutoSize**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **AutoSize** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	(Default) The Form window is automatically sized to display a complete record.
No	False	When opened, the Form window has the last saved size. To save a Form window's size, open the form, size the window, save the form by clicking Save on the File menu, and close the form. When you next open the form, it will be the saved window size.

You can set this property by using the form's [property sheet](#), a [macro](#), or [Visual Basic](#).

This property can be set only in [Design view](#).

Remarks

The Form window resizes only if opened in [Form view](#). If you open the form first in [Design view](#) or [Datasheet view](#) and then change to Form view, the Form window won't resize.

If you make any changes in Design view to a form whose **AutoResize** property is set to No and whose [AutoCenter](#) property is set to Yes, switch to Form view before saving the form. If you don't, Microsoft Access clips the form on the right and bottom edges the next time you open the form.

If the **AutoCenter** property is set to No, a Form window opens with its upper-left corner in the same location as when it was closed.



[Show All](#)

AutoTab Property

You can use the **AutoTab** property to specify whether an automatic tab occurs when the last character permitted by a text box control's [input mask](#) is entered. An automatic tab moves the [focus](#) to the next [control](#) in the form's [tab order](#).
Read/write **Boolean**.

expression.**AutoTab**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **AutoTab** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	Generates a tab when the last allowable character in a text box is entered.
No	False	(Default) Doesn't generate a tab when the last allowable character in a text box is entered.

You can set this property by using a form's [property sheet](#), a [macro](#), or [Visual Basic](#).

You can set the default for this property by using the control's [default control style](#) or the [DefaultControl](#) method in Visual Basic.

The **AutoTab** property affects tab behavior in both [Form view](#) and [Datasheet view](#).

Remarks

You create an input mask for a control by using the [InputMask](#) property.

You can also create an input mask for a text box control [bound](#) to a field by setting the **InputMask** property for the field in the form's underlying table or query. If the field is dragged to a form from the field list, the field's input mask is inherited by the text box control.

You could use the **AutoTab** property if you have a text box on a form for which you usually enter the maximum number of characters for each record. After you have entered the maximum number of characters, focus automatically moves to the next control in the tab order. For example, you could use this property for a `CategoryType` field that must always be five characters long.

[Show All](#)

BackColor Property

You can use the **BackColor** property to specify the color for the interior of a [control](#) or [section](#). Read/write **Long**.

expression.**BackColor**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **BackColor** property contains a [numeric expression](#) that corresponds to the color used to fill a control's or section's interior.

You can use the Color Builder to set this property by clicking the **Build** button to the right of the property box in the [property sheet](#). Using the Color Builder enables you to define custom back colors for controls or sections.

You can also set this property by using **Fill/Back Color** on the **Formatting (Form/Report)** toolbar, a control's or section's [property sheet](#), a [macro](#), or [Visual Basic](#).

In Visual Basic, use a numeric expression to set this property. This property setting has a data type of [Long](#).

You can set the default for this property by using a control's [default control style](#) or the [DefaultControl](#) method in Visual Basic.

For [Table](#) objects you can set this property using **Fill/Back Color** on the **Formatting (Datasheet) toolbar**, or in Visual Basic by using the [DatasheetBackColor](#) property.

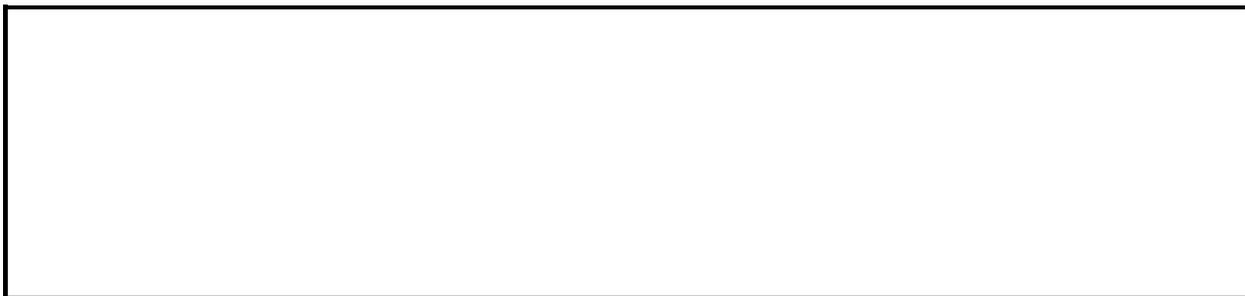
Remarks

To use the **BackColor** property, the [BackStyle](#) property, if available, must be set to Normal.

Example

The following example uses the **RGB** function to set the **BorderColor**, **BackColor**, and **ForeColor** properties depending on the value of the txtPastDue text box. You can also use the **QBColor** function to set these properties. Putting the following code in the Form_Current() event sets the control display characteristics as soon as the user opens a form or moves to a new record.

```
Sub Form_Current()  
    Dim curAmtDue As Currency, lngBlack As Long  
    Dim lngRed As Long, lngYellow As Long, lngWhite As Long  
  
    If Not IsNull(Me!txtPastDue.Value) Then  
        curAmtDue = Me!txtPastDue.Value  
    Else  
        Exit Sub  
    End If  
    lngRed = RGB(255, 0, 0)  
    lngBlack = RGB(0, 0, 0)  
    lngYellow = RGB(255, 255, 0)  
    lngWhite = RGB(255, 255, 255)  
    If curAmtDue > 100 Then  
        Me!txtPastDue.BorderColor = lngRed  
        Me!txtPastDue.ForeColor = lngRed  
        Me!txtPastDue.BackColor = lngYellow  
    Else  
        Me!txtPastDue.BorderColor = lngBlack  
        Me!txtPastDue.ForeColor = lngBlack  
        Me!txtPastDue.BackColor = lngWhite  
    End If  
End Sub
```



[Show All](#)

BackStyle Property

You can use the **BackStyle** property to specify whether a [control](#) will be transparent. Read/write **Byte**.

expression.**BackStyle**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **BackStyle** property uses the following settings.

Setting	Visual Basic	Description
Normal	1	(Default for all controls except option group) The control has its interior color set by the BackColor property.
Transparent	0	(Default for option group) The control is transparent. The color of the form or report behind the control is visible.

You can set this property by using **Fill/Back Color** on the **Formatting (Form/Report)** toolbar, a control's [property sheet](#), a [macro](#), or [Visual Basic](#).

You can set the default for this property by using a control's [default control style](#) or the [DefaultControl](#) method in Visual Basic.

Remarks

If the **Transparent** button on the **Back Color** button palette is selected, the **BackStyle** property is set to Transparent; otherwise the **BackStyle** property is set to Normal.



To make a [command button](#) invisible, set its [Transparent](#) property to Yes.

[Show All](#)

BaseConnectionString Property

You can use the **BaseConnectionString** property to return the base [connection string](#) for the [CurrentProject](#) or [CodeProject](#) object. Read-only **String**.

expression.**BaseConnectionString**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **BaseConnectionString** property is available only by using [Visual Basic](#) and is read-only.

The **BaseConnectionString** property returns the connection string that was set through the [OpenConnection](#) method or by clicking **Connection** on the **File** menu. When making a connection, Microsoft Access project modifies the **BaseConnectionString** property for use with the ADO environment.

Example

The following example displays the **BaseConnectionString** property setting of the current project:

```
Public Sub ShowConnectionString()  
    Dim objCurrent As Object  
  
    Set objCurrent = Application.CurrentProject  
    MsgBox "The current base connection is " & objCurrent.BaseConnec  
  
End Sub
```



BeforeDelConfirm Property

Returns or sets a **String** indicating which macro, event procedure, or user-defined function runs when the [BeforeDelConfirm](#) event occurs. Read/write.

expression.**BeforeDelConfirm**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values for this property are "*macroname*" where *macroname* is the name of macro, "[Event Procedure]" which indicates the event procedure associated with the BeforeDelConfirm event for the specified object, or "*=functionname()*" where *functionname* is the name of a user-defined function. For a more detailed discussion of event properties, see "[Event Properties](#)."

Example

The following example specifies that when the `BeforeDelConfirm` event occurs on the first form of the current project, the associated event procedure should run.

```
Forms(0).BeforeDelConfirm = "[Event Procedure]"
```



BeforeInsert Property

Returns or sets a **String** indicating which macro, event procedure, or user-defined function runs when the [BeforeInsert](#) event occurs. Read/write.

expression.**BeforeInsert**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values for this property are "*macroname*" where *macroname* is the name of macro, "[Event Procedure]" which indicates the event procedure associated with the BeforeInsert event for the specified object, or "*=functionname()*" where *functionname* is the name of a user-defined function. For a more detailed discussion of event properties, see "[Event Properties](#)."

Example

The following example specifies that when the `BeforeInsert` event occurs on the first form of the current project, the associated event procedure should run.

```
Forms(0).BeforeInsert = "[Event Procedure]"
```



BeforeQuery Property

Returns or sets a **String** indicating which macro, event procedure, or user-defined function runs when the [BeforeQuery](#) event occurs. Read/write.

expression.**BeforeQuery**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values for this property are "*macroname*" where *macroname* is the name of macro, "[Event Procedure]" which indicates the event procedure associated with the BeforeQuery event for the specified object, or "=*functionname*()" where *functionname* is the name of a user-defined function. For a more detailed discussion of event properties, see "[Event Properties](#)."

Example

The following example specifies that when the `BeforeQuery` event occurs on the first form of the current project, the associated event procedure should run.

```
Forms(0).BeforeQuery = "[Event Procedure]"
```



BeforeRender Property

Returns or sets a **String** indicating which macro, event procedure, or user-defined function runs when the [BeforeRender](#) event occurs. Read/write.

expression.**BeforeRender**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values for this property are "*macroname*" where *macroname* is the name of macro, "[Event Procedure]" which indicates the event procedure associated with the BeforeRender event for the specified object, or "*=functionname()*" where *functionname* is the name of a user-defined function. For a more detailed discussion of event properties, see "[Event Properties](#)."

Example

The following example specifies that when the `BeforeRender` event occurs on the first form of the current project, the associated event procedure should run.

```
Forms(0).BeforeRender = "[Event Procedure]"
```



BeforeScreenTip Property

Returns or sets a **String** indicating which macro, event procedure, or user-defined function runs when the [BeforeScreenTip](#) event occurs. Read/write.

expression.**BeforeScreenTip**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values for this property are "*macroname*" where *macroname* is the name of macro, "[Event Procedure]" which indicates the event procedure associated with the BeforeScreenTip event for the specified object, or "=*functionname*()" where *functionname* is the name of a user-defined function. For a more detailed discussion of event properties, see "[Event Properties](#)."

Example

The following example specifies that when the `BeforeScreenTip` event occurs on the first form of the current project, the associated event procedure should run.

```
Forms(0).BeforeScreenTip = "[Event Procedure]"
```



BeforeUpdate Property

Returns or sets a **String** indicating which macro, event procedure, or user-defined function runs when the [BeforeUpdate](#) event occurs. Read/write.

expression.**BeforeUpdate**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values for this property are "*macroname*" where *macroname* is the name of macro, "[Event Procedure]" which indicates the event procedure associated with the BeforeUpdate event for the specified object, or "*=functionname()*" where *functionname* is the name of a user-defined function. For a more detailed discussion of event properties, see "[Event Properties](#)."

Example

The following example specifies that when the `BeforeUpdate` event occurs on the first form of the current project, the associated event procedure should run.

```
Forms(0).BeforeUpdate = "[Event Procedure]"
```



[Show All](#)

Bookmark Property

You can use the **Bookmark** property with forms to set a [bookmark](#) that uniquely identifies a particular [record](#) in the form's underlying table, query, or [SQL statement](#). Read/write **Variant**.

expression.**Bookmark**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **Bookmark** property contains a [string expression](#) created by Microsoft Access.

You can set this property by using a [macro](#) or [Visual Basic](#).

Note You get or set the form's **Bookmark** property separately from the ADO **Bookmark** or DAO **Bookmark** property of the underlying table or query.

Remarks

When a bound form is opened in [Form view](#), each record is assigned a unique bookmark. In Visual Basic, you can save the bookmark for the [current record](#) by assigning the value of the form's **Bookmark** property to a string variable. To return to a saved record after moving to a different record, set the form's **Bookmark** property to the value of the saved string variable. You can use the **StrComp** function to compare a **Variant** or string variable to a bookmark, or when comparing a bookmark against a bookmark. The third argument for the **StrComp** function must be set to a value of zero.

Note Bookmarks are not saved with the records they represent and are only valid while the form is open. They are re-created by Microsoft Access each time a bound form is opened.

There is no limit to the number of bookmarks you can save if each is saved with a unique string variable.

The **Bookmark** property is only available for the form's current record. To save a bookmark for a record other than the current record, move to the desired record and assign the value of the **Bookmark** property to a string variable that identifies this record.

You can use bookmarks in any form that is based entirely on Microsoft Access tables. However, other database products may not support bookmarks. For example, you can't use bookmarks in a form based on a [linked table](#) that has no primary index.

[Requerying](#) a form invalidates any bookmarks set on records in the form. However, clicking **Refresh** on the **Records** menu doesn't affect bookmarks.

Since Microsoft Access creates a unique bookmark for each record in a form's recordset when a form is opened, a form's bookmark will not work on another recordset, even when the two recordsets are based on the same table, query, or SQL statement. For example, suppose you open a form bound to the Customers table. If you then open the Customers table by using Visual Basic and use the ADO **Seek** or DAO **Seek** method to locate a specific record in the table, you can't set the form's **Bookmark** property to the current table record. To perform

this kind of operation you can use the ADO **Find** method or DAO **Find** methods with the form's [RecordsetClone](#) property.

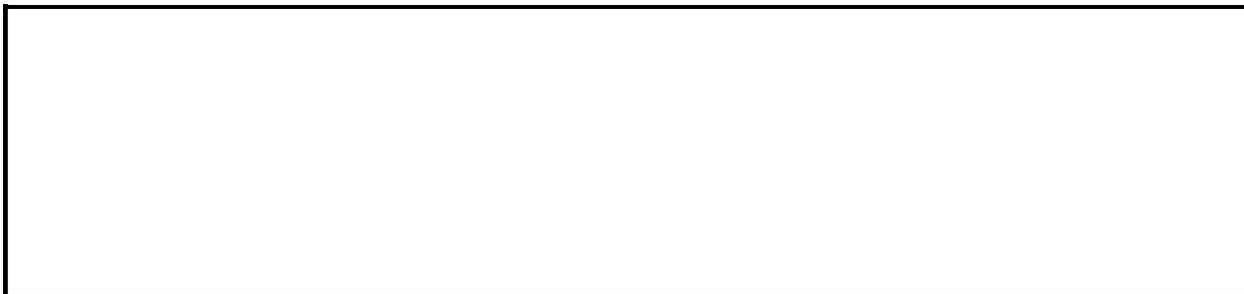
An error occurs if you set the **Bookmark** property to a string variable and then try to return to that record after the record has been deleted.

The value of the **Bookmark** property isn't the same as a record number.

Example

To test the following example with the Northwind sample database, you need to add a command button named `cmdFindContactName` to the Suppliers form, and then add the following code to the button's Click event. When the button is clicked, the user is asked to enter a portion of the contact name to find. If the name is found, the form's **Bookmark** property is set to the **Recordset** object's DAO **Bookmark** property, which moves the form's current record to the found name.

```
Private Sub cmdFindContactName_Click()  
  
    Dim rst As DAO.Recordset  
    Dim strCriteria As String  
  
    strCriteria = "[ContactName] Like '*' & InputBox("Enter the " _  
        & "first few letters of the name to find") & '*'  
  
    Set rst = Me.RecordsetClone  
    rst.FindFirst strCriteria  
    If rst.NoMatch Then  
        MsgBox "No entry found.", vbInformation  
    Else  
        Me.Bookmark = rst.Bookmark  
    End If  
  
    Set rst = Nothing  
  
End Sub
```



[Show All](#)

BorderColor Property

You can use the **BorderColor** property to specify the color of a [control's](#) border.
Read/write **Long**.

expression.**BorderColor**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **BorderColor** property setting is a [numeric expression](#) that corresponds to the color you want to use for a control's border.

You can use the Color Builder to set this property by clicking the **Build** button to the right of the property box in the [property sheet](#). Using the Color Builder enables you to define custom border colors for controls.

You can also set this property by using **Line/Border Color** on the **Formatting (Form/Report)** toolbar, a [macro](#), or [Visual Basic](#).

You can set the default for this property by using a control's [default control style](#) or the [DefaultControl](#) method in Visual Basic.

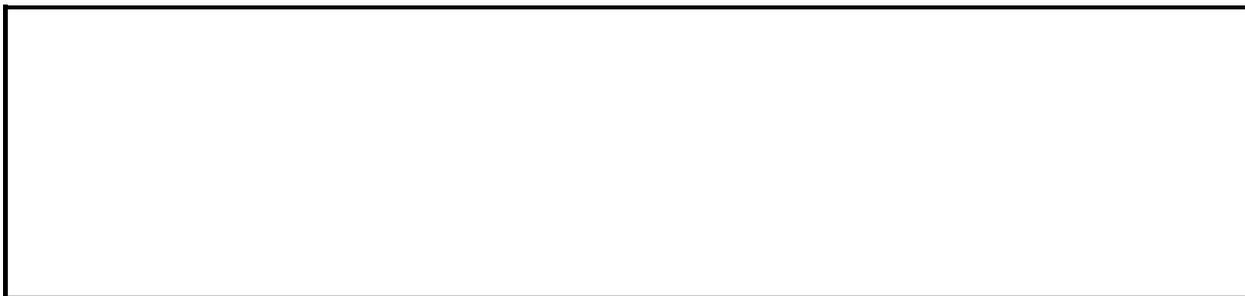
Remarks

A control's border color is visible only when its [SpecialEffect](#) property is set to Flat or Shadowed. If the **SpecialEffect** property is set to something other than Flat or Shadowed, setting the **BorderColor** property changes the **SpecialEffect** property setting to Flat.

Example

The following example uses the **RGB** function to set the **BorderColor**, **BackColor**, and **ForeColor** properties depending on the value of the txtPastDue text box. You can also use the **QBColor** function to set these properties. Putting the following code in the Form_Current() event sets the control display characteristics as soon as the user opens a form or moves to a new record.

```
Sub Form_Current()  
    Dim curAmtDue As Currency, lngBlack As Long  
    Dim lngRed As Long, lngYellow As Long, lngWhite As Long  
  
    If Not IsNull(Me!txtPastDue.Value) Then  
        curAmtDue = Me!txtPastDue.Value  
    Else  
        Exit Sub  
    End If  
    lngRed = RGB(255, 0, 0)  
    lngBlack = RGB(0, 0, 0)  
    lngYellow = RGB(255, 255, 0)  
    lngWhite = RGB(255, 255, 255)  
    If curAmtDue > 100 Then  
        Me!txtPastDue.BorderColor = lngRed  
        Me!txtPastDue.ForeColor = lngRed  
        Me!txtPastDue.BackColor = lngYellow  
    Else  
        Me!txtPastDue.BorderColor = lngBlack  
        Me!txtPastDue.ForeColor = lngBlack  
        Me!txtPastDue.BackColor = lngWhite  
    End If  
End Sub
```



[Show All](#)

BorderStyle Property

- [Forms](#). Specifies the type of border and border elements ([title bar](#), **Control** menu, **Minimize** and **Maximize** buttons, or **Close** button) to use for the form. You typically use different border styles for normal forms, [pop-up forms](#), and [custom dialog boxes](#).
- [Controls](#). Specifies how a control's border appears.

Read/write **Byte**.

expression.**BorderStyle**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

For forms, the **BorderStyle** property uses the following settings.

Setting	Visual Basic	Description
None	0	The form has no border or related border elements. The form isn't resizable.
Thin	1	The form has a thin border and can include any of the border elements. The form isn't resizable (the Size command on the Control menu isn't available). You often use this setting for pop-up forms. (If you want a form to remain on top of all Microsoft Access windows, you must also set its PopUp property to Yes.) (Default) The form has the default border for Microsoft Access forms, can include any of the border elements, and can be resized. You often use this setting for normal Microsoft Access forms.
Sizable	2	The form has a thick (double) border and can include only a title bar, Close button, and Control menu. The form can't be maximized, minimized, or resized (the Maximize , Minimize , and Size commands aren't available on the Control menu). You often use this setting for custom dialog boxes. (If you want a form to be modal , however, you must also set its Modal property to Yes. If you want it to be a modal pop-up form, like most dialog boxes, you must set both its PopUp and Modal properties to Yes.)

You can set the **BorderStyle** property for a form only in [form Design view](#) by using the form's [property sheet](#), a [macro](#), or [Visual Basic](#).

For controls, the **BorderStyle** property uses the following settings.

Setting	Visual Basic	Description
Transparent	0	(Default only for label , chart , and subreport) Transparent

Solid	1	(Default) Solid line
Dashes	2	Dashed line
Short dashes	3	Dashed line with short dashes
Dots	4	Dotted line
Sparse dots	5	Dotted line with dots spaced far apart
Dash dot	6	Line with a dash-dot combination
Dash dot dot	7	Line with a dash-dot-dot combination
Double solid	8	Double solid lines

You can set the **BorderStyle** property for a control by using the control's property sheet, a macro, or Visual Basic.

You can set the default for this property by using a control's [default control style](#) or the [DefaultControl](#) method in Visual Basic.

Remarks

A control's border style is visible only when its [SpecialEffect](#) property is set to Flat or Shadowed. If the **SpecialEffect** property is set to something other than Flat or Shadowed, setting the **BorderStyle** property changes the **SpecialEffect** property setting to Flat.

For a form, the **BorderStyle** property establishes the characteristics that visually identify the form as a normal form, a pop-up form, or a custom dialog box. You may also set the **Modal** and **PopUp** properties to further define the form's characteristics.

You may also want to set the form's [ControlBox](#), [CloseButton](#), [MinMaxButtons](#), [ScrollBars](#), [NavigationButtons](#), and [RecordSelectors](#) properties. These properties interact in the following ways:

- If the **BorderStyle** property is set to None or Dialog, the form doesn't have **Maximize** or **Minimize** buttons, regardless of its **MinMaxButtons** property setting.
- If the **BorderStyle** property is set to None, the form doesn't have a **Control** menu, regardless of its **ControlBox** property setting.
- The **BorderStyle** property setting doesn't affect the display of the scroll bars, [navigation buttons](#), [record number box](#), or [record selectors](#).

The **BorderStyle** property takes effect only in [Form view](#). The property setting is ignored in form Design view.

If you set the **BorderStyle** property of a pop-up form to None, you won't be able to close the form unless you add a **Close** button to it that runs a macro containing the [Close](#) action or an event procedure in [Visual Basic](#) that uses the [Close](#) method.

Pop-up forms are typically fixed in size, but you can make a pop-up form sizable by setting its **PopUp** property to Yes and its **BorderStyle** property to Sizable.

You can also use the Dialog setting of the Window Mode action argument of the [OpenForm](#) action to open a form with its **Modal** and **PopUp** properties set to Yes.



[Show All](#)

BorderWidth Property

You can use the **BorderWidth** property to specify the width of a [control's](#) border. Read/write **Byte**.

expression.**BorderWidth**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **BorderWidth** property uses the following settings.

Setting	Visual Basic	Description
Hairline	0	(Default) The narrowest border possible on your system.
1 pt to 6 pt	1 to 6	The width as indicated in points .

You can set this property by using **Line/Border Width**  on the **Formatting (Form/Report)** toolbar, the control's [property sheet](#), a [macro](#), or [Visual Basic](#).

You can set the default for this property by using the control's [default control style](#) or the [DefaultControl](#) method in Visual Basic.

Remarks

To use the **BorderWidth** property, the [SpecialEffect](#) property must be set to Flat or Shadowed and the [BorderStyle](#) property must not be set to Transparent. If the **SpecialEffect** property is set to any other value and/or the **BorderStyle** property is set to Transparent, and you set the **BorderWidth** property, the **SpecialEffect** property is automatically reset to Flat and the **BorderStyle** property is automatically reset to Solid.

The exact border width depends on your computer and printer. On some systems, the hairline and 1-point widths appear the same.



[Show All](#)

BottomMargin Property

 [BottomMargin property as it applies to the **Label** and **TextBox** objects.](#)

Along with the **LeftMargin**, **RightMargin**, and **TopMargin** properties, specifies the location of information displayed within a [label](#) or [text box](#) control. Read/write **Integer**.

expression.**BottomMargin**

expression Required. An expression that returns one of the above objects.

Remarks

A control's displayed information location is the distance measured from the control's left, top, right, or bottom border to the left, top, right, or bottom edge of the displayed information. To use a unit of measurement different from the setting in the regional settings of Windows, specify the unit (for example, cm or in).

In Visual Basic, use a numeric expression to set the value of this property. Values are expressed in [twips](#).

You can set these properties by using the [property sheet](#), a [macro](#), or [Visual Basic](#).



[BottomMargin](#) property as it applies to the **Printer** object.

Along with the **TopMargin**, **RightMargin**, and **LeftMargin** properties, specifies the margins for a printed page. Read/write **Long**.

expression.**BottomMargin**

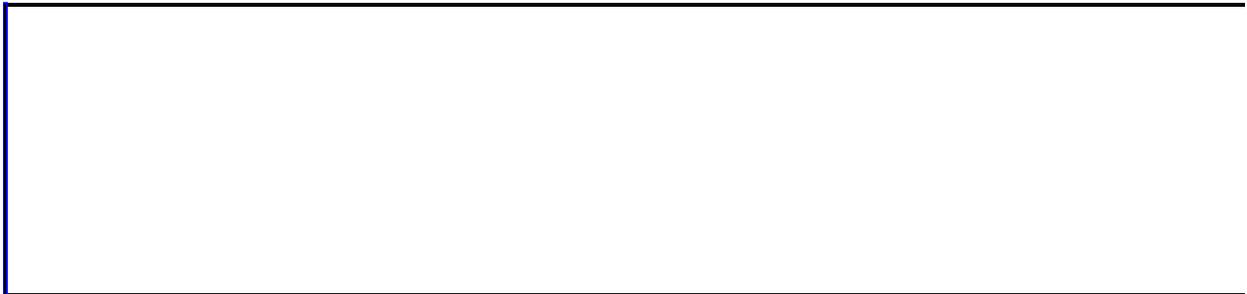
expression Required. An expression that returns a **Printer** object.

Example

 [As it applies to the **Label** and **TextBox** objects.](#)

The following example offsets the caption in the label "EmployeeID_Label" of the "Purchase Orders" form by 100 twips from the bottom of the label's border.

```
With Forms.Item("Purchase Orders").Controls.Item("EmployeeID_Label")  
    .BottomMargin = 100  
End With
```



[Show All](#)

BoundColumn Property

When you make a selection from a [list box](#) or [combo box](#), the **BoundColumn** property tells Microsoft Access which [column's](#) values to use as the value of the [control](#). If the control is [bound](#) to a [field](#), the value in the column specified by the **BoundColumn** property is stored in the field named in the [ControlSource](#) property. Read/write **Long**.

expression.**BoundColumn**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **BoundColumn** property uses the following settings.

Setting	Description
0	The ListIndex property value, rather than the column value, is stored in the current record . The ListIndex property value of the first row is 0, the second row is 1, and so on. Microsoft Access sets the ListIndex property when an item is selected from a list box or the list box portion of a combo box. Setting the BoundColumn property to 0 and using the ListIndex property value of the control might be useful if, for example, you are only interested in storing a sequence of numbers.
1 or greater	(Default is 1) The value in the specified column becomes the control's value. If the control is bound to a field, then this setting is stored in that greater field in the current record. The BoundColumn property can't be set to a value larger than the setting of the ColumnCount property.

You can set the **BoundColumn** property by using the control's [property sheet](#), a [macro](#), or [Visual Basic](#).

For [table fields](#), you can set this property on the **Lookup** tab in the Field Properties section of [table Design view](#) for fields with the [DisplayControl](#) property set to Combo Box or List Box.



Microsoft Access sets the **BoundColumn** property automatically when you select Lookup Wizard as the data type for a field in table Design view.

In Visual Basic, set the **BoundColumn** property by using a number or a [numeric expression](#) equal to a value from 0 to the setting of the **ColumnCount** property.

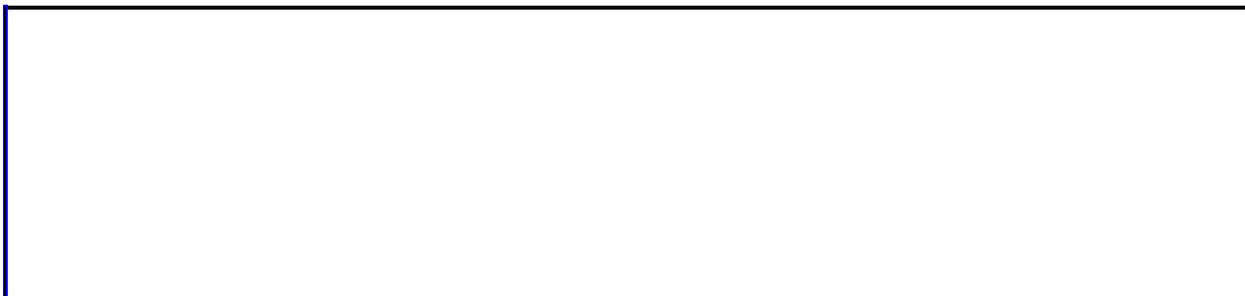
Remarks

The leftmost visible column in a combo box (the leftmost column whose setting in the combo box's [ColumnWidths](#) property is not 0) contains the data that appears in the text box part of the combo box in [Form view](#) or in a [report](#). The **BoundColumn** property determines which column's value in the text box or combo box list will be stored when you make a selection. This allows you to display different data than you store as the value of the control.

Note If the bound column is not the same as the leftmost visible column in the control (or if you set the **BoundColumn** property to 0), the [LimitToList](#) property is set to Yes.

Microsoft Access uses zero-based numbers to refer to columns in the [Column](#) property. That is, the first column is referenced by using the expression `Column(0)`; the second column is referenced by using the expression `Column(1)`; and so on. However, the **BoundColumn** property uses 1-based numbers to refer to the columns. This means that if the **BoundColumn** property is set to 1, you could access the value stored in that column by using the expression `Column(0)`.

If the [AutoExpand](#) property is set to Yes, Microsoft Access automatically fills in a value in the text box portion of the combo box that matches a value in the combo box list as you type.



BrokenReference Property

Returns a **Boolean** indicating whether the current database has any broken references to databases or type libraries. **True** if there are any broken references. Read-only.

expression.**BrokenReference**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

To test the validity of a specific reference, use the [IsBroken](#) property of the [Reference](#) object.

Example

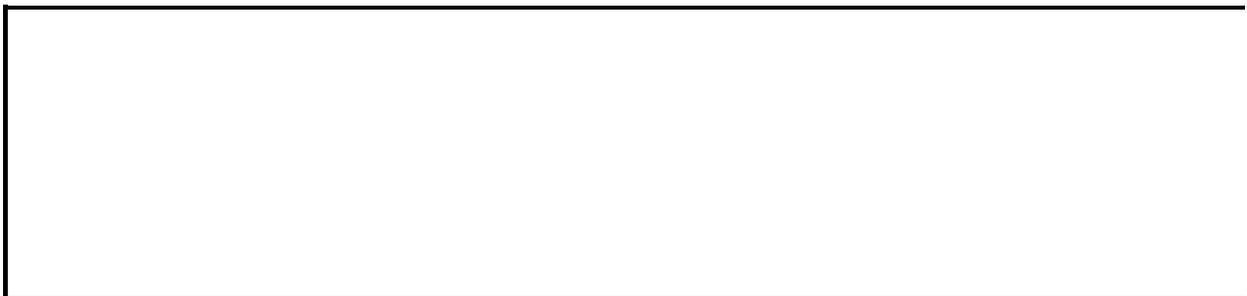
This example checks to see if there are any broken references in the current database and reports the results to the user.

```
' Looping variable.
Dim refLoop As Reference
' Output variable.
Dim strReport As String

' Test whether there are broken references.
If Application.BrokenReference = True Then
    strReport = "The following references are broken:" & vbCr

    ' Test validity of each reference.
    For Each refLoop In Application.References
        If refLoop.IsBroken = True Then
            strReport = strReport & "    " & refLoop.Name & vbCr
        End If
    Next refLoop
Else
    strReport = "All references in the current database are valid."
End If

' Display results.
MsgBox strReport
```



Build Property

Returns as a **Long** representing the build number of the currently installed copy of Microsoft Access. Read-only.

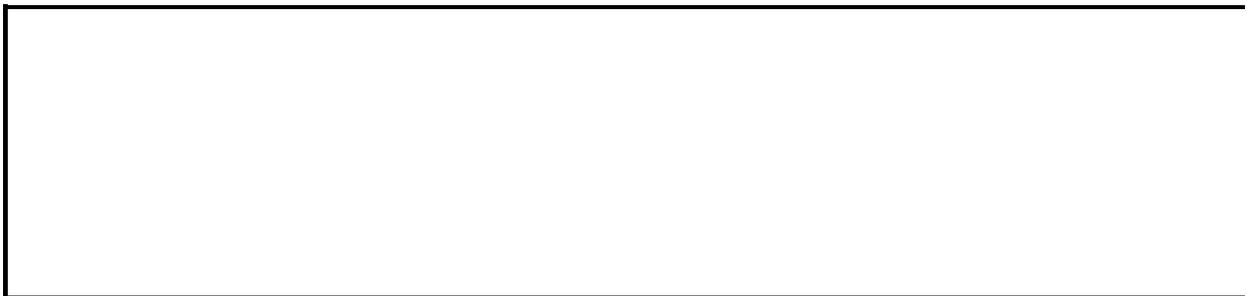
expression.**Build**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

The following example displays the version and build number of the currently-installed copy of Microsoft Access.

```
MsgBox "You are currently running Microsoft Access, " _  
    & " version " & Application.Version & ", build " _  
    & Application.Build & "."
```



[Show All](#)

BuiltIn Property

The **BuiltIn** property returns a [Boolean](#) value indicating whether a [Reference](#) object points to a default reference that's necessary for Microsoft Access to function properly. Read-only **Boolean**.

expression.**BuiltIn**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **BuiltIn** property is available only by using Visual Basic and is read-only.

The **BuiltIn** property returns the following values.

Value	Description
True (-1)	The Reference object refers to a default reference that can't be removed.
False (0)	The Reference object refers to a nondefault reference that isn't necessary for Microsoft Access to function properly.

Remarks

The default references in Microsoft Access include the Microsoft Access 10.0 object library, the Visual Basic For Applications library, OLE Automation library, and Microsoft ActiveX Data Objects 2.1 library.

Example

The following example prints the default references in the **References** collection:

```
Sub ReferenceBuiltInOnly()  
    Dim ref As Reference  
  
    ' Enumerate through References collection.  
    For Each ref In References  
        ' Check BuiltIn property.  
        If ref.BuiltIn = True Then  
            Debug.Print ref.Name  
        End If  
    Next ref  
End Sub
```



[Show All](#)

Cancel Property

You can use the **Cancel** property to specify whether a [command button](#) is also the Cancel button on a [form](#). Read/write **Boolean**.

expression.**Cancel**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **Cancel** property uses the following settings.

	Setting Visual Basic	Description
Yes	True	The command button is the Cancel button.
No	False	(Default) The command button isn't the Cancel button.

You can set this property by using the command button's [property sheet](#), a [macro](#), or [Visual Basic](#).

Remarks

Setting the **Cancel** property to Yes makes the command button the Cancel button in the form. However, you must still write the macro or Visual Basic [event procedure](#) that performs whatever action or actions you want the Cancel button to carry out (for example, closing the form without saving any changes to it). Set the command button's **OnClick** [event property](#) to the name of the macro or event procedure.

When a command button's **Cancel** property setting is Yes and the Form window is active, the user can choose the command button by pressing ESC, by pressing ENTER when the command button has the [focus](#), or by clicking the command button.

Note If a text box has the focus when the user presses ESC, any changes made to the data in the text box will be lost, and the original data will be restored.

When the **Cancel** property is set to Yes for one command button on a form, it is automatically set to No for all other command buttons on the form.



For a form that supports irreversible operations, such as deletions, it's a good idea to make the Cancel button the default command button. To do this, set both the **Cancel** property and the [Default](#) property to Yes.

[Show All](#)

CanGrow Property

You can use the **CanGrow** property to control the appearance of [sections](#) or [controls](#) on [forms](#) and [reports](#) that are printed or previewed. For example, if you set the property to Yes, a section or control automatically adjusts vertically to print or preview all the data the section or control contains.

Notes

- The **CanGrow** property does not apply to a form or report page header and page footer sections, although it does apply to controls in such sections.
- This property affects the display of form sections and controls only when the form is printed or previewed, not when the form is displayed in [Form view](#), [Datasheet view](#), or [Design view](#).

Read/write **Boolean**.

expression.**CanGrow**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **CanGrow** property uses the following settings.

Setting	Visual Basic	Description
Yes	True (-1)	The section or control grows vertically so that all data it contains can be printed or previewed.
No	False (0)	(Default) The section or control doesn't grow. Data that doesn't fit within the fixed size of the section or control won't be printed or previewed.

Note You can set this property only by using the section or control's [property sheet](#).

For controls, you can set the default for these properties by using the [default control style](#) or the [DefaultControl](#) method in Visual Basic.

This property setting is read-only in a [macro](#) or Visual Basic in any view but Design view.

Remarks

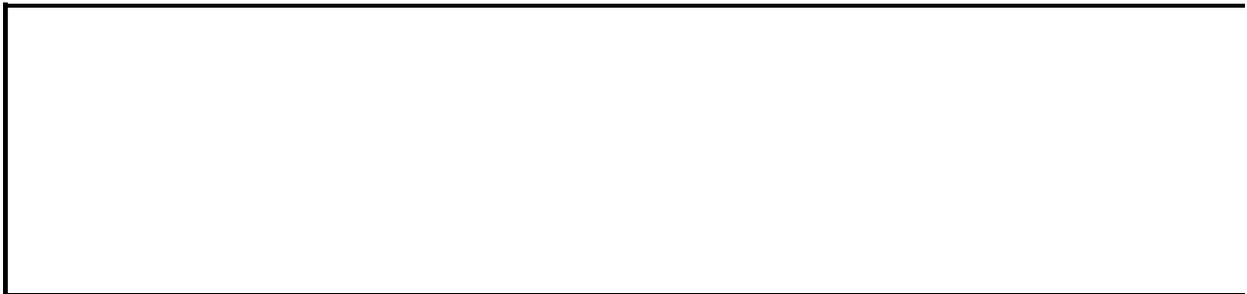
You can use this property to control the appearance of printed forms and reports. When you set the property to Yes, the object automatically adjusts so any amount of data can be printed. When a control grows, the controls below it move down the page.

If you set a control's **CanGrow** property to Yes, Microsoft Access automatically sets the **CanGrow** property of the section containing the control to Yes.

Sections grow vertically across their entire width. To grow the data independently, you can place two [subform](#) or [subreport](#) controls side by side, and set their **CanGrow** property to Yes.

When you use the **CanGrow** property, remember that:

- The property settings don't affect the horizontal spacing between controls; they affect only the vertical space the controls occupy.
- Overlapping controls can't grow.



[Show All](#)

CanShrink Property

You can use the **CanShrink** property to control the appearance of [sections](#) or [controls](#) on [forms](#) and [reports](#) that are printed or previewed. For example, if you set the property to Yes, a section or control automatically adjusts vertically to print or preview all the data the section or control contains.

Notes

- The **CanShrink** property does not apply to form or report page header and page footer sections, although it does apply to controls in such sections.
- This property affects the display of form sections and controls only when the form is printed or previewed, not when the form is displayed in [Form view](#), [Datasheet view](#), or [Design view](#).

Read/write **Boolean**.

expression.**CanShrink**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **CanShrink** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	The section or control shrinks vertically so that the data it contains can be printed or previewed without leaving blank lines.
No	False	(Default) The section or control doesn't shrink.

Note You can set this property only by using the section or control's [property sheet](#).

For controls, you can set the default for this property by using the [default control style](#) or the [DefaultControl](#) method in Visual Basic.

This property setting is read-only in a [macro](#) or Visual Basic in any view but Design view.

Remarks

You can use this property to control the appearance of printed forms and reports. When you set the property to Yes, the object automatically adjusts so any amount of data can be printed. When a control shrinks, the controls below it move up the page.

If you set a control's **CanShrink** property to Yes, Microsoft Access does not set the section's **CanShrink** property to Yes.

Sections shrink vertically across their entire width. For example, suppose a form has two [text boxes](#) side by side in a section, and each control has its **CanShrink** property set to Yes. If one text box contains one line of data and the other text box contains two lines of data, both text boxes will be two lines long because the section is sized across its entire width. To shrink the data independently, you can place two [subform](#) or [subreport](#) controls side by side, and set their **CanShrink** property to Yes.

When you use the **CanShrink** property, remember that:

- The property settings don't affect the horizontal spacing between controls; they affect only the vertical space the controls occupy.
- Overlapping controls can't shrink.
- The height of a large control can prevent controls beside it from shrinking. For example, if several short controls are on the left side of a report's detail section and one tall control, such as an unbound object frame, is on the right side, the controls on the left won't shrink, even if they contain no data.



[Show All](#)

Caption Property

You can use the **Caption** property to provide helpful information to the user through captions on objects in various views:

- Field captions specify the text for labels attached to [controls](#) created by dragging a field from the [field list](#) and serves as the column heading for the field in table or query [Datasheet view](#).
- Form captions specify the text that appears in the title bar in [Form view](#).
- Report captions specify the title of the report in [Print Preview](#).
- Button and label captions specify the text that appears in the control.

Read/write **String**.

expression.**Caption**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **Caption** property is a [string expression](#) that can contain up to 2,048 characters. Captions for forms and reports that are too long to display in the title bar are truncated.

For controls, you can set this property by using the [property sheet](#). For fields, you can set this property by using the [property sheet](#) in [table Design view](#) or in the [Query window](#) (in the Field Properties [property sheet](#)). You can also set this property by using a [macro](#) or [Visual Basic](#).

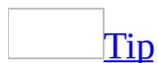
Remarks

If you don't specify a caption for a table field, the field's [FieldName](#) property setting will be used as the caption of a label attached to a control or as the column heading in Datasheet view. If you don't specify the caption for a query field, the caption for the underlying table field will be used. If you don't set a caption for a form, button, or label, Microsoft Access will assign the object a unique name based on the object, such as "Form1".

If you create a control by dragging a field from the field list and haven't specified a **Caption** property setting for the field, the field's **FieldName** property setting will be copied to the control's [Name](#) property box and will also appear in the label of the control created.

Note The text of the **Caption** property for a label or [command button](#) control is the hyperlink display text when the [HyperlinkAddress](#) or [HyperlinkSubAddress](#) property is set for the control.

You can use the **Caption** property to assign an [access key](#) to a label or command button. In the caption, include an ampersand (&) immediately preceding the character you want to use as an access key. The character will be underlined. You can press ALT plus the underlined character to move the [focus](#) to that control on a form.



Include two ampersands (&&) in the setting for a caption if you want to display an ampersand itself in the caption text. For example, to display "Save & Exit", you should type **Save && Exit** in the **Caption** property box.

ChartSpace Property

Returns a [ChartSpace](#) object.

expression.**ChartSpace**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You must set a reference to the Microsoft Office Web Components type library in order to use this property.

Example

This example reports the version of Microsoft Office Web Components in use for the specified form.

```
Dim objChartSpace As ChartSpace
```

```
Set objChartSpace = Forms(0).ChartSpace
```

```
MsgBox "Current version of Office Web Components: " _  
    & objChartSpace.Version
```



CheckIfOfficeIsHTMLEditor Property

You can use the **CheckIfOfficeIsHTMLEditor** property to specify or determine if the default system HTML editor is used when editing a Web page. Read/write **Boolean**.

expression.**CheckIfOfficeIsHTMLEditor**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **CheckIfOfficeIsHTMLEditor** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	(Default) Check to see whether an Office application is the default HTML editor when starting Microsoft Access.
No	False	Check is not performed..

Note The **CheckIfOfficeIsHTMLEditor** property is available only by using [Visual Basic](#).

The **CheckIfOfficeIsHTMLEditor** property is used only if the Web browser you are using supports HTML editing and HTML editors.

To use a different HTML editor, you must set this property to **False** and then register the editor as the default system HTML editor.

Example

This example causes the default system HTML editor to be used (instead of Office applications) when editing a Web page.

```
Application.DefaultWebOptions.CheckIfOfficeIsHTMLEditor = False
```



[Show All](#)

Class Property

You can use the **Class** property to specify or determine the [class name](#) of an [embedded OLE object](#). Read/write **String**.

expression.**Class**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **Class** property setting is a [string expression](#) supplied by you or Microsoft Access when you create or paste an OLE object.

You can set the **Class** property by using the [control's property sheet](#), a [macro](#), or [Visual Basic](#).

Remarks

A class name defines the type of OLE object. For example, Microsoft Excel supports several types of OLE objects, including worksheets and charts. Their class names are "Excel.Sheet" and "Excel.Chart" respectively. When you create an OLE object in [Design view](#) by clicking **Paste Special** on the **Edit** menu or **Object** on the **Insert** menu, Microsoft Access enters the class name of the new object in the property sheet.

Note To determine the class name of an OLE object, see the documentation for the application supplying the object.

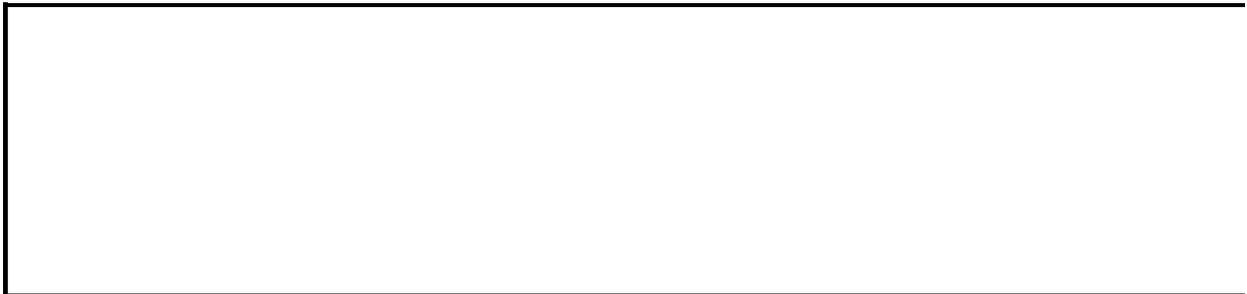
The **Class** property setting is updated when you copy an object from the Clipboard. For example, if you paste a Microsoft Excel chart from the Clipboard into an OLE object that previously contained a Microsoft Excel worksheet, the **Class** property setting changes from "Excel.Sheet" to "Excel.Chart". You can paste an object from the Clipboard by using Visual Basic to set the control's [Action](#) property to **acOLEPaste** or **acOLEPasteSpecialDlg**.

Note The [OLEClass](#) property and the **Class** property are similar but not identical. The **OLEClass** property setting is a general description of the OLE object whereas the **Class** property setting is the name used to refer to the OLE object in Visual Basic. Examples of **OLEClass** property settings are Microsoft Excel Chart, Microsoft Word Document, and Paintbrush Picture.

Example

The following example creates a linked OLE object using an unbound object frame named OLE1 and sizes the control to display the object's entire contents when the user clicks a command button.

```
Sub Command1_Click
    OLE1.Class = "Excel.Sheet"      ' Set class name.
    ' Specify type of object.
    OLE1.OLETypeAllowed = acOLELinked
    ' Specify source file.
    OLE1.SourceDoc = "C:\Excel\Oletext.xls"
    ' Specify data to create link to.
    OLE1.SourceItem = "R1C1:R5C5"
    ' Create linked object.
    OLE1.Action = acOLECreateLink
    ' Adjust control size.
    OLE1.SizeMode = acOLESizeZoom
End Sub
```



[Show All](#)

CloseButton Property

Specifies whether the **Close** button on a [form](#) is enabled. Read/write **Boolean**.

expression.**CloseButton**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **CloseButton** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	(Default) The Close button is enabled.
No	False	The Close button is disabled and the Close command isn't available on the Control menu.

You can set the **CloseButton** property by using the form's [property sheet](#), a [macro](#), or [Visual Basic](#).

You can set the **CloseButton** property only in [form Design view](#).

Remarks

If you set the **CloseButton** property to No, the **Close** button remains visible but appears dimmed (grayed), and you must provide some other way to close the form— for example, a [command button](#) or custom menu command that runs a macro or [event procedure](#) that closes the form.



You can also close the form by pressing ALT+F4.



[Show All](#)

CodeContextObject Property

You can use the **CodeContextObject** property to determine the object in which a [macro](#) or Visual Basic code is executing. Read-only **Object**.

expression.**CodeContextObject**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **CodeContextObject** property is set by Microsoft Access and is read-only in all views.

Remarks

The [ActiveControl](#), [ActiveDataAccessPage](#), [ActiveDatasheet](#), [ActiveForm](#), and [ActiveReport](#) properties of the [Screen](#) object always return the object that currently has the [focus](#). The object with the focus may or may not be the object where a macro or Visual Basic code is currently running, for example, when Visual Basic code runs in the [Timer](#) event on a hidden form.

Example

In the following example the **CodeContextObject** property is used in a function to identify the name of the object in which an error occurred. The object name is then used in the message box title as well as in the body of the error message. The **Error** statement is used in the command button's click event to generate the error for this example.

```
Private Sub Command1_Click()  
    On Error GoTo Command1_Err  
    Error 11          ' Generate divide-by-zero error.  
    Exit Sub  
  
    Command1_Err:  
        If ErrorMessage("Command1_Click() Event", vbYesNo + _  
            vbInformation, Err) = vbYes Then  
            Exit Sub  
        Else  
            Resume  
        End If  
End Sub  
  
Function ErrorMessage(strText As String, intType As Integer, _  
    intErrVal As Integer) As Integer  
    Dim objCurrent As Object  
    Dim strMsgboxTitle As String  
    Set objCurrent = CodeContextObject  
    strMsgboxTitle = "Error in " & objCurrent.Name  
    strText = strText & "Error #" & intErrVal _  
        & " occured in " & objCurrent.Name  
    ErrorMessage = MsgBox(strText, intType, strMsgboxTitle)  
    Err = 0  
End Function
```



CodeData Property

You can use the **CodeData** property to access the [CodeData](#) object and its related collections. Read-only **CodeData** object.

expression.**CodeData**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **CodeData** property is available only by using [Visual Basic](#) and is read-only.

Remarks

Use the **CodeData** property to refer to one of the following code database collections together with one of its properties or methods.

[AllTables](#)

[AllQueries](#)

[AllViews](#)

[AllStoredProcedures](#)

[AllDatabaseDiagrams](#)

CodeProject Property

You can use the **CodeProject** property to access the [CodeProject](#) object and its related collections, properties, and methods. Read-only **CodeProject** object.

expression.**CodeProject**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **CodeProject** property is available only by using [Visual Basic](#) and is read-only.

Remarks

Use the **CodeProject** property to refer to one of the following code database collections together with one of its properties or methods.

[AllForms](#)

[AllReports](#)

[AllDataAccessPages](#)

[AllMacros](#)

[AllModules](#)

[AccessObjectProperties](#)

Collection Property

The **Collection** property returns a reference to the collection that contains an object. Read-only **References** object.

expression.**Collection**

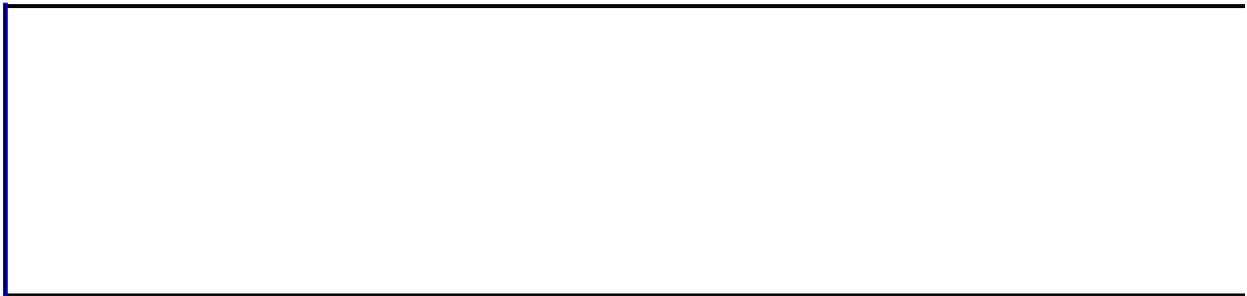
expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **Collection** property is available only by using Visual Basic and is read-only.

You can use the **Collection** property to access the collection to which an object belongs. For example, the **Collection** property of a [Reference](#) object returns an object reference to the [References](#) collection.

The **Collection** property is similar to the [Parent](#) property.



[Show All](#)

ColorMode Property

Returns or sets an [AcPrintColor](#) constant representing whether the specified printer should print output in color or monochrome. Read/write.

AcPrintColor can be one of these AcPrintColor constants.

acPRCMColor

acPRCMMonochrome

expression.**ColorMode**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

The following example sets a variety of printer settings for the form specified in the **strFormname** argument of the procedure.

```
Sub SetPrinter(strFormname As String)

    DoCmd.OpenForm FormName:=strFormname, view:=acDesign, _
        datamode:=acFormEdit, windowmode:=acHidden

    With Forms(form1).Printer

        .TopMargin = 1440
        .BottomMargin = 1440
        .LeftMargin = 1440
        .RightMargin = 1440

        .ColumnSpacing = 360
        .RowSpacing = 360

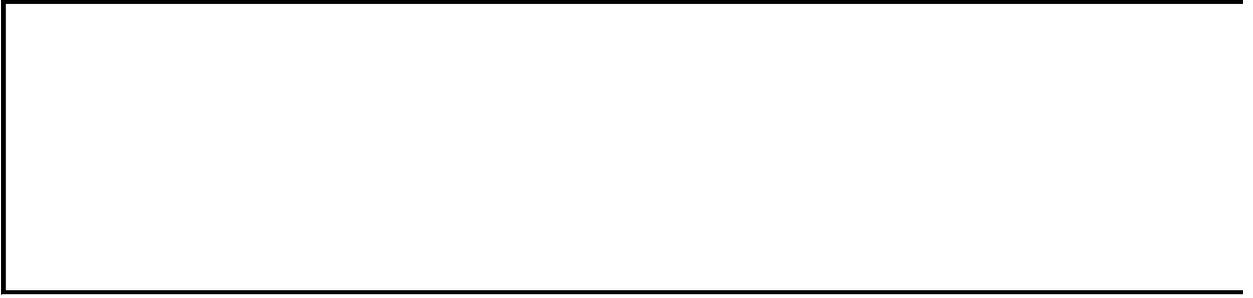
        .ColorMode = acPRCMColor
        .DataOnly = False
        .DefaultSize = False
        .ItemSizeHeight = 2880
        .ItemSizeWidth = 2880
        .ItemLayout = acPRVerticalColumnLayout
        .ItemsAcross = 6

        .Copies = 1
        .Orientation = acPRORLandscape
        .Duplex = acPRDPVertical
        .PaperBin = acPRBNAuto
        .PaperSize = acPRPSLetter
        .PrintQuality = acPRPQMedium

    End With

    DoCmd.Close objecttype:=acForm, objectname:=strFormname, _
        Save:=acSaveYes

End Sub
```



[Show All](#)

Column Property

You can use the **Column** property to refer to a specific [column](#), or column and row combination, in a multiple-column [combo box](#) or [list box](#). Read-only **Variant**.

expression.Column(Index, Row)

expression Required. An expression that returns one of the objects in the Applies To list.

Index Required **Long**. A long integer that can range from 0 to the setting of the [ColumnCount](#) property minus one.

Row Optional **Variant**. An integer that can range from 0 to the setting of the [ListCount](#) property minus 1.

This property setting is only available by using a [macro](#) or [Visual Basic](#). This property setting isn't available in [Design view](#) and is read-only in other views.

Remarks

Use 0 to refer to the first column, 1 to refer to the second column, and so on. Use 0 to refer to the first row, 1 to refer to the second row, and so on. For example, in a list box containing a column of customer IDs and a column of customer names, you could refer to the customer name in the second column and fifth row as:

```
Forms!Contacts!Customers.Column(1, 4)
```

You can use the **Column** property to assign the contents of a combo box or list box to another control, such as a [text box](#). For example, to set the [ControlSource](#) property of a text box to the value in the second column of a list box, you could use the following expression:

```
=Forms!Customers!CompanyName.Column(1)
```

If the user has made no selection when you refer to a column in a combo box or list box, the **Column** property setting will be [Null](#). You can use the **IsNull** function to determine if a selection has been made, as in the following example:

```
If IsNull(Forms!Customers!Country)
    Then MsgBox "No selection."
End If
```

Note To determine how many columns a combo box or list box has, you can inspect the **ColumnCount** property setting.

Example

The following example uses the **Column** property and the **ColumnCount** property to print the values of a list box selection.

```
Public Sub Read_ListBox()  
  
    Dim intNumColumns As Integer  
    Dim intI As Integer  
    Dim frmCust As Form  
  
    Set frmCust = Forms!frmCustomers  
    If frmCust!lstCustomerNames.ItemsSelected.Count > 0 Then  
  
        ' Any selection?  
        intNumColumns = frmCust!lstCustomerNames.ColumnCount  
        Debug.Print "The list box contains "; intNumColumns; _  
            IIf(intNumColumns = 1, " column", " columns"); _  
            " of data."  
  
        Debug.Print "The current selection contains:"  
        For intI = 0 To intNumColumns - 1  
            ' Print column data.  
            Debug.Print frmCust!lstCustomerNames.Column(intI)  
        Next intI  
    Else  
        Debug.Print "You haven't selected an entry in the " _  
            & "list box."  
    End If  
  
    Set frmCust = Nothing  
  
End Sub
```



[Show All](#)

ColumnCount Property

You can use the **ColumnCount** property to specify the number of [columns](#) displayed in a [list box](#) or in the list box portion of a [combo box](#), or sent to [OLE objects](#) in a [chart control](#) or [unbound object frame](#). Read/write **Integer**.

expression.**ColumnCount**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **ColumnCount** property holds an integer between 1 and the maximum number of [fields](#) in the [table](#), [query](#), or [SQL statement](#), or the maximum number of values in the value list, specified in the [RowSource](#) property of the [control](#).

You can set the **ColumnCount** property by using the control's [property sheet](#), a [macro](#), or [Visual Basic](#).

For [table fields](#), you can set this property on the **Lookup** tab in the Field Properties section of [table Design view](#) for fields with the [DisplayControl](#) property set to Combo Box or List Box.



Tip

Microsoft Access sets the **ColumnCount** property automatically when you select Lookup Wizard as the data type for a field in table Design view.

Remarks

For example, if you set the **ColumnCount** property for a list box on an Employees form to 3, one column can list last names, another can list first names, and the third can list employee ID numbers.

A combo box or list box can have multiple columns. If the control's **RowSource** property contains the name of a table, query, or SQL statement, a combo box or list box will display the fields from that source, from left to right, up to the number specified by the **ColumnCount** property.

To display a different combination of fields, create either a new query or a new SQL statement for the **RowSource** property, specifying the fields and the order you want.

If the **RowSource** property contains a list of values (the **RowSourceType** property is set to Value List), the values are put into the rows and columns of the combo box or list box in the order they are listed in the **RowSource** property. For example, if the **RowSource** property contains the list "Red; Green; Blue; Yellow" and the **ColumnCount** property is set to 2, the first row of the combo box or list box list will contain "Red" in the first column and "Green" in the second column. The second row will contain "Blue" in the first column and "Yellow" in the second column.

You can use the [ColumnWidths](#) property to set the width of the columns displayed in the control, or to hide columns.

Example

The following example uses the **Column** property and the **ColumnCount** property to print the values of a list box selection.

```
Public Sub Read_ListBox()  
  
    Dim intNumColumns As Integer  
    Dim intI As Integer  
    Dim frmCust As Form  
  
    Set frmCust = Forms!frmCustomers  
    If frmCust!lstCustomerNames.ItemsSelected.Count > 0 Then  
  
        ' Any selection?  
        intNumColumns = frmCust!lstCustomerNames.ColumnCount  
        Debug.Print "The list box contains "; intNumColumns; _  
            IIf(intNumColumns = 1, " column", " columns"); _  
            " of data."  
  
        Debug.Print "The current selection contains:"  
        For intI = 0 To intNumColumns - 1  
            ' Print column data.  
            Debug.Print frmCust!lstCustomerNames.Column(intI)  
        Next intI  
    Else  
        Debug.Print "You haven't selected an entry in the " _  
            & "list box."  
    End If  
  
    Set frmCust = Nothing  
  
End Sub
```



[Show All](#)

ColumnHeads Property

You can use the **ColumnHeads** property to display a single row of [column headings](#) for [list boxes](#), [combo boxes](#), and [OLE objects](#) that accept column headings. You can also use this property to create a label for each entry in a [chart control](#). What is actually displayed as the first-row column heading depends on the object's [RowSourceType](#) property setting. Read/write **Boolean**.

expression.**ColumnHeads**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **ColumnHeads** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	Column headings are enabled and either field captions, field names, or the first row of data items are used as column headings or chart labels.
No	False	(Default) Column headings are not enabled.

You can set the **ColumnHeads** property by using the control's [property sheet](#), a [macro](#), or [Visual Basic](#).

For [table fields](#), you can set this property on the **Lookup** tab of the Field Properties section of [table Design view](#) for fields with the [DisplayControl](#) property set to Combo Box or List Box.



Microsoft Access sets the **ColumnHeads** property automatically when you select Lookup Wizard as the data type for a field in table Design view.

Remarks

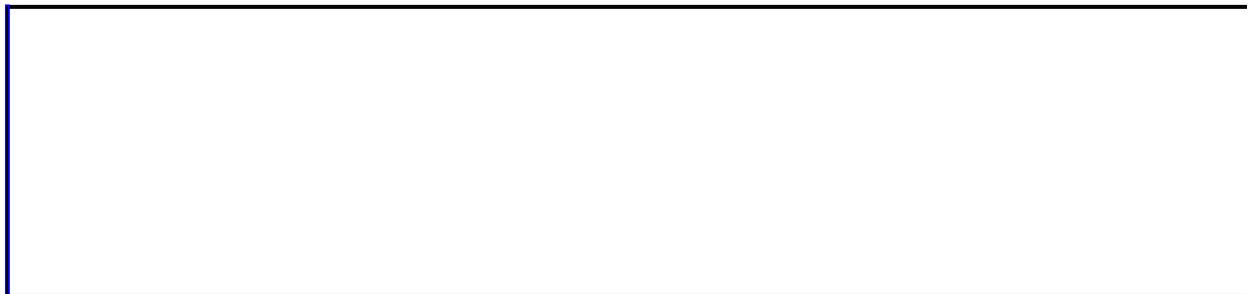
The **RowSourceType** property specifies whether field names or the first row of data items are used to create column headings. If the **RowSourceType** property is set to Table/Query, the field names are used as column headings. If the field has a caption, then the caption is displayed. For example, if a list box has three columns (the **ColumnCount** property is set to 3) and the **RowSourceType** property is set to Table/Query, the first three field names (or captions) are used as headings.

If the **RowSourceType** property is set to Value List, the first row of data items entered in the value list (as the setting of the **RowSource** property) will be column headings. For example, if a list box has three columns and the **RowSourceType** property is set to Value List, the first three items in the **RowSource** property setting are used as column headings.



If you can't select the first row of a list box or combo box in Form view, check to see if the **ColumnHeads** property is set to Yes.

Headings in combo boxes appear only when displaying the list in the control.



[Show All](#)

ColumnHidden Property

You can use the **ColumnHidden** property to show or hide a specified [column](#) in [Datasheet view](#). Read/write **Boolean**.

expression.**ColumnHidden**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

You can set the **ColumnHidden** property by clicking **Hide Columns** or **Unhide Columns** on the **Format** menu in Datasheet view.

You can also set this property in a [Microsoft Access database](#) (.mdb) by using a **Long Integer** value in [Visual Basic](#) to specify the following settings.

Setting	Description
True	The column is hidden.
False	(Default) The column is visible.

Note To set or change this property for a table or query by using Visual Basic, you must use a column's **Properties** collection. For details on using the **Properties** collection, see [Properties](#) .

Note The **ColumnHidden** property is not available in [Design view](#).

Remarks

For example, you might want to hide a CustomerAddress field that's too wide so you can view the CustomerName and PhoneNumber fields.

Note The **ColumnHidden** property applies to all fields in Datasheet view and to form controls when the form is in Datasheet view.

Hiding a column with the **ColumnHidden** property in Datasheet view doesn't hide fields from the same column in [Form view](#). Similarly, setting a control's [Visible](#) property to **False** in Form view doesn't hide the corresponding column in Datasheet view.

You can display a field in a query even though the column for the field is hidden in table Datasheet view.

You can use values from a hidden column as the criteria for a [filter](#) even though the column remains hidden after the filter is applied.

You can't use the **Copy**, **Paste**, **Find**, and **Replace** commands on the **Edit** menu to affect hidden columns.

Setting a field's [ColumnWidth](#) property to 0, or resizing the field to a zero width in Datasheet view, causes Microsoft Access to set the corresponding **ColumnHidden** property to **True**. Unhiding a column restores the **ColumnWidth** property to the value it had before the field was hidden.

Example

The following example hides the ProductID field in Datasheet view of the Products form.

```
Forms!Products!ProductID.ColumnHidden = -1
```

The next example also hides the ProductID field in Datasheet view of the Products table.

```
Public Sub SetColumnHidden()  
  
    Dim dbs As DAO.Database  
    Dim fld As DAO.Field  
    Dim prp As DAO.Property  
    Const conErrPropertyNotFound = 3270  
  
    ' Turn off error trapping.  
    On Error Resume Next  
  
    Set dbs = CurrentDb  
  
    ' Set field property.  
    Set fld = dbs.TableDefs!Products.Fields!ProductID  
    fld.Properties("ColumnHidden") = True  
  
    ' Error may have occurred when value was set.  
    If Err.Number <> 0 Then  
        If Err.Number <> conErrPropertyNotFound Then  
            On Error GoTo 0  
            MsgBox "Couldn't set property 'ColumnHidden' " & _  
                "on field '" & fld.Name & "'", vbCritical  
        Else  
            On Error GoTo 0  
            Set prp = fld.CreateProperty("ColumnHidden", dbLong, True)  
            fld.Properties.Append prp  
        End If  
    End If  
  
    Set prp = Nothing  
    Set fld = Nothing  
    Set dbs = Nothing  
  
End Sub
```



[Show All](#)

ColumnOrder Property

You can use the **ColumnOrder** property to specify the order of the columns in [Datasheet view](#). Read/write **Integer**.

expression.**ColumnOrder**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

You can set this property by selecting a column in Datasheet view and dragging it to a new position.

You can also set this property in a [Microsoft Access database](#) (.mdb) by using a **Long Integer** value in [Visual Basic](#).

To set or change this property for a table or query by using Visual Basic, you must use a column's **Properties** collection. For details on using the **Properties** collection, see **Properties**.

Note The **ColumnOrder** property isn't available in [Design view](#).

Remarks

Note The **ColumnOrder** property applies to all fields in Datasheet view and to form [controls](#) when the form is in Datasheet view.

In Datasheet view, a field's **ColumnOrder** property setting is determined by the field's position. For example, the field in the leftmost column in Datasheet view has a **ColumnOrder** property setting of 1, the next field has a setting of 2, and so on. Changing a field's **ColumnOrder** property resets the property for that field and every field to the left of its original position in Datasheet view.

In other views, the property setting is 0 unless you explicitly change the order of one or more fields in Datasheet view (either by dragging the fields to new positions or by changing their **ColumnOrder** property settings). Fields to the right of the moved field's new position will have a property setting of 0 in views other than Datasheet view.

The order of the fields in Datasheet view doesn't affect the order of the fields in [table Design view](#) or [Form view](#).

Example

The following example displays the ProductName and QuantityPerUnit fields in the first two columns in Datasheet view of the Products form.

```
Forms!Products!ProductName.ColumnOrder = 1
Forms!Products!QuantityPerUnit.ColumnOrder = 2
```

The next example displays the ProductName and QuantityPerUnit fields in the first two columns of the Products table in Datasheet view. To set the **ColumnOrder** property, the example uses the SetFieldProperty procedure. If this procedure is run while the table is open, changes will not be displayed until it is closed and reopened.

```
Public Sub SetColumnOrder()

    Dim dbs As DAO.Database
    Dim tdf As DAO.TableDef

    Set dbs = CurrentDb
    Set tdf = dbs!Products

    ' Call the procedure to set the ColumnOrder property.
    SetFieldProperty tdf!ProductName, "ColumnOrder", dbLong, 2
    SetFieldProperty tdf!QuantityPerUnit, "ColumnOrder", dbLong, 3

    Set tdf = Nothing
    Set dbs = Nothing

End Sub

Private Sub SetFieldProperty(ByRef fld As DAO.Field, _
                             ByVal strPropertyName As String, _
                             ByVal intPropertyType As Integer, _
                             ByVal varPropertyValue As Variant)
    ' Set field property without producing nonrecoverable run-time e

    Const conErrPropertyNotFound = 3270
    Dim prp As Property

    ' Turn off error handling.
    On Error Resume Next

    fld.Properties(strPropertyName) = varPropertyValue
```

```
' Check for errors in setting the property.
If Err <> 0 Then
    If Err <> conErrPropertyNotFound Then
        On Error GoTo 0
        MsgBox "Couldn't set property '" & strPropertyName & _
            "' on field '" & fld.Name & "'", vbCritical
    Else
        On Error GoTo 0
        Set prp = fld.CreateProperty(strPropertyName, intPropert
            varPropertyValue)
        fld.Properties.Append prp
    End If
End If

Set prp = Nothing

End Sub
```



ColumnSpacing Property

Returns or sets a **Long** representing the vertical space between detail sections in twips. Read/write.

expression.**ColumnSpacing**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

The following example sets a variety of printer settings for the form specified in the **strFormname** argument of the procedure.

```
Sub SetPrinter(strFormname As String)

    DoCmd.OpenForm FormName:=strFormname, view:=acDesign, _
        datamode:=acFormEdit, windowmode:=acHidden

    With Forms(form1).Printer

        .TopMargin = 1440
        .BottomMargin = 1440
        .LeftMargin = 1440
        .RightMargin = 1440

        .ColumnSpacing = 360
        .RowSpacing = 360

        .ColorMode = acPRCMColor
        .DataOnly = False
        .DefaultSize = False
        .ItemSizeHeight = 2880
        .ItemSizeWidth = 2880
        .ItemLayout = acPRVerticalColumnLayout
        .ItemsAcross = 6

        .Copies = 1
        .Orientation = acPRORLandscape
        .Duplex = acPRDPVertical
        .PaperBin = acPRBNAuto
        .PaperSize = acPRPSLetter
        .PrintQuality = acPRPQMedium

    End With

    DoCmd.Close objecttype:=acForm, objectname:=strFormname, _
        Save:=acSaveYes

End Sub
```



[Show All](#)

ColumnWidth Property

You can use the **ColumnWidth** property to specify the width of a [column](#) in [Datasheet view](#). Read/write **Integer**.

expression.**ColumnWidth**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

You can set this property by dragging the right border of the [column selector](#) or by clicking **Column Width** on the **Format** menu in Datasheet view and entering the desired value. When you set the **ColumnWidth** property by using the **ColumnWidth** command, the value is expressed in [points](#).

In [Visual Basic](#), the **ColumnWidth** property setting is an **Integer** value that represents the column width in [twips](#). You can specify a width or use one of the following predefined settings.

Setting	Description
0	Hides the column.
-1	(Default) Sizes the column to the default width.

Remarks

Note The **ColumnWidth** property applies to all fields in Datasheet view and to form [controls](#) when the form is in Datasheet view.

Setting this property to 0, or resizing the field to a zero width in Datasheet view, sets the field's **ColumnHidden** property to **True** (-1) and hides the field in Datasheet view.

Setting a field's **ColumnHidden** property to **False** (0) restores the field's **ColumnWidth** property to the value it had before the field was hidden. For example, if the **ColumnWidth** property was -1 prior to the field being hidden by setting the property to 0, changing the field's **ColumnHidden** property to **False** resets the **ColumnWidth** to -1.

The **ColumnWidth** property for a field isn't available when the field's **ColumnHidden** property is set to **True**.

Example

This example takes effect in Datasheet view of the open Customers form. It sets the row height to 450 twips and sizes the column to fit the size of the visible text.

```
Forms![Customers].RowHeight = 450  
Forms![Customers]![Address].ColumnWidth = -2
```



[Show All](#)

ColumnWidths Property

You can use the **ColumnWidths** property to specify the width of each [column](#) in a multiple-column [combo box](#) or [list box](#). Read/write **String**.

expression.**ColumnWidths**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **ColumnWidths** property holds a value specifying the width of each column in inches or centimeters, depending on the measurement system (U.S. or Metric) selected in the **Measurement system** box on the **Number** tab of the **Regional Options** dialog box of Windows Control Panel. The default setting is 1 inch or 2.54 centimeters. The **ColumnWidths** property setting must be a value from 0 to 22 inches (55.87 cm) for each column in the list box or combo box.

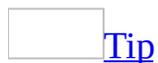
To separate your column entries, use semicolons (;) as list separators (or the list separator selected in the **List separator** box on the **Number** tab of the **Regional Options** dialog box).

A width of 0 hides a column. Any or all of the **ColumnWidths** property settings can be blank. You create a blank setting by typing a list separator without a preceding value. Blank values result in Microsoft Access automatically setting a default column width that varies depending on the number of columns and the width of the combo box or list box.

Note In a combo box, the first visible column is displayed in the text box portion of the [control](#).

You can set the **ColumnWidths** property by using the control's [property sheet](#), a [macro](#), or [Visual Basic](#).

For [table fields](#), you can set this property on the **Lookup** tab of the Field Properties section of [table Design view](#) for fields with the **DisplayControl** property set to Combo Box or List Box.



Tip

Microsoft Access sets the **ColumnWidths** property automatically when you select Lookup Wizard as the data type for a field in table Design view.

In Visual Basic, use a [string expression](#) to set the column width values in [twips](#). Column widths are separated by semicolons. To specify a different unit of measurement, include the unit of measure (cm or in). For example, the following string expression specifies three column widths in centimeters.

"6 cm;0;6 cm"

Remarks

You can also use this property to hide one or more columns.

If you leave the **ColumnWidths** property setting blank, Microsoft Access sets the width of each column as the overall width of the list box or combo box divided by the number of columns.

If the column widths you set are too wide to be fully displayed within the combo box or list box, the rightmost columns are hidden and a horizontal scroll bar appears.

If you specify the width for some columns but leave the setting for others blank, Microsoft Access divides the remaining width by the number of columns for which you haven't specified a width. The minimum calculated column width is 1,440 twips (1 inch).

For example, the following settings are applied to a 4-inch list box with three columns.

Setting	Description
1.5 in;0;2.5 in	The first column is 1.5 inches, the second column is hidden, and the third column is 2.5 inches.
2 in;;2 in	The first column is 2 inches, the second column is 1 inch (default), and the third column is 2 inches. Because only half of the third column is visible, a horizontal scroll bar appears.
(Blank)	The three columns are the same width (1.33 inches).

Note This property is different than the [ColumnWidth](#) property, which specifies the width of a specified column in a datasheet.



[Show All](#)

CommandBars Property

You can use the **CommandBars** property to return a reference to the [CommandBars](#) collection object. Read-only **CommandBars** object.

expression.**CommandBars**

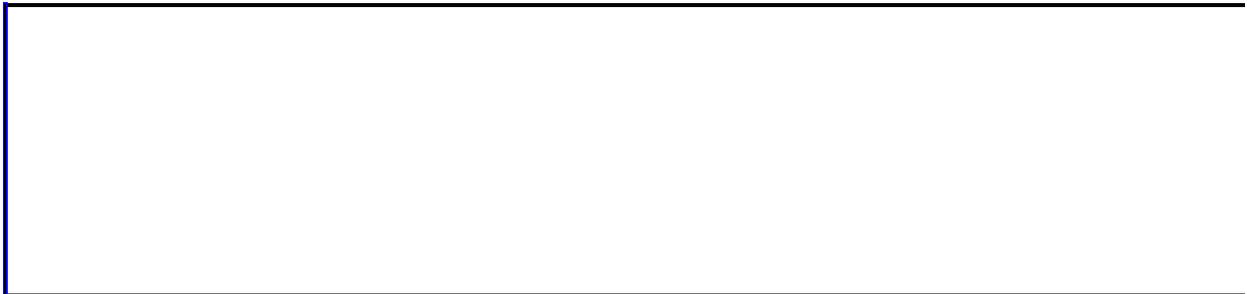
expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **CommandBars** property is available only by using [Visual Basic](#).

The **CommandBars** collection object is the collection of all built-in and custom [command bars](#) in an application. You can refer to individual members of the collection by using the member object's index or a [string expression](#) that is the name of the member object. The first member object in the collection has an index value of 1 and the total number of member objects in the collection is the value of the **CommandBars** collection's [Count](#) property.

Once you establish a reference to the **CommandBars** collection object, you can access all the properties and methods of the object. You can set a reference to the **CommandBars** collection object by clicking **References** on the **Tools** menu while in module [Design view](#). Set a reference to the Microsoft Office 11.0 Object Library in the **References** dialog box by selecting the appropriate check box.



CommandBeforeExecute Property

Returns or sets a **String** indicating which macro, event procedure, or user-defined function runs when the [CommandBeforeExecute](#) event occurs.
Read/write.

expression.**CommandBeforeExecute**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values for this property are "*macroname*" where *macroname* is the name of macro, "[Event Procedure]" which indicates the event procedure associated with the CommandBeforeExecute event for the specified object, or "*=functionname()*" where *functionname* is the name of a user-defined function. For a more detailed discussion of event properties, see "[Event Properties](#)."

Example

The following example specifies that when the `CommandBeforeExecute` event occurs on the first form of the current project, the associated event procedure should run.

```
Forms(0).CommandBeforeExecute = "[Event Procedure]"
```



CommandChecked Property

Returns or sets a **String** indicating which macro, event procedure, or user-defined function runs when the [CommandChecked](#) event occurs. Read/write.

expression.**CommandChecked**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values for this property are "*macroname*" where *macroname* is the name of macro, "[Event Procedure]" which indicates the event procedure associated with the CommandChecked event for the specified object, or "=*functionname*()" where *functionname* is the name of a user-defined function. For a more detailed discussion of event properties, see "[Event Properties](#)."

Example

The following example specifies that when the `CommandChecked` event occurs on the first form of the current project, the associated event procedure should run.

```
Forms(0).CommandChecked = "[Event Procedure]"
```



CommandEnabled Property

Returns or sets a **String** indicating which macro, event procedure, or user-defined function runs when the [CommandEnabled](#) event occurs. Read/write.

expression.**CommandEnabled**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values for this property are "*macroname*" where *macroname* is the name of macro, "[Event Procedure]" which indicates the event procedure associated with the CommandEnabled event for the specified object, or "*=functionname()*" where *functionname* is the name of a user-defined function. For a more detailed discussion of event properties, see "[Event Properties](#)."

Example

The following example specifies that when the `CommandEnabled` event occurs on the first form of the current project, the associated event procedure should run.

```
Forms(0).CommandEnabled = "[Event Procedure]"
```



CommandExecute Property

Returns or sets a **String** indicating which macro, event procedure, or user-defined function runs when the [CommandExecute](#) event occurs. Read/write.

expression.**CommandExecute**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values for this property are "*macroname*" where *macroname* is the name of macro, "[Event Procedure]" which indicates the event procedure associated with the CommandExecute event for the specified object, or "*=functionname()*" where *functionname* is the name of a user-defined function. For a more detailed discussion of event properties, see "[Event Properties](#)."

Example

The following example specifies that when the `CommandExecute` event occurs on the first form of the current project, the associated event procedure should run.

```
Forms(0).CommandExecute = "[Event Procedure]"
```



[Show All](#)

Connection Property

You can use the **Connection** property to return a reference to the current ActiveX Data Objects (ADO) [Connection](#) object and its related properties. Read-only **Connection**.

expression.**Connection**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **Connection** property is available only by using [Visual Basic](#) and is read-only.

Use the **Connection** property of the **CurrentProject** object to refer to the **Connection** object of the current [Microsoft Access project](#) (.adp) or [Access database](#) (.mdb) object. Use the **Connection** property of the **CodeProject** object to refer to the **Connection** object of the Access project or Access database code database object. You can use the **Connection** property to call methods on the **Connection** object such as [BeginTrans](#) and [CommitTrans](#).

Notes

The **Connection** property actually returns a reference to a copy of the ActiveX Data Object (ADO) connection for the active database. Thus, applying the [Close](#) method or in anyway attempting to alter the connection through the **Connection** object's methods or properties will have no affect on the actual connection object used by Microsoft Access to hold a live connection to the current database. Since the **Connection** property is the main Shape provider connection, the following information is necessary when using this property.

1. MSDataShape uses Recordset.CursorLocation = adUseClient. Do not set CursorLocation prior to assigning a recordset to CurrentProject.Connect.
2. MSDataShape uses Recordset.CursorType = adOpenStatic. Do not set CursorType prior to assinging a recordset to CurrentProject.Connection.
3. MSDataShape accepts Recordset.LockType = adLockOptimistic, adLockBatchOptimistic, or adLockReadOnly (default). If set to adLockPessimistic, it is changed to adLockOptimistic.
4. The shape connection does not support the all ADOX operation, specifically the Columns.Properties collection is not supported.
5. In order to ensure that a shape connection will work correctly, the Command.CommandType must be set to adCmdTable.



[Show All](#)

ConnectionString Property

You can use the **ConnectionString** property returns the base [connection string](#) for the [DataAccessPage](#) object. Read/write **String**.

expression.**ConnectionString**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

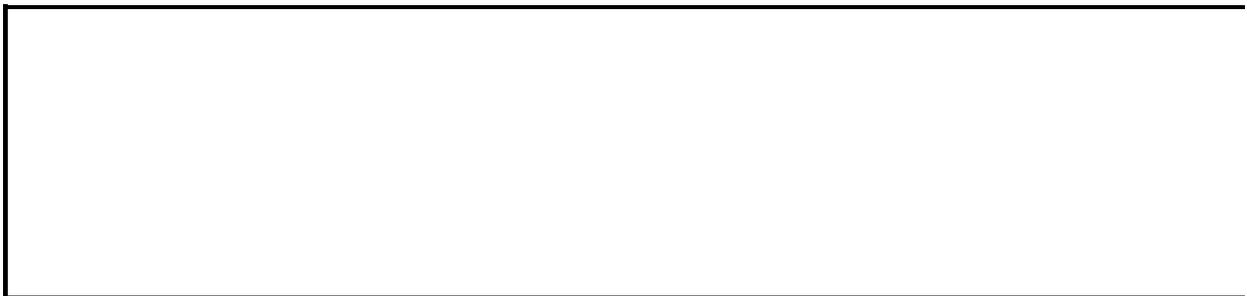
The **ConnectionString** property is available only by using [Visual Basic](#) and is read-only.

The **ConnectionString** property returns the connection string that was set through the [OpenConnection](#) method or by clicking **Connection** on the **File** menu. When making a connection, Microsoft Access project modifies the **ConnectionString** property for use with the ADO environment. The Microsoft Office [Data Source Control](#) (MSODSC) likewise modifies the **ConnectionString**.

Example

The following example displays the **ConnectionString** property setting of the currently active data access page:

```
Dim objCurrent As Object
Set objCurrent = Application.DataAccessPages(0)
MsgBox "The current base connection is " & _
    & objCurrent.ConnectionString
```



[Show All](#)

ControlBox Property

Specifies whether a [form](#) has a **Control** menu in [Form view](#) and [Datasheet view](#).
Read/write **Boolean**.

expression.**ControlBox**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **ControlBox** property uses the following settings.

Setting	Visual Basic	Description
Yes	True (-1)	(Default) The form has a Control menu in Form view and Datasheet view.
No	False (0)	The form doesn't have a Control menu in Form view and Datasheet view.

Note Setting the **ControlBox** property to No also removes the **Minimize**, **Maximize**, and **Close** buttons on a form.

You can set this property by using the form's [property sheet](#), a [macro](#), or [Visual Basic](#).

It can only be set in [form Design view](#).

Remarks

To display a **Control** menu on a form, the **ControlBox** property must be set to Yes and the form's [BorderStyle](#) property must be set to Thin, Sizable, or Dialog.

Even when a form's **ControlBox** property is set to No, the form always has a **Control** menu when opened in Design view.

Setting the **ControlBox** property to No suppresses the **Control** menu when you:

- Open the form in Form view from the [Database window](#).
- Open the form from a macro.
- Open the form from Visual Basic.
- Open the form in Datasheet view.
- Switch to Form or Datasheet view from Design view.

Example

The following example sets the **ControlBox** property on the WarningDialog form to **False** (0):

```
Forms!WarningDialog.ControlBox = False
```



[Show All](#)

Controls Property

Returns the **Controls** collection of a [form](#), [subform](#), [report](#) or [section](#).

expression.**Controls**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Use the **Controls** property to refer to one of the controls on a form, subform, report, or section within or attached to another control. For example, the first code syntax below returns the number of controls located on Form1. The second references the name of a property within a control.

```
Forms("Form1").Controls.Count
```

```
Forms("Form1").Controls("Textbox1").Properties(5).Name
```

The **Controls** property is available only by using [Visual Basic](#).



[Show All](#)

ControlSource Property

You can use the **ControlSource** property to specify what data appears in a [control](#). You can display and edit data [bound](#) to a field in a [table](#), [query](#), or [SQL statement](#). You can also display the result of an [expression](#). Read/write **String**.

expression.**ControlSource**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **ControlSource** property uses the following settings.

Setting	Description
<i>A field name</i>	The control is bound to a field in a table, query, or SQL statement. Data from the field is displayed in the control. Changes to the data inside the control change the corresponding data in the field. (To make the control read-only, set the Locked property to Yes.) If you click a control bound to a field that has a Hyperlink data type , you jump to the destination specified in the hyperlink address.
<i>An expression</i>	The control displays data generated by an expression. This data can be changed by the user but isn't saved in the database.

You can set the **ControlSource** property for a control by using the control's [property sheet](#), a [macro](#), or [Visual Basic](#).

You can also set the **ControlSource** property for a [text box](#) by typing a field name or expression directly in the text box in form Design view or report Design view.

For a report, you can set this property by selecting a field or typing an expression in the **Field/Expression** column of the **Sorting And Grouping** box. For details, see the [GroupLevel](#) property.

In Visual Basic, use a [string expression](#) to set the value of this property.

Remarks

For a [report group level](#), the **ControlSource** property determines the field or expression to group on.

Note The **ControlSource** property doesn't apply to [check box](#), [option button](#), or [toggle button](#) controls in an [option group](#). It applies only to the option group itself.

For reports, the **ControlSource** property applies only to report group levels.

[Forms](#) and reports act as "windows" into your database. You specify the primary source of data for a form or report by setting its **RecordSource** property to a table, query, or SQL statement. You can then set the **ControlSource** property to a field in the source of data or to an expression. If the **ControlSource** property setting is an expression, the value displayed is read-only and not saved in the database. For example, you can use the following settings.

Sample setting	Description
LastName	For a control, data from the LastName field is displayed in the control. For a report group level, Microsoft Access groups the data on last name.
=Date() + 7	For a control, this expression displays a date seven days from today in the control.
=DatePart("q", ShippedDate)	For a control, this expression displays the quarter of the shipped date. For a report group level, Microsoft Access groups the data on the quarter of the shipped date.

Example

The following example sets the **ControlSource** property for a text box named AddressPart to a field named City:

```
Forms!Customers!AddressPart.ControlSource = "City"
```

The next example sets the **ControlSource** property for a text box named Expected to the expression =Date() + 7.

```
Me!Expected.ControlSource = "=Date() + 7"
```



[Show All](#)

ControlTipText Property

You can use the **ControlTipText** property to specify the text that appears in a ScreenTip when you hold the mouse pointer over a [control](#). Read/write **String**.

expression.**ControlTipText**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

You set the **ControlTipText** property by using a [string expression](#) up to 255 characters long.

You can set the **ControlTipText** property by using the control's [property sheet](#), a [macro](#), or [Visual Basic](#).

For controls on forms, you can set the default for this property by using the [default control style](#) or the [DefaultControl](#) method in Visual Basic.

You can set the **ControlTipText** property in any view.

Remarks

The **ControlTipText** property provides an easy way to provide helpful information about controls on a form.

There are other ways to provide information about a form or a control on a form. You can use the [StatusBarText](#) property to display information in the status bar about a control. To provide more extensive help for a form or control, use the [HelpFile](#) and [HelpContextID](#) properties.



[Show All](#)

ControlType Property

You can use the **ControlType** property in Visual Basic to determine the type of a [control](#) on a [form](#) or [report](#). Read/write **Byte**.

expression.**ControlType**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **ControlType** property setting is an [intrinsic constant](#) that specifies the control type.

Constant	Control
acBoundObjectFrame	Bound object frame
acCheckBox	Check box
acComboBox	Combo box
acCommandButton	Command button
acCustomControl	ActiveX (custom) control
acImage	Image
acLabel	Label
acLine	Line
acListBox	List box
acObjectFrame	Unbound object frame or chart
acOptionButton	Option button
acOptionGroup	Option group
acPage	Page
acPageBreak	Page break
acRectangle	Rectangle
acSubform	Subform/subreport
acTabCtl	Tab
acTextBox	Text box
acToggleButton	Toggle button

Note The **ControlType** property can only be set by using [Visual Basic](#) in [form Design view](#) or [report Design view](#), but it can be read in all views.

Remarks

The **ControlType** property is useful not only for checking for a specific control type in code, but also for changing the type of control to another type. For example, you can change a text box to a combo box by setting the **ControlType** property for the text box to **acComboBox** while in form Design view.

You can use the **ControlType** property to change characteristics of similar controls on a form according to certain conditions. For example, if you don't want users to edit existing data in text boxes, you can set the [SpecialEffect](#) property for all text boxes to Flat and set the form's [AllowEdits](#) property to No. (The **SpecialEffect** property doesn't affect whether data can be edited; it's used here to provide a visual cue that the control behavior has changed.)

The **ControlType** property is also used to specify the type of control to create when you are using the [CreateControl](#) method.

Example

The following example examines the **ControlType** property for all controls on a form. For each label and text box control, the procedure toggles the **SpecialEffect** property for those controls. When the label controls' **SpecialEffect** property is set to Shadowed and the text box controls' **SpecialEffect** property is set to Normal and the **AllowAdditions**, **AllowDeletions**, and **AllowEdits** properties are all set to **True**, the `intCanEdit` variable is toggled to allow editing of the underlying data.

```
Sub ToggleControl(frm As Form)
    Dim ctl As Control
    Dim intI As Integer, intCanEdit As Integer
    Const conTransparent = 0
    Const conWhite = 16777215
    For Each ctl in frm.Controls
        With ctl
            Select Case .ControlType
                Case acLabel
                    If .SpecialEffect = acEffectShadow Then
                        .SpecialEffect = acEffectNormal
                        .BorderStyle = conTransparent
                        intCanEdit = True
                    Else
                        .SpecialEffect = acEffectShadow
                        intCanEdit = False
                    End If
                Case acTextBox
                    If .SpecialEffect = acEffectNormal Then
                        .SpecialEffect = acEffectSunken
                        .BackColor = conWhite
                    Else
                        .SpecialEffect = acEffectNormal
                        .BackColor = frm.Detail.BackColor
                    End If
            End Select
        End With
    Next ctl
    If intCanEdit = IFalse Then
        With frm
            .AllowAdditions = False
            .AllowDeletions = False
            .AllowEdits = False
        End With
    Else
```

```
        With frm
            .AllowAdditions = True
            .AllowDeletions = True
            .AllowEdits = True
        End With
    End If
End Sub
```



Copies Property

Returns or sets a **Long** indicating the number of copies to be printed. Read/write.

expression.**Copies**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

The following example sets a variety of printer settings for the form specified in the **strFormname** argument of the procedure.

```
Sub SetPrinter(strFormname As String)

    DoCmd.OpenForm FormName:=strFormname, view:=acDesign, _
        datamode:=acFormEdit, windowmode:=acHidden

    With Forms(form1).Printer

        .TopMargin = 1440
        .BottomMargin = 1440
        .LeftMargin = 1440
        .RightMargin = 1440

        .ColumnSpacing = 360
        .RowSpacing = 360

        .ColorMode = acPRCMColor
        .DataOnly = False
        .DefaultSize = False
        .ItemSizeHeight = 2880
        .ItemSizeWidth = 2880
        .ItemLayout = acPRVerticalColumnLayout
        .ItemsAcross = 6

        .Copies = 1
        .Orientation = acPRORLandscape
        .Duplex = acPRDPVertical
        .PaperBin = acPRBNAuto
        .PaperSize = acPRPSLetter
        .PrintQuality = acPRPQMedium

    End With

    DoCmd.Close objecttype:=acForm, objectname:=strFormname, _
        Save:=acSaveYes

End Sub
```



[Show All](#)

Count Property

[Count property as it applies to the **Form** and **Report** objects.](#)

You can use the **Count** property to determine the number of items in a specified collection. Read/write **Integer**.

expression.**Count**

expression Required. An expression that returns one of the above objects.

[Count property as it applies to the all other object in the **Applies To** list.](#)

You can use the **Count** property to determine the number of items in a specified collection. Read-only **Long**.

expression.**Count**

expression Required. An expression that returns one of the above objects.

Setting

The **Count** property setting is an [Integer](#) value and is read-only in all views.

You can determine the **Count** property for an object by using a [macro](#) or [Visual Basic](#).

Remarks

For example, if you want to determine the number of forms currently open or existing on the database, you would use the following code strings:

```
' Determine the number of open forms.
```

```
forms.count
```

```
' Determine the number of forms (open or closed)  
' in the current database.
```

```
currentproject.allforms.count
```

Example

The following example uses the **Count** property to control a loop that prints information about all open forms and their controls.

```
Sub Print_Form_Controls()  
    Dim frm As Form, intI As Integer  
    Dim intJ As Integer  
    Dim intControls As Integer, intForms As Integer  
    intForms = Forms.Count           ' Number of open forms.  
    If intForms > 0 Then  
        For intI = 0 To intForms - 1  
            Set frm = Forms(intI)  
            Debug.Print frm.Name  
            intControls = frm.Count  
            If intControls > 0 Then  
                For intJ = 0 To intControls - 1  
                    Debug.Print vbTab; frm(intJ).Name  
                Next intJ  
            Else  
                Debug.Print vbTab; "(no controls)"  
            End If  
        Next intI  
    Else  
        MsgBox "No open forms.", vbExclamation, "Form Controls"  
    End If  
End Sub
```

The next example determines the number of controls on a form and a report and assigns the number to a variable.

```
Dim intFormControls As Integer  
Dim intReportControls As Integer  
intFormControls = Forms!Employees.Count  
intReportControls = Reports!FreightCharges.Count
```



[Show All](#)

CountOfDeclarationLines Property

The **CountOfDeclarationLines** property returns a **Long** value indicating the number of lines of code in the [Declarations section](#) in a [standard module](#) or [class module](#). Read-only **Long**.

expression.**CountOfDeclarationLines**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **CountOfDeclarationLines** property is available only by using Visual Basic and is read-only.

Remarks

Lines in a module are numbered beginning with 1.

The value of the **CountOfDeclarationLines** property is equal to the line number of the last line of the Declarations section. You can use this property to determine where the Declarations section ends and the body of the module begins.

Example

The following example counts the number of lines and declaration lines in each standard module in the **Modules** collection. Note that the **Modules** collection contains only modules that are open in the module editor.

```
Public Sub ModuleLineTotal(ByVal strModuleName As String)

    Dim mdl As Module

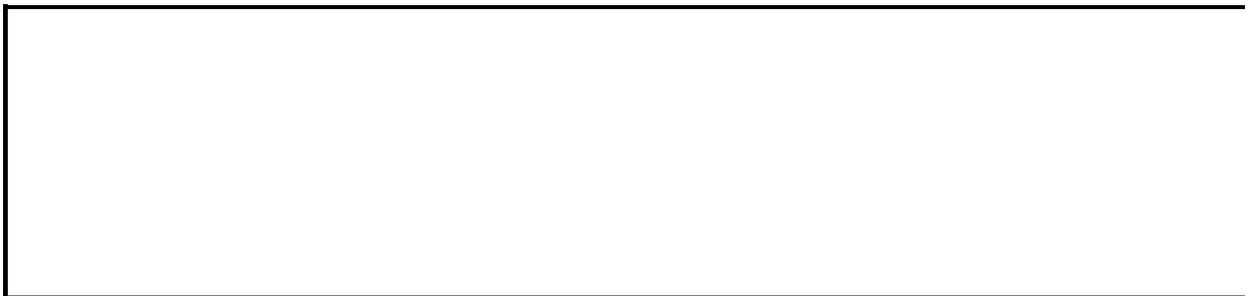
    ' Open module to include in Modules collection.
    DoCmd.OpenModule strModuleName

    ' Return reference to Module object.
    Set mdl = Modules(strModuleName)

    ' Print number of lines in module.
    Debug.Print "Number of lines: ", mdl.CountOfLines

    ' Print number of declaration lines.
    Debug.Print "Number of declaration lines: ", _
        mdl.CountOfDeclarationLines

End Sub
```



[Show All](#)

CountOfLines Property

The **CountOfLines** property returns a **Long** value indicating the number of lines of code in a [standard module](#) or [class module](#). Read-only **Long**.

expression.**CountOfLines**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **CountOfLines** property is available only by using Visual Basic and is read-only.

Remarks

Lines in a module are numbered beginning with 1.

The line number of the last line in a module is the value of the **CountOfLines** property.

Example

The following example counts the number of lines and declaration lines in each standard module in the **Modules** collection. Note that the **Modules** collection contains only modules that are open in the module editor.

```
Public Sub ModuleLineTotal(ByVal strModuleName As String)

    Dim mdl As Module

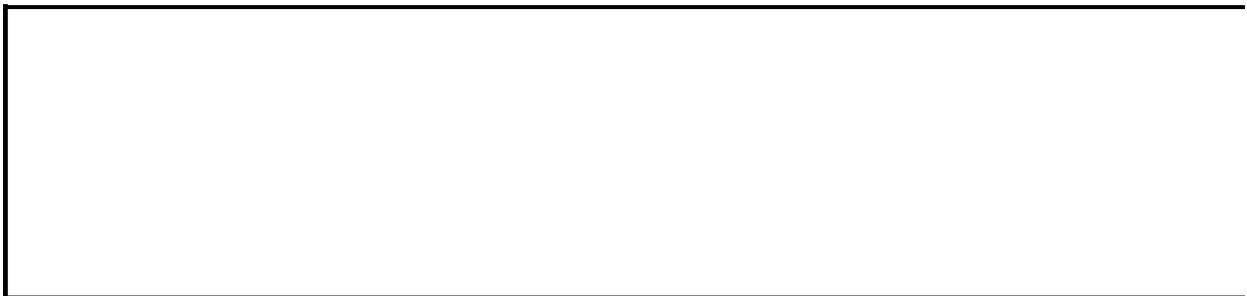
    ' Open module to include in Modules collection.
    DoCmd.OpenModule strModuleName

    ' Return reference to Module object.
    Set mdl = Modules(strModuleName)

    ' Print number of lines in module.
    Debug.Print "Number of lines: ", mdl.CountOfLines

    ' Print number of declaration lines.
    Debug.Print "Number of declaration lines: ", _
        mdl.CountOfDeclarationLines

End Sub
```



CurrentData Property

You can use the **CurrentData** property to access the [CurrentData](#) object and its related collections. Read-only **CurrentData** object.

expression.**CurrentData**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is available only by using [Visual Basic](#) and is read-only.

Use the **CurrentData** property to refer to one of the following current database collections together with one of its properties or methods.

[AllTables](#)

[AllQueries](#)

[AllViews](#)

[AllStoredProcedures](#)

[AllDatabaseDiagrams](#)



[Show All](#)

CurrentObjectName Property

You can use the **CurrentObjectName** property with the [Application](#) object to determine the name of the active database object. The active database object is the object that has the [focus](#) or in which code is running. Read-only **String**.

expression.**CurrentObjectName**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **CurrentObjectName** property is set by Microsoft Access to a [string expression](#) containing the name of the active object.

This property is available only by using [Visual Basic](#).

The following conditions determine which object is considered the active object:

- If the active object is a property sheet, [command bar](#), menu, palette, or [field list](#) of an object, the **CurrentObjectName** property returns the name of the underlying object.
- If the active object is a [pop-up form](#), the **CurrentObjectName** property refers to the pop-up form itself, not the form from which it was opened.
- If the active object is the [Database window](#), the **CurrentObjectName** property returns the item selected in the Database window.
- If no object is selected, the **CurrentObjectName** property returns a [zero-length string](#) (" ").
- If the current state is ambiguous (the active object isn't a table, query, form, report, macro, or module) for example, if a dialog box has the focus the **CurrentObjectName** property returns the dialog box name.

You can use this property with the [SysCmd](#) method to determine the active object and its state (for example, if the object is open, new, or has been changed but not saved).

Example

The following example uses the **CurrentObjectType** and **CurrentObjectName** properties with the **SysCmd** function to determine if the active object is the Products form and if this form is open and has been changed but not saved. If these conditions are true, the form is saved and then closed.

```
Public Sub CheckProducts()  
  
    Dim intState As Integer  
    Dim intCurrentType As Integer  
    Dim strCurrentName As String  
  
    intCurrentType = Application.CurrentObjectType  
    strCurrentName = Application.CurrentObjectName  
  
    If intCurrentType = acForm And strCurrentName = "Products" Then  
        intState = SysCmd(acSysCmdGetObjectState, intCurrentType, _  
            strCurrentName)  
  
        ' Products form changed but not saved.  
        If intState = acObjStateDirty + acObjStateOpen Then  
            ' Close Products form and save changes.  
            DoCmd.Close intCurrentType, strCurrentName, acSaveYes  
        End If  
    End If  
End Sub
```



[Show All](#)

CurrentObjectType Property

You can use the **CurrentObjectType** property together with the [Application](#) object to determine the type of the active database object (table, query, form, report, macro, module, data access page, server view, database diagram, or stored procedure). The active database object is the object that has the [focus](#) or in which code is running.

The **CurrentObjectType** property is set by Microsoft Access to one of the following Microsoft Access [intrinsic constants](#).

Setting	Description
acTable (0)	The active object is a table.
acQuery (1)	The active object is a query.
acForm (2)	The active object is a form.
acReport (3)	The active object is a report.
acMacro (4)	The active object is a macro.
acModule (5)	The active object is a module.
acDataAccessPage (6)	The active object is a data access page.
acServerView (7)	The active object is a server view.
acDiagram (8)	The active object is a database diagram.
acStoredProcedure (9)	The active object is a stored procedure.

The following conditions determine which object is considered the active object:

- If the active object is a property sheet, [command bar](#), menu, palette, or [field list](#) of an object, the **CurrentObjectType** property returns the type of the underlying object.
- If the active object is a [pop-up form](#), the **CurrentObjectType** property refers to the pop-up form itself, not the form from which it was opened.
- If the active object is the [Database window](#), the **CurrentObjectType** property returns the item selected in the Database window.

- If no object is selected, the **CurrentObjectType** property returns **True**.
- If the current state is ambiguous (the active object isn't a table, query, form, report, macro, or module) for example, if a dialog box has the focus the **CurrentObjectType** property returns **True**.

You can use this property with the [SysCmd](#) method to determine the active object and its state (for example, if the object is open, new, or has been changed but not saved).

Example

The following example uses the **CurrentObjectType** and **CurrentObjectName** properties with the **SysCmd** function to determine if the active object is the Products form and if this form is open and has been changed but not saved. If these conditions are true, the form is saved and then closed.

```
Public Sub CheckProducts()  
  
    Dim intState As Integer  
    Dim intCurrentType As Integer  
    Dim strCurrentName As String  
  
    intCurrentType = Application.CurrentObjectType  
    strCurrentName = Application.CurrentObjectName  
  
    If intCurrentType = acForm And strCurrentName = "Products" Then  
        intState = SysCmd(acSysCmdGetObjectState, intCurrentType, _  
            strCurrentName)  
  
        ' Products form changed but not saved.  
        If intState = acObjStateDirty + acObjStateOpen Then  
  
            ' Close Products form and save changes.  
            DoCmd.Close intCurrentType, strCurrentName, acSaveYes  
        End If  
    End If  
End Sub
```



CurrentProject Property

You can use the **CurrentProject** property to access the [CurrentProject](#) object and its related collections, properties, and methods. Read-only **CurrentProject** object.

expression.**CurrentProject**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **CurrentProject** property setting contains a reference to the **CurrentProject** for the current code database.

This property is available only by using [Visual Basic](#) and is read-only.

Remarks

Use the **CurrentProject** property to refer to one of the following current database collections together with one of its properties or methods.

[AllForms](#)

[AllReports](#)

[AllDataAccessPages](#)

[AllMacros](#)

[AllModules](#)

[AccessObjectProperties](#)

[Show All](#)

CurrentRecord Property

You can use the **CurrentRecord** property to identify the current record in the [recordset](#) being viewed on a [form](#). Read/write **Long**.

expression.**CurrentRecord**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

Microsoft Access sets this property to a [Long Integer](#) value that represents the current record number displayed on a form.

The **CurrentRecord** property is read-only in [Form view](#) and [Datasheet view](#). It's not available in [Design view](#). This property is available only by using a [macro](#) or [Visual Basic](#).

Remarks

The value specified by this property corresponds to the value shown in the [record number box](#) found in the lower-left corner of the form.

Example

The following example shows how to use the **CurrentRecord** property to determine the record number of the current record being displayed. The general-purpose `CurrentFormRecord` procedure assigns the value of the current record to the variable `lngrecordnum`.

```
Sub CurrentFormRecord(frm As Form)
    Dim lngrecordnum As Long

    lngrecordnum = frm.CurrentRecord
End Sub
```



[Show All](#)

CurrentSectionLeft Property

You can use this property to determine the distance in [twips](#) from the left side of the current [section](#) to the left side of the [form](#). Read/write **Integer**.

expression.**CurrentSectionLeft**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property setting is available only by using a [macro](#) or [Visual Basic](#).

The **CurrentSectionLeft** property setting changes whenever a user scrolls through a form.

For forms whose [DefaultView](#) property is set to Single Form, if the user scrolls to the right of the left edge of the form, the property setting is a negative value.

The **CurrentSectionLeft** property is useful for finding the positions of detail sections displayed in [Form view](#) as [continuous forms](#) or in [Datasheet view](#).

Example

The following example displays the **CurrentSectionLeft** and **CurrentSectionTop** property settings for a control on a continuous form. Whenever the user moves to a new record, the property settings for the current section are displayed in the lblStatus label in the form's header.

```
Private Sub Form_Current()  
  
    Dim intCurTop As Integer  
    Dim intCurLeft As Integer  
  
    intCurTop = Me.CurrentSectionTop  
    intCurLeft = Me.CurrentSectionLeft  
    Me!lblStatus.Caption = intCurLeft & " , " & intCurTop  
  
End Sub
```



[Show All](#)

CurrentSectionTop Property

You can use this property to determine the distance in [twips](#) from the top edge of the current [section](#) to the top edge of the [form](#).

expression.**CurrentSectionTop**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property setting is available only by using a [macro](#) or [Visual Basic](#).

The **CurrentSectionTop** property setting changes whenever a user scrolls through a form.

For forms whose [DefaultView](#) property is set to Single Form, if the user scrolls above the upper-left corner of the section, the property settings are negative values.

For forms whose **DefaultView** property is set to Continuous Forms, if a section isn't visible, the **CurrentSectionTop** property is equal to the [InsideHeight](#) property of the form.

The **CurrentSectionTop** property is useful for finding the positions of detail sections displayed in [Form view](#) as [continuous forms](#) or in [Datasheet view](#). Each detail section has a different **CurrentSectionTop** property setting, depending on the section's position on the form.

Example

The following example displays the **CurrentSectionLeft** and **CurrentSectionTop** property settings for a control on a continuous form. Whenever the user moves to a new record, the property settings for the current section are displayed in the lblStatus label in the form's header.

```
Private Sub Form_Current()  
  
    Dim intCurTop As Integer  
    Dim intCurLeft As Integer  
  
    intCurTop = Me.CurrentSectionTop  
    intCurLeft = Me.CurrentSectionLeft  
    Me!lblStatus.Caption = intCurLeft & " , " & intCurTop  
  
End Sub
```



[Show All](#)

CurrentView Property

 [CurrentView property as it applies to the **AccessObject** object.](#)

Returns the current view for the specified Microsoft Access object. Read-only **AcCurrentView**.

AcCurrentView can be one of these AcCurrentView constants.

acCurViewDatasheet

acCurViewDesign

acCurViewFormBrowse

acCurViewPivotChart

acCurViewPivotTable

acCurViewPreview

expression.**CurrentView**

expression Required. An expression that returns an **AccessObject** object.

 [CurrentView property as it applies to the **DataAccessPage** object.](#)

You can use the **CurrentView** property to determine how a [data access page](#) is currently displayed. Read-only **Integer**.

expression.**CurrentView**

expression Required. An expression that returns a **DataAccessPage** object.

 [CurrentView property as it applies to the **Form** object.](#)

You can use the **CurrentView** property to determine how a [form](#) is currently displayed. Read/write **Integer**.

expression.**CurrentView**

expression Required. An expression that returns a **Form** object.

Settings

The **CurrentView** property uses the following settings.

Setting Form Displayed In: Data Access Page Displayed In:

0	Design view	Design view
1	Form view	Page view
2	Datasheet view	Not applicable

Note This property is available only by using a [macro](#) or [Visual Basic](#) and is read-only in all views.

Remarks

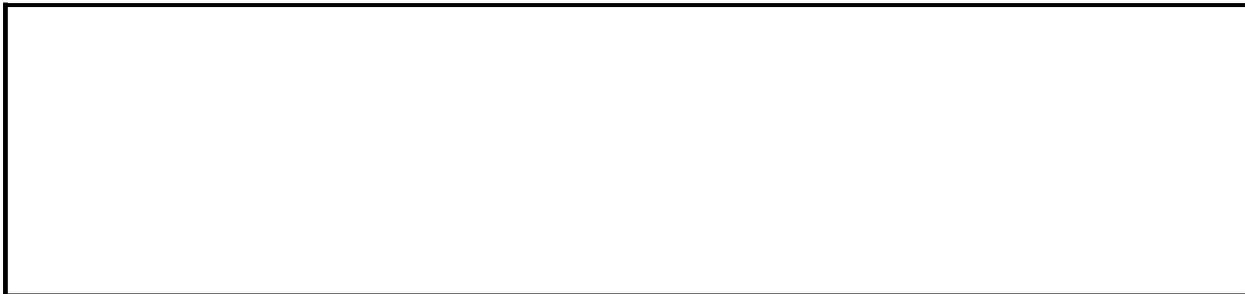
Use this property to perform different tasks depending on the current view. For example, an event procedure could determine which view the form is displayed in and perform one task if the form is displayed in Form view or another task if it's displayed in Datasheet view.

Example

The following example uses the `GetCurrentView` subroutine to determine whether a form is in Form or Datasheet view. If it's in Form view, a message to the user is displayed in a text box on the form; if it's in Datasheet view, the same message is displayed in a message box.

```
GetCurrentView Me, "Please contact system administrator."
```

```
Sub GetCurrentView(frm As Form, strDisplayMsg As String)
    Const conFormView = 1
    Const conDataSheet = 2
    Dim intView As Integer
    intView = frm.CurrentView
    Select Case intView
        Case conFormView
            frm!MessageTextBox.SetFocus
            ' Display message in text box.
            frm!MessageTextBox = strDisplayMsg
        Case conDataSheet
            ' Display message in message box.
            MsgBox strDisplayMsg
    End Select
End Sub
```



[Show All](#)

CurrentX Property

You can use the **CurrentX** property (along with the **CurrentY** property) to specify the horizontal and vertical coordinates for the starting position of the next printing and drawing [method](#) on a report.

expression.**CurrentX**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

For example, you can use these properties to determine where the center point of a circle is drawn on a report [section](#).

The **CurrentX** property specifies a [Single](#) value used in a [numeric expression](#) to set the horizontal coordinate of the next printing drawing method.

The coordinates are measured from the upper-left corner of the report section that contains the reference to the **CurrentX** or **CurrentY** property. The **CurrentX** property setting is 0 at the section's left edge, and the **CurrentY** property setting is 0 at its top edge.

You can set the **CurrentX** and **CurrentY** properties by using a [macro](#) or a [Visual Basic](#) event procedure specified by the [OnPrint](#) property setting of a report section.

Use the [ScaleMode](#) property to define the unit of measure, such as [points](#), [pixels](#), characters, inches, millimeters, or centimeters, that the coordinates will be based on.

When you use the following graphics methods, the **CurrentX** and **CurrentY** property settings are changed as indicated.

Method	Sets CurrentX, CurrentY properties to
---------------	--

Circle	The center of the object.
------------------------	---------------------------

Line	The end point of the line (the x2, y2 coordinates).
----------------------	---

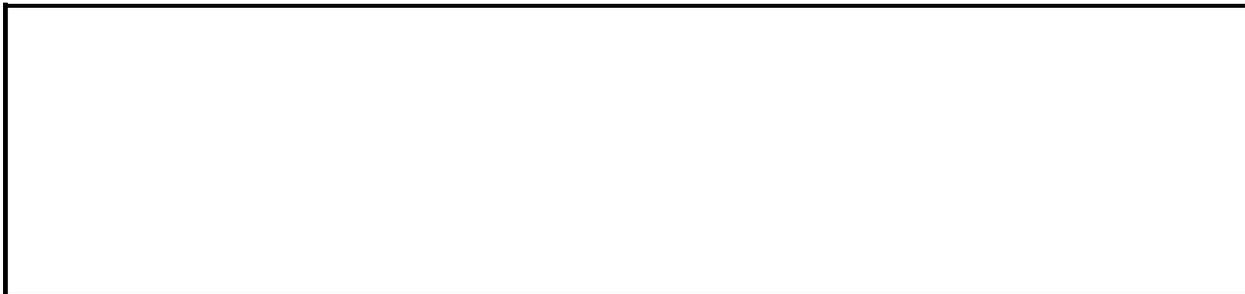
Print	The next print position.
-----------------------	--------------------------

Example

The following example uses the **Print** method to display text on a report named Report1. It uses the **TextWidth** and **TextHeight** methods to center the text vertically and horizontally.

```
Private Sub Detail_Format(Cancel As Integer, _
    FormatCount As Integer)
    Dim rpt as Report
    Dim strMessage As String
    Dim intHorSize As Integer, intVerSize As Integer

    Set rpt = Me
    strMessage = "DisplayMessage"
    With rpt
        'Set scale to pixels, and set FontName and
        'FontSize properties.
        .ScaleMode = 3
        .FontName = "Courier"
        .FontSize = 24
    End With
    ' Horizontal width.
    intHorSize = Rpt.TextWidth(strMessage)
    ' Vertical height.
    intVerSize = Rpt.TextHeight(strMessage)
    ' Calculate location of text to be displayed.
    Rpt.CurrentX = (Rpt.ScaleWidth/2) - (intHorSize/2)
    Rpt.CurrentY = (Rpt.ScaleHeight/2) - (intVerSize/2)
    ' Print text on Report object.
    Rpt.Print strMessage
End Sub
```



[Show All](#)

CurrentY Property

You can use the **CurrentY** property (along with the **CurrentX** property) to specify the horizontal and vertical coordinates for the starting position of the next printing and drawing [method](#) on a report.

expression.**CurrentY**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

For example, you can use these properties to determine where the center point of a circle is drawn on a report [section](#).

The **CurrentY** property specifies a **Single** value used in a numeric expression to set the vertical coordinate of the next printing drawing method.

The coordinates are measured from the upper-left corner of the report section that contains the reference to the **CurrentX** or **CurrentY** property. The **CurrentX** property setting is 0 at the section's left edge, and the **CurrentY** property setting is 0 at its top edge.

You can set the **CurrentX** and **CurrentY** properties by using a [macro](#) or a [Visual Basic](#) event procedure specified by the [OnPrint](#) property setting of a report section.

Use the [ScaleMode](#) property to define the unit of measure, such as [points](#), [pixels](#), characters, inches, millimeters, or centimeters, that the coordinates will be based on.

When you use the following graphics methods, the **CurrentX** and **CurrentY** property settings are changed as indicated.

Method	Sets CurrentX, CurrentY properties to
---------------	--

Circle	The center of the object.
------------------------	---------------------------

Line	The end point of the line (the x2, y2 coordinates).
----------------------	---

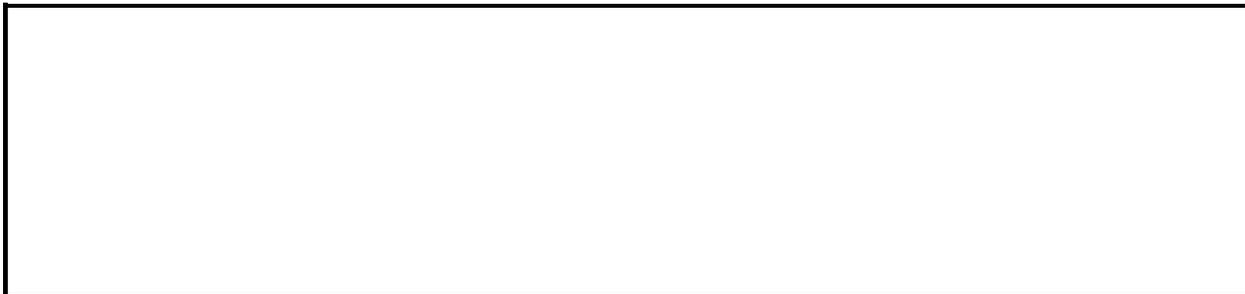
Print	The next print position.
-----------------------	--------------------------

Example

The following example uses the **Print** method to display text on a report named Report1. It uses the **TextWidth** and **TextHeight** methods to center the text vertically and horizontally.

```
Private Sub Detail_Format(Cancel As Integer, _
    FormatCount As Integer)
    Dim rpt as Report
    Dim strMessage As String
    Dim intHorSize As Integer, intVerSize As Integer

    Set rpt = Me
    strMessage = "DisplayMessage"
    With rpt
        'Set scale to pixels, and set FontName and
        'FontSize properties.
        .ScaleMode = 3
        .FontName = "Courier"
        .FontSize = 24
    End With
    ' Horizontal width.
    intHorSize = Rpt.TextWidth(strMessage)
    ' Vertical height.
    intVerSize = Rpt.TextHeight(strMessage)
    ' Calculate location of text to be displayed.
    Rpt.CurrentX = (Rpt.ScaleWidth/2) - (intHorSize/2)
    Rpt.CurrentY = (Rpt.ScaleHeight/2) - (intVerSize/2)
    ' Print text on Report object.
    Rpt.Print strMessage
End Sub
```



[Show All](#)

Custom Property

Returns or sets a **String** representing the custom properties dialog box for an [ActiveX control](#). Read/write.

expression.**Custom**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Not all ActiveX controls provide a custom properties dialog box. To see whether a control provides this custom properties dialog box, look for the **Custom** property in the Microsoft Access property sheet for this control. If the list of properties contains the name **Custom**, then the control provides the custom properties dialog box.

After you click the **Custom** property box in the Microsoft Access property sheet, click the **Build** button to the right of the property box to display the control's custom properties dialog box, often presented as a tabbed dialog box. Choose the tab that contains the interface for setting the properties that you want to set.

After you make changes on one tab, you can often apply those changes immediately by clicking the **Apply** button (if provided). You can click other tabs to set other properties as needed. To approve all changes made in the custom properties dialog box, click the **OK** button. To return to the Microsoft Access property sheet without changing any property settings, click the **Cancel** button.

You can also view the custom properties dialog box by clicking the **Properties** subcommand of the ActiveX control **Object** command (for example, **Calendar Control Object**) on the **Edit** menu, or by clicking this same subcommand on the [shortcut menu](#) for the ActiveX control. In addition, some properties in the Microsoft Access property sheet for the ActiveX control, like the **GridFontColor** property of the Calendar control, have a **Build** button to the right of the property box. When you click the **Build** button, the custom properties dialog box is displayed, with the appropriate tab selected (for example, **Colors**).



[Show All](#)

Cycle Property

You can use the **Cycle** property to specify what happens when you press the TAB key and the [focus](#) is in the last [control](#) on a bound form. Read/write **Byte**.

expression.Cycle

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **Cycle** property uses the following settings.

Setting	Visual Basic	Description
All Records	0	(Default) Pressing the TAB key from the last control on a form moves the focus to the first control in the tab order in the next record.
Current Record	1	Pressing the TAB key from the last control on a record moves the focus to the first control in the tab order in the same record.
Current Page	2	Pressing the TAB key from the last control on a page moves the focus back to the first control in the tab order on the page.

Note You can set the **Cycle** property by using the form's [property sheet](#), a [macro](#), or [Visual Basic](#) .

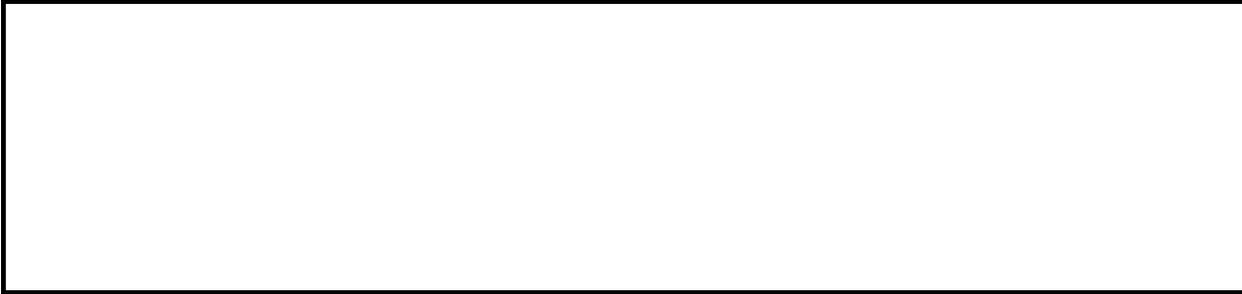
You can set the **Cycle** property in any view.

When you press the TAB key on a form, the focus moves through the controls on the form according to each control's place in the tab order.

You can set the **Cycle** property to All Records for forms designed for data entry. This allows the user to move to a new record by pressing the TAB key.

Note The **Cycle** property only controls the TAB key behavior on the form where the property is set. If a subform control is in the tab order, once the subform control receives the focus, the **Cycle** property setting for the subform determines what happens when you press the TAB key.

To move the focus outside a subform control, press CTRL+TAB.



DataAccessPages Property

You can use the **DataAccessPages** property to reference the read-only **DataAccessPages** collection and its related properties.

expression.**DataAccessPages**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **DataAccessPage** property is available only by using [Visual Basic](#).

DataChange Property

Returns or sets a **String** indicating which macro, event procedure, or user-defined function runs when the [DataChange](#) event occurs. Read/write.

expression.**DataChange**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values for this property are "*macroname*" where *macroname* is the name of macro, "[Event Procedure]" which indicates the event procedure associated with the DataChange event for the specified object, or "*=functionname()*" where *functionname* is the name of a user-defined function. For a more detailed discussion of event properties, see "[Event Properties](#)."

Example

The following example specifies that when the DataChange event occurs on the first form of the current project, the associated event procedure should run.

```
Forms(0).DataChange = "[Event Procedure]"
```



[Show All](#)

DataEntry Property

You can use the **DataEntry** property to specify whether a bound [form](#) opens to allow data entry only. The **Data Entry** property doesn't determine whether records can be added; it only determines whether existing records are displayed. Read/write **Boolean**.

expression.**DataEntry**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **DataEntry** property uses the following settings.

Setting Visual Basic		Description
Yes	True	The form opens showing only a blank record.
No	False	(Default) The form opens showing existing records.

Note You can set the **DataEntry** property by using a form's [property sheet](#), a [macro](#), or [Visual Basic](#) .

This property can be set in any view.

The **DataEntry** property has an effect only when the [AllowAdditions](#) property is set to Yes.

Setting the **DataEntry** property to Yes by using Visual Basic has the same effect as clicking **Data Entry** on the **Records** menu. Setting it to No by using Visual Basic is equivalent to clicking **Remove Filter/Sort** on the **Records** menu.

Note When the Data Mode argument of the [OpenForm](#) action is set, Microsoft Access will override a number of form property settings. If the Data Mode argument of the OpenForm action is set to Edit, Microsoft Access will open the form with the following property settings:

- **AllowEdits**— Yes
- **AllowDeletions**— Yes
- **AllowAdditions**— Yes
- **DataEntry**— No

To prevent the OpenForm action from overriding any of these existing property settings, omit the Data Mode argument setting so that Microsoft Access will use the property settings defined by the form



DataOnly Property

True if Microsoft Access prints only the data from a table or query in Datasheet View and not the labels, control borders, gridlines, and display graphics.
Read/write **Boolean**.

expression.**DataOnly**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

The following example sets a variety of printer settings for the form specified in the **strFormname** argument of the procedure.

```
Sub SetPrinter(strFormname As String)

    DoCmd.OpenForm FormName:=strFormname, view:=acDesign, _
        datamode:=acFormEdit, windowmode:=acHidden

    With Forms(form1).Printer

        .TopMargin = 1440
        .BottomMargin = 1440
        .LeftMargin = 1440
        .RightMargin = 1440

        .ColumnSpacing = 360
        .RowSpacing = 360

        .ColorMode = acPRCMColor
        .DataOnly = False
        .DefaultSize = False
        .ItemSizeHeight = 2880
        .ItemSizeWidth = 2880
        .ItemLayout = acPRVerticalColumnLayout
        .ItemsAcross = 6

        .Copies = 1
        .Orientation = acPRORLandscape
        .Duplex = acPRDPVertical
        .PaperBin = acPRBNAuto
        .PaperSize = acPRPSLetter
        .PrintQuality = acPRPQMedium

    End With

    DoCmd.Close objecttype:=acForm, objectname:=strFormname, _
        Save:=acSaveYes

End Sub
```



DataSetChange Property

Returns or sets a **String** indicating which macro, event procedure, or user-defined function runs when the [DataSetChange](#) event occurs. Read/write.

expression.**DataSetChange**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values for this property are "*macroname*" where *macroname* is the name of macro, "[Event Procedure]" which indicates the event procedure associated with the DataSetChange event for the specified object, or "*=functionname()*" where *functionname* is the name of a user-defined function. For a more detailed discussion of event properties, see "[Event Properties](#)."

Example

The following example specifies that when the DataSetChange event occurs on the first form of the current project, the associated event procedure should run.

```
Forms(0).DataSetChange = "[Event Procedure]"
```



[Show All](#)

DatasheetBackColor Property

You can use the **DatasheetBackColor** property in [Visual Basic](#) to specify or determine the background color of an entire [table](#), [query](#), or [form](#) in [Datasheet view](#) within a [Microsoft Access database](#) (.mdb). Read/write **Long**.

expression.**DatasheetBackColor**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **DatasheetBackColor** property is a [Long Integer](#) value representing the background color and font color setting for a datasheet.

The following setting information applies to both Microsoft Access database and [Access projects](#) (.adp):

- You can also set this property by clicking **Fill/BackColor** on the **Formatting (Datasheet) toolbar** and clicking the desired color displayed on the color palette.
- You can also set the default **DatasheetBackColor** property by using the **Datasheet** tab of the **Options** dialog box, available by clicking **Options** on the **Tools** menu.

Setting the **DatasheetBackColor** property for a table or query won't affect this property setting for a form that uses the table or query as its source of data.

The following table contains the properties that don't exist in the DAO [Properties](#) collection of until you set them by using the **Formatting (Datasheet) toolbar** or you can add them in an Access database (.mdb) by using the [CreateProperty](#) method and append it to the DAO **Properties** collection.

DatasheetBackColor	DatasheetFontUnderline *
DatasheetCellsEffect	DatasheetFontWeight *
DatasheetFontHeight *	DatasheetForeColor *
DatasheetFontItalic *	DatasheetGridlinesBehavior
DatasheetFontName *	DatasheetGridlinesColor

Note When you add or set any property listed with an asterisk, Microsoft Access automatically adds it to the **Properties** collection.

Example

The following example uses the SetTableProperty procedure to set a table's font color to dark blue and its background color to light gray. If a "Property not found" error occurs when the property is set, the **CreateProperty** method is used to add the property to the object's **Properties** collection.

```
Dim dbs As Object, objProducts As Object
Const lngForeColor As Long = 8388608           ' Dark blue.
Const lngBackColor As Long = 12632256        ' Light gray.
Const DB_Long As Long = 4
Set dbs = CurrentDb
Set objProducts = dbs!Products
SetTableProperty objProducts, "DatasheetBackColor", DB_Long, lngBack
SetTableProperty objProducts, "DatasheetForeColor", DB_Long, lngFore

Sub SetTableProperty(objTableObj As Object, strPropertyName As Strin
    intPropertyType As Integer, varPropertyValue As Variant)
    Const conErrPropertyNotFound = 3270
    Dim prpProperty As Variant
    On Error Resume Next           ' Don't trap errors.
    objTableObj.Properties(strPropertyName) = varPropertyValue
    If Err <> 0 Then                ' Error occurred when value
        If Err <> conErrPropertyNotFound Then
            ' Error is unknown.
            MsgBox "Couldn't set property '" & strPropertyName _
                & "' on table '" & objTableObj.Name & "'", vbExclama
            Err.Clear
        Else
            ' Error is "Property not found", so add it to collection
            Set prpProperty = objTableObj.CreateProperty(strProperty
                intPropertyType, varPropertyValue)
            objTableObj.Properties.Append prpProperty
            Err.Clear
        End If
    End If
    objTableObj.Properties.Refresh
End Sub
```



DatasheetBorderStyle Property

Returns or sets a **Byte** indicating the line style to use for the border of the specified datasheet. Read/write.

expression.**DatasheetBorderStyle**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values are between zero and eight. Values greater than eight are ignored; negative values or values above 255 cause an error.

Value	Description
0	Transparent border
1	Solid
2	Dashes
3	Short dashes
4	Dots
5	Sparse dots
6	Dash-dot
7	Dash-dot-dot
8	Double solid

This property is not supported when saving a form as a data access page.

Example

This example sets the datasheet border line style on the first open form to short dashes. The form must be set to Datasheet View in order for you to see the change.

```
Forms(0).DatasheetBorderStyle = 3
```



[Show All](#)

DatasheetCellsEffect Property

You can use the **DatasheetCellsEffect** property to specify whether special effects are applied to cells in a [datasheet](#). Read/write **Byte**.

expression.**DatasheetCellsEffect**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **DatasheetCellsEffect** property applies only to objects in [Datasheet view](#).

This property is only available in [Visual Basic](#) within a [Microsoft Access database](#) (.mdb)

The **DatasheetCellsEffect** property uses the following settings.

Setting	Visual Basic	Description
Flat	acEffectNormal	(Default) No special effects are applied to the cells in the datasheet.
Raised	acEffectRaised	Cells in the datasheet appear raised.
Sunken	acEffectSunken	Cells in the datasheet appear sunken.

Note You can set this property by using **Special Effect** button on the **Formatting (Datasheet) toolbar**, and in an Access database (.mdb), by using a [macro](#), or by using Visual Basic.

The following setting information applies to both Access databases (.mdb) and [Access projects](#) (.adp):

You can also set this property by selecting the type of cell effect under **Cell Effect** in the **Cells Effects** dialog box, available by clicking **Cells** on the **Format** menu.

You can set the default **DatasheetCellsEffect** property by using the settings under **Default Cell Effect** on the **Datasheet** tab of the **Options** dialog box, available by clicking **Options** on the **Tools** menu.

This property applies the selected effect to the entire datasheet.

When this property is set to Raised or Sunken, gridlines will be visible on the datasheet regardless of the [DatasheetGridlinesBehavior](#) property setting.

The following table contains the properties that don't exist in the DAO [Properties](#) collection of until you set them by using the **Formatting (Datasheet)** toolbar or you can add them in an Access database (.mdb) by using

the [CreateProperty](#) method and append it to the DAO **Properties** collection.

DatasheetFontItalic *	DatasheetForeColor *
DatasheetFontHeight *	DatasheetBackColor
DatasheetFontName *	DatasheetGridlinesColor
DatasheetFontUnderline *	DatasheetGridlinesBehavior
DatasheetFontWeight *	DatasheetCellsEffect

Note When you add or set any property listed with an asterisk, Microsoft Access automatically adds all the properties listed with an asterisk to the **Properties** collection in the database.



DatasheetColumnHeaderUnderlineStyle Property

Returns or sets a **Byte** indicating the line style to use for the bottom edge of the column headers on the specified datasheet. Read/write.

expression.**DatasheetColumnHeaderUnderlineStyle**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values are between zero and eight. Values greater than eight are ignored; negative values or values above 255 cause an error.

Value	Description
0	Transparent border
1	Solid
2	Dashes
3	Short dashes
4	Dots
5	Sparse dots
6	Dash-dot
7	Dash-dot-dot
8	Double solid

This property is not supported when saving a form as a data access page.

Example

This example sets the column header underline style for the first open form to sparse dots. The form must be set to Datasheet View in order for you to see the change.

```
Forms(0).DatasheetColumnHeaderUnderLineStyle = 5
```



[Show All](#)

DatasheetFontHeight Property

You can use the **DatasheetFontHeight** property to specify the font [point](#) size used to display and print field names and data in [Datasheet view](#). Read/write **Integer**.

expression.**DatasheetFontHeight**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is only available in [Visual Basic](#) within a [Microsoft Access database](#) (.mdb)

You can set this property by selecting the font size from the **Font Size** box on the **Formatting (Datasheet)** [toolbar](#).

You can also set this property with the **Size** boxes in the **Font** dialog box, available by clicking **Font** on the **Format** menu in Datasheet view.

For the **DatasheetFontHeight** property, the font size you specify must be valid for the font specified by the **DatasheetFontName** property. For example, MS Sans Serif is available only in sizes 8, 10, 12, 14, 18, and 24 points.

You can set the default **DatasheetFontHeight** property by using the settings under **Default Font** on the **Datasheet** tab of the **Options** dialog box, available by clicking **Options** on the **Tools** menu.

The following table contains the properties that don't exist in the DAO [Properties](#) collection of until you set them by using the **Formatting (Datasheet)** toolbar or you can add them in an Access database (.mdb) by using the [CreateProperty](#) method and append it to the **DAO Properties** collection.

DatasheetFontItalic *	DatasheetForeColor *
DatasheetFontHeight *	DatasheetBackColor
DatasheetFontName *	DatasheetGridlinesColor
DatasheetFontUnderline *	DatasheetGridlinesBehavior
DatasheetFontWeight *	DatasheetCellsEffect

Note When you add or set any property listed with an asterisk, Microsoft Access automatically adds all the properties listed with an asterisk to the **Properties** collection of the database.

Example

The following example sets the font to MS Serif, the font size to 10 points, and the font weight to medium (500) in Datasheet view of the Products table.

To set these properties, the example uses the SetTableProperty procedure, which is shown in the **DatasheetFontItalic**, **DatasheetFontUnderline** properties [example](#).

```
Dim dbs As Object, objProducts As Object
Set dbs = CurrentDb
Const DB_Text As Long = 10
Const DB_Integer As Long = 3
Set objProducts = dbs!Products
SetTableProperty objProducts, "DatasheetFontName", DB_Text, "MS Seri
SetTableProperty objProducts, "DatasheetFontHeight", DB_Integer, 10
SetTableProperty objProducts, "DatasheetFontWeight", DB_Integer, 500
```

The next example makes the same changes as the preceding example in Datasheet view of the open Products form.

```
Forms!Products.DatasheetFontName = "MS Serif"
Forms!Products.DatasheetFontHeight = 10
Forms!Products.DatasheetFontWeight = 500
```



[Show All](#)

DatasheetFontItalic Property

You can use the **DatasheetFontItalic** property to specify an italicized appearance for field names and data in [Datasheet view](#). Read/write **Boolean**.

expression.**DatasheetFontItalic**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **DatasheetFontItalic** property applies to all fields in Datasheet view and to form controls when the form is in Datasheet view.

This property is only available in [Visual Basic](#) within a [Microsoft Access database](#) (.mdb).

In Visual Basic, the **DatasheetFontItalic** property uses the following settings.

Setting	Description
True	The text is italicized.
False	(Default) The text isn't italicized.

Note You can set this property by clicking **Italic** on the **Formatting (Datasheet)** [toolbar](#).

You can also set this property in the **Font** dialog box, available by clicking **Font** on the **Format** menu in Datasheet view.

The following table contains the properties that don't exist in the DAO [Properties](#) collection of until you set them by using the **Formatting (Datasheet)** toolbar or you can add them in an Access database (.mdb) by using the [CreateProperty](#) method and append it to the DAO **Properties** collection.

DatasheetFontItalic *	DatasheetForeColor *
DatasheetFontHeight *	DatasheetBackColor
DatasheetFontName *	DatasheetGridlinesColor
DatasheetFontUnderline *	DatasheetGridlinesBehavior
DatasheetFontWeight *	DatasheetCellsEffect

Note When you add or set any property listed with an asterisk, Microsoft Access automatically adds all the properties listed with an asterisk to the **Properties** collection of the database.

Example

The following example displays the data and field names in Datasheet view of the Products form as italic and underlined.

```
Forms![Products].DatasheetFontItalic = True  
Forms![Products].DatasheetFontUnderline = True
```

The next example displays the data and field names in Datasheet view of the Products table as italic and underlined.

To set the **DatasheetFontItalic** and **DatasheetFontUnderline** properties, the example uses the SetTableProperty procedure, which is in the database's standard module.

```
Dim dbs As Object, objProducts As Object  
Const DB_Boolean As Long = 1  
Set dbs = CurrentDb  
Set objProducts = dbs![Products]  
SetTableProperty objProducts, "DatasheetFontItalic", DB_Boolean, True  
SetTableProperty objProducts, "DataseetFontUnderline", DB_Boolean,  
  
Sub SetTableProperty(objTableObj As Object, strPropertyName As String,  
    intPropertyType As Integer, varPropertyValue As Variant)  
    ' Set Microsoft Access-defined table property without causing  
    ' nonrecoverable run-time error.  
    Const conErrPropertyNotFound = 3270  
    Dim prpProperty As Variant  
    On Error Resume Next ' Don't trap errors.  
    objTableObj.Properties(strPropertyName) = varPropertyValue  
    If Err <> 0 Then ' Error occurred when value  
        If Err <> conErrPropertyNotFound Then  
            On Error GoTo 0  
            MsgBox "Couldn't set property '" & strPropertyName & _  
                & "' on table '" & objTableObj.Name & "'", 48, "SetT  
        Else  
            On Error GoTo 0  
            Set prpProperty = objTableObj.CreateProperty(strProperty  
                intPropertyType, varPropertyValue)  
            objTableObj.Properties.Append prpProperty  
        End If  
    End If  
    objTableObj.Properties.Refresh  
End Sub
```



[Show All](#)

DatasheetFontName Property

You can use the **DatasheetFontName** property to specify the [font](#) used to display and print field names and data in [Datasheet view](#).

Remarks

The **DatasheetFontName** property applies to all fields in Datasheet view and to form [controls](#) when the form is in Datasheet view.

This property is only available in [Visual Basic](#) within a [Microsoft Access database](#) (.mdb).

You can set this property by selecting the font name from the **Font** box on the **Formatting (Datasheet) toolbar**.

You can also set this property with the **Font** box in the **Font** dialog box, available by clicking **Font** on the **Format** menu in Datasheet view.

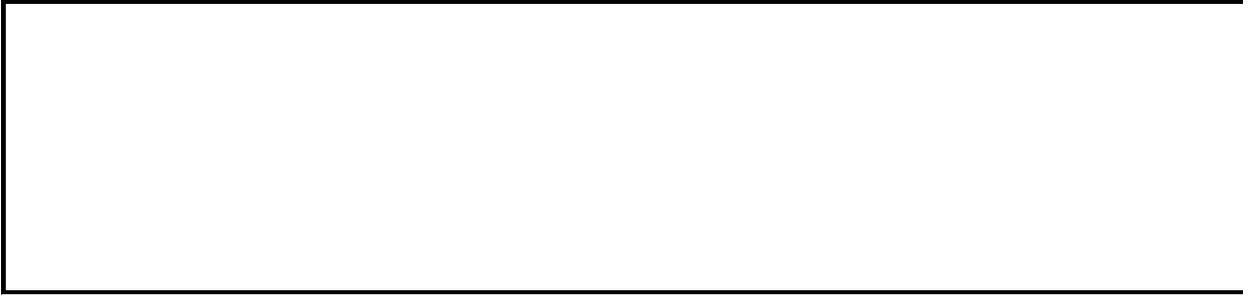
For the **DatasheetFontName** property, the font names you can specify depend on the fonts installed on your system and for your printer. If you specify a font that your system can't display or that isn't installed, Microsoft Windows will substitute a similar font.

You can set the default **DatasheetFontName** property by using the settings under **Default Font** on the **Datasheet** tab of the **Options** dialog box, available by clicking **Options** on the **Tools** menu.

The following table contains the properties that don't exist in the DAO [Properties](#) collection of until you set them by using the **Formatting (Datasheet)** toolbar or you can add them in an Access database (.mdb) by using the [CreateProperty](#) method and append it to the **DAO Properties** collection.

DatasheetFontItalic *	DatasheetForeColor *
DatasheetFontHeight *	DatasheetBackColor
DatasheetFontName *	DatasheetGridlinesColor
DatasheetFontUnderline *	DatasheetGridlinesBehavior
DatasheetFontWeight *	DatasheetCellsEffect

Note When you add or set any property listed with an asterisk, Microsoft Access automatically adds all the properties listed with an asterisk to the **Properties** collection of the database.



[Show All](#)

DatasheetFontUnderline Property

You can use the **DatasheetFontUnderline** property to specify an underlined appearance for field names and data in [Datasheet view](#). Read/write **Boolean**.

expression.**DatasheetFontUnderline**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **DatasheetFontUnderline** property applies to all fields in Datasheet view and to form controls when the form is in Datasheet view.

This property is only available in [Visual Basic](#) within a [Microsoft Access database](#) (.mdb).

In Visual Basic, the **DatasheetFontUnderline** property uses the following settings.

Setting	Description
True	The text is underlined.
False (Default)	The text isn't underlined.

Note You can set this property by clicking **Underline** on the **Formatting (Datasheet) toolbar**.

You can also set this property in the **Font** dialog box, available by clicking **Font** on the **Format** menu in Datasheet view.

The following table contains the properties that don't exist in the DAO **Properties** collection of until you set them by using the **Formatting (Datasheet) toolbar** or you can add them in an Access database (.mdb) by using the [CreateProperty](#) method and append it to the DAO **Properties** collection.

DatasheetFontItalic *	DatasheetForeColor *
DatasheetFontHeight *	DatasheetBackColor
DatasheetFontName *	DatasheetGridlinesColor
DatasheetFontUnderline *	DatasheetGridlinesBehavior
DatasheetFontWeight *	DatasheetCellsEffect

Note When you add or set any property listed with an asterisk, Microsoft Access automatically adds all the properties listed with an asterisk to the **Properties** collection of the database.

Example

The following example displays the data and field names in Datasheet view of the Products form as italic and underlined.

```
Forms![Products].DatasheetFontItalic = True
Forms![Products].DatasheetFontUnderline = True
```

The next example displays the data and field names in Datasheet view of the Products table as italic and underlined.

To set the **DatasheetFontItalic** and **DatasheetFontUnderline** properties, the example uses the SetTableProperty procedure, which is in the database's standard module.

```
Dim dbs As Object, objProducts As Object
Const DB_Boolean As Long = 1
Set dbs = CurrentDb
Set objProducts = dbs![Products]
SetTableProperty objProducts, "DatasheetFontItalic", DB_Boolean, True
SetTableProperty objProducts, "DatasheetFontUnderline", DB_Boolean,

Sub SetTableProperty(objTableObj As Object, strPropertyName As String,
    intPropertyType As Integer, varPropertyValue As Variant)
    ' Set Microsoft Access-defined table property without causing
    ' nonrecoverable run-time error.
    Const conErrPropertyNotFound = 3270
    Dim prpProperty As Variant
    On Error Resume Next ' Don't trap errors.
    objTableObj.Properties(strPropertyName) = varPropertyValue
    If Err <> 0 Then ' Error occurred when value
        If Err <> conErrPropertyNotFound Then
            On Error GoTo 0
            MsgBox "Couldn't set property '" & strPropertyName & _
                & "' on table '" & objTableObj.Name & "'", 48, "SetT
        Else
            On Error GoTo 0
            Set prpProperty = objTableObj.CreateProperty(strProperty
                intPropertyType, varPropertyValue)
            objTableObj.Properties.Append prpProperty
        End If
    End If
    objTableObj.Properties.Refresh
End Sub
```



[Show All](#)

DatasheetFontWeight Property

You can use the **DatasheetFontWeight** property to specify the line width of the font used to display and print characters for field names and data in [Datasheet view](#). Read/write **Integer**.

expression.**DatasheetFontWeight**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **DatasheetFontWeight** property applies to all fields in Datasheet view and to form [controls](#) when the form is in Datasheet view.

These properties are only available in [Visual Basic](#) within a [Microsoft Access database](#) (.mdb)

In Visual Basic, the **DatasheetFontWeight** property setting uses the following [Integer](#) values.

Setting	Description
100	Thin
200	Extra Light
300	Light
400	(Default) Normal
500	Medium
600	Semi-bold
700	Bold
800	Extra Bold
900	Heavy

The following setting information applies to both Access databases (.mdb) and [Access projects](#) (.adp):

- You can also set Normal and Bold for this property in the **Font** dialog box, available by clicking **Font** on the **Format** menu in Datasheet view. In the **Font** dialog box's **Font Style** box, the only available font weight settings are Regular (identical to Normal) and Bold.
- Another method of setting only the Regular and Bold settings is to click **Bold** on the **Formatting (Datasheet) toolbar**.
- You can set the default **DatasheetFontWeight** property by using the settings under **Default Font** on the **Datasheet** tab of the **Options** dialog box, available by clicking **Options** on the **Tools** menu.

Remarks

The following table contains the properties that don't exist in the DAO **Properties** collection of until you set them by using the **Formatting (Datasheet)** toolbar or you can add them in an Access database (.mdb) by using the **CreateProperty** method and append it to the DAO **Properties** collection.

<u>DatasheetFontItalic</u> *	<u>DatasheetForeColor</u> *
<u>DatasheetFontHeight</u> *	<u>DatasheetBackColor</u>
<u>DatasheetFontName</u> *	<u>DatasheetGridlinesColor</u>
<u>DatasheetFontUnderline</u> *	<u>DatasheetGridlinesBehavior</u>
<u>DatasheetFontWeight</u> *	<u>DatasheetCellsEffect</u>

Note When you add or set any property listed with an asterisk, Microsoft Access automatically adds all the properties listed with an asterisk to the **Properties** collection of the database.

Example

The following example sets the font to MS Serif, the font size to 10 points, and the font weight to medium (500) in Datasheet view of the Products table.

To set these properties, the example uses the SetTableProperty procedure, which is shown in the **DatasheetFontItalic**, **DatasheetFontUnderline** properties [example](#).

```
Dim dbs As Object, objProducts As Object
Set dbs = CurrentDb
Const DB_Text As Long = 10
Const DB_Integer As Long = 3
Set objProducts = dbs!Products
SetTableProperty objProducts, "DatasheetFontName", DB_Text, "MS Seri
SetTableProperty objProducts, "DatasheetFontHeight", DB_Integer, 10
SetTableProperty objProducts, "DatasheetFontWeight", DB_Integer, 500
```

The next example makes the same changes as the preceding example in Datasheet view of the open Products form.

```
Forms!Products.DatasheetFontName = "MS Serif"
Forms!Products.DatasheetFontHeight = 10
Forms!Products.DatasheetFontWeight = 500
```



[Show All](#)

DatasheetForeColor Property

You can use the **DatasheetForeColor** property in Visual Basic to specify or determine the color of all text in a table, query, or form in Datasheet view within an Access database (.mdb). Read/write **Long**.

expression.**DatasheetForeColor**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The following setting information applies to both Microsoft Access database and [Access projects](#) (.adp):

- You can also set this property by clicking **Font/ForeColor** on the **Formatting (Datasheet) toolbar** and clicking the desired color displayed on the color palette.
- You can also set the default **DatasheetForeColor** property by using the **Datasheet** tab of the **Options** dialog box, available by clicking **Options** on the **Tools** menu.

Remarks

Setting the **DatasheetForeColor** property for a table or query won't affect this property setting for a form that uses the table or query as its source of data.

The following table contains the properties that don't exist in the DAO **Properties** collection of until you set them by using the **Formatting (Datasheet)** toolbar or you can add them in an Access database (.mdb) by using the **CreateProperty** method and append it to the DAO **Properties** collection.

[DatasheetBackColor](#) [DatasheetFontUnderline](#) *
[DatasheetCellsEffect](#) [DatasheetFontWeight](#) *
[DatasheetFontHeight](#) * **DatasheetForeColor***
[DatasheetFontItalic](#) * [DatasheetGridlinesBehavior](#)
[DatasheetFontName](#) * [DatasheetGridlinesColor](#)

Note When you add or set any property listed with an asterisk, Microsoft Access automatically adds it to the **Properties** collection.

Example

The following example uses the SetTableProperty procedure to set a table's font color to dark blue and its background color to light gray. If a "Property not found" error occurs when the property is set, the **CreateProperty** method is used to add the property to the object's **Properties** collection.

```
Dim dbs As Object, objProducts As Object
Const lngForeColor As Long = 8388608           ' Dark blue.
Const lngBackColor As Long = 12632256        ' Light gray.
Const DB_Long As Long = 4
Set dbs = CurrentDb
Set objProducts = dbs!Products
SetTableProperty objProducts, "DatasheetBackColor", DB_Long, lngBack
SetTableProperty objProducts, "DatasheetForeColor", DB_Long, lngFore

Sub SetTableProperty(objTableObj As Object, strPropertyName As Strin
    intPropertyType As Integer, varPropertyValue As Variant)
    Const conErrPropertyNotFound = 3270
    Dim prpProperty As Variant
    On Error Resume Next           ' Don't trap errors.
    objTableObj.Properties(strPropertyName) = varPropertyValue
    If Err <> 0 Then                ' Error occurred when value
        If Err <> conErrPropertyNotFound Then
            ' Error is unknown.
            MsgBox "Couldn't set property '" & strPropertyName _
                & "' on table '" & objTableObj.Name & "'", vbExclama
            Err.Clear
        Else
            ' Error is "Property not found", so add it to collection
            Set prpProperty = objTableObj.CreateProperty(strProperty
                intPropertyType, varPropertyValue)
            objTableObj.Properties.Append prpProperty
            Err.Clear
        End If
    End If
    objTableObj.Properties.Refresh
End Sub
```



DateCreated Property

Returns a **Date** indicating the date and time when the design of the specified object was last modified. Read-only.

expression.**DateCreated**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

The following example lists all the reports in the current database and when their designs were created and modified.

```
Dim acobjLoop As AccessObject

For Each acobjLoop In CurrentProject.AllReports
    With acobjLoop
        Debug.Print .Name & " - Created " & .DateCreated _
            & " - Modified " & .DateModified
    End With
Next acobjLoop
```



[Show All](#)

DateGrouping Property

You can use the **DateGrouping** property to specify how you want to group dates in a report. Read/write **Byte**.

expression.**DateGrouping**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

For example, using the US Defaults setting will cause the week to begin on Sunday. If you set a Date/Time field's [GroupOn](#) property to Week, the report will group dates from Sunday to Saturday.

Note The **DateGrouping** property setting applies to the entire report, not to a particular group in the report.

The **DateGrouping** property uses the following settings.

Setting	Visual Basic	Description
US Defaults	0	Microsoft Access uses the U.S. settings for the first day of the week (Sunday) and the first week of the year (starts on January 1).
Use System Settings	1	(Default) Microsoft Access uses settings based on the locale selected in the Regional Options dialog box in Windows Control Panel.

Note You can set this property by using the report's [property sheet](#), a [macro](#), or [Visual Basic](#).

You can set the **DateGrouping** property only in [report Design view](#) or in the [Open](#) event procedure of a report.

The [sort order](#) used in a report isn't affected by the **DateGrouping** property setting.



DateModified Property

Returns a **Date** indicating the date and time when the design of the specified object was last modified. Read-only.

expression.**DateModified**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

The following example lists all the reports in the current database and when their designs were created and modified.

```
Dim acobjLoop As AccessObject

For Each acobjLoop In CurrentProject.AllReports
    With acobjLoop
        Debug.Print .Name & " - Created " & .DateCreated _
            & " - Modified " & .DateModified
    End With
Next acobjLoop
```



DBEngine Property

You can use the **DBEngine** property in [Visual Basic](#) to access the current **DBEngine** object and its related properties.

expression.**DBEngine**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **DBEngine** property is set by Microsoft Access and is read-only in all views.

The **DBEngine** property of the [Application](#) object represents the Microsoft Jet database engine. The **DBEngine** object is the top-level object in the Data Access Objects (DAO) model and it contains and controls all other objects in the hierarchy of Data Access Objects.

Example

The following example displays the **DBEngine** properties in a message box.

```
Private Sub Command1_Click()  
    DisplayApplicationInfo Me  
End Sub  
  
Function DisplayApplicationInfo(obj As Object) As Integer  
    Dim objApp As Object, intI As Integer, strProps As String  
    On Error Resume Next  
    ' Form Application property.  
    Set objApp = obj.Application  
    MsgBox "Application Visible property = " & objApp.Visible  
    If objApp.UserControl = True Then  
        For intI = 0 To objApp.DBEngine.Properties.Count - 1  
            strProps = strProps & objApp.DBEngine.Properties(intI).N  
        Next intI  
    End If  
    MsgBox Left(strProps, Len(strProps) - 2) & ".", vbOK, "DBEng  
End Function
```



[Show All](#)

DecimalPlaces Property

You can use the **DecimalPlaces** property to specify the number of decimal places Microsoft Access uses to display numbers. Read/write **Byte**.

expression.**DecimalPlaces**

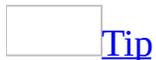
expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **DecimalPlaces** property uses the following settings.

Setting	Visual Basic	Description
Auto	255	(Default) Numbers appear as specified by the Format property setting.
0 to 15	0 to 15	Digits to the right of the decimal separator appear with the specified number of decimal places; digits to the left of the decimal separator appear as specified by the Format property setting.

Note You can set this property for [text boxes](#) and [combo boxes](#) by using the [control's property sheet](#) and for table fields by using the [table's property sheet](#). You can also set this property in the Field Properties [property sheet](#) in [query Design view](#).



Tip

You should set the **DecimalPlaces** property in the table's property sheet. A [bound control](#) you create on a form or report inherits the **DecimalPlaces** property set in the field in the underlying table or query, so you won't have to specify the property individually for every bound control you create.

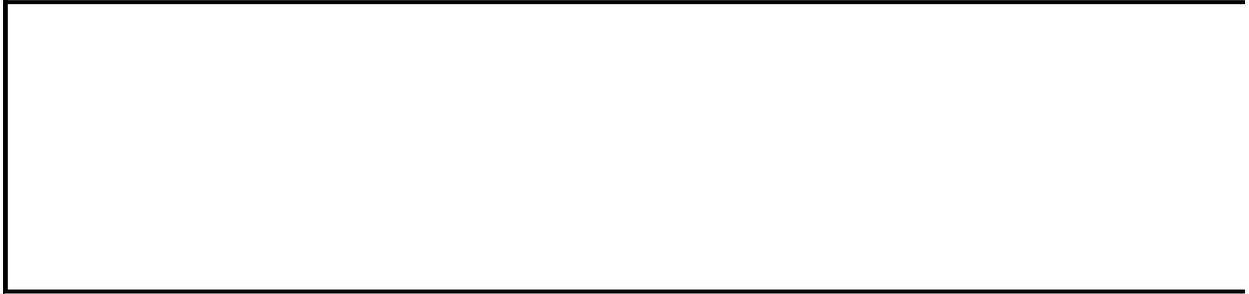
For controls, you can also set this property by using a [macro](#) or [Visual Basic](#).

Note The **DecimalPlaces** property setting has no effect if the **Format** property is blank or is set to General Number.

The **DecimalPlaces** property affects only the number of decimal places that display, not how many decimal places are stored. To change the way a number is stored you must change the **FieldSize** property in [table Design view](#).

You can use the **DecimalPlaces** property to display numbers differently from the **Format** property setting or from the way they are stored. For example, the Currency setting of the **Format** property displays only two decimal places

(\$5.35). To display Currency numbers with four decimal places (for example, \$5.3523), set the **DecimalPlaces** property to 4.



[Show All](#)

Default Property

You can use the **Default** property to specify whether a [command button](#) is the default button on a [form](#). Read/write **Boolean**.

expression.**Default**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **Default** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	The command button is the default button.
No	False	(Default) The command button isn't the default button.

You can set this property by using the command button's [property sheet](#), a [macro](#), or [Visual Basic](#).

When the command button's **Default** property setting is Yes and the Form window is active, the user can choose the command button by pressing ENTER (if no other command button has the [focus](#)) as well as by clicking the command button.

Only one command button on a form can be the default button. When the **Default** property is set to Yes for one command button, it is automatically set to No for all other command buttons on the form.



For a form that supports irreversible operations, such as deletions, it's a good idea to make the **Cancel** button the default command button. To do this, set both the **Default** property and the [Cancel](#) property to Yes.

[Show All](#)

DefaultControl Property

The **DefaultControl** property returns a **Control** object with which you can set the [default properties](#) for a particular type of [control](#) on a particular [form](#) or [report](#). For example, before you create a [text box](#) on a form, you might want to set the default properties for the text box. Then you can create a number of text boxes that have the same base property settings, rather than having to set properties for each text box individually once it has been created.

expression.**DefaultControl**(*controltype*)

The **DefaultControl** property has the following arguments.

Argument	Description
<i>expression</i>	An expression that evaluates to a Form or Report object on which controls are to be created. The default property settings defined for a type of control apply only to controls of the same type created on this form or report.
<i>controltype</i>	An intrinsic constant indicating the type of control for which default property settings are to be set.

Remarks

The **DefaultControl** property enables you to set a control's default properties from code. Once you have set the default properties for a particular type of control, each subsequently created control of that type will have the same default values.

For example, if you set the **FontSize** property of the default [command button](#) to 12, each new command button will have a font size of 12 [points](#).

Not all of a control's properties are available as default properties. The default properties available for a control depend on the type of control.

The **DefaultControl** property returns a **Control** object of the type specified by the *controltype* argument. This **Control** object doesn't represent an actual control on a form, but rather a default control that is a template for all subsequently created controls of that type. You set the default control properties for the **Control** object returned by the **DefaultControl** property in the same manner that you would set properties for an individual control on a form.

For a list of intrinsic constants that can be passed as the *controltype* argument, see the **CreateControl** function.

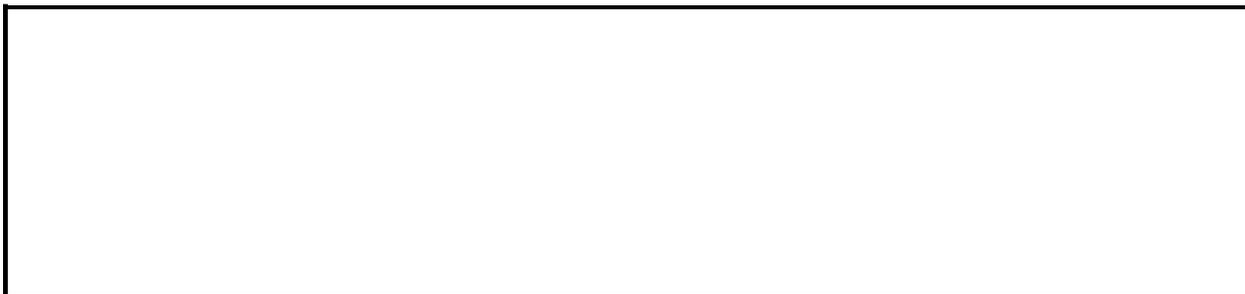
The **DefaultControl** property can be used only in [form Design view](#) or [report Design view](#). If you try to apply this property to a form or report that is not in Design view, a [run-time error](#) will result.

If you try to set a property that can't be set as a default property with the **DefaultControl** property, a run-time error will result. To determine which properties can be default properties, list the **Properties** collection of the **Control** object returned by the **DefaultControl** property.

Example

The following example creates a new form and uses the **DefaultControl** property to return a **Control** object representing the default command button. The procedure sets some of the default properties for the command button, then creates a new command button on the form.

```
Sub SetDefaultProperties()  
    Dim frm As Form, ctlDefault As Control, ctlNew As Control  
  
    ' Create new form.  
    Set frm = CreateForm  
    ' Return Control object representing default command button.  
    Set ctlDefault = frm.DefaultControl(acCommandButton)  
    ' Set some default properties.  
    With ctlDefault  
        .FontWeight = 700  
        .FontSize = 12  
        .Width = 3000  
        .Height = 1000  
    End With  
    ' Create new command button.  
    Set ctlNew = CreateControl(frm.Name, acCommandButton, , , , 500,  
    ' Set control's caption.  
    ctlNew.caption = "New Command Button"  
    ' Restore form.  
    DoCmd.Restore  
End Sub
```



DefaultSize Property

True if the size of the detail section in Design View is used for printing; otherwise, the values of the [ItemSizeHeight](#) and [ItemSizeWidth](#) properties are used. Read/write **Boolean**.

expression.**DefaultSize**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

When this property is **True**, the **ItemSizeHeight** and **ItemSizeWidth** properties are ignored.

Example

The following example sets a variety of printer settings for the form specified in the **strFormname** argument of the procedure.

```
Sub SetPrinter(strFormname As String)

    DoCmd.OpenForm FormName:=strFormname, view:=acDesign, _
        datamode:=acFormEdit, windowmode:=acHidden

    With Forms(form1).Printer

        .TopMargin = 1440
        .BottomMargin = 1440
        .LeftMargin = 1440
        .RightMargin = 1440

        .ColumnSpacing = 360
        .RowSpacing = 360

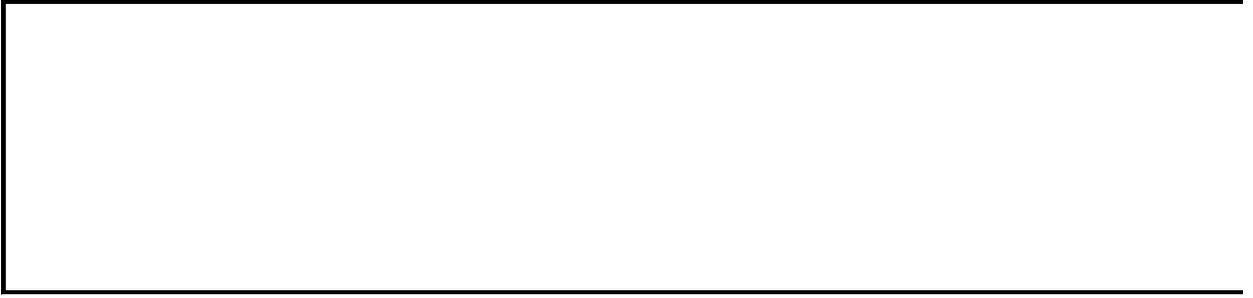
        .ColorMode = acPRCMColor
        .DataOnly = False
        .DefaultSize = False
        .ItemSizeHeight = 2880
        .ItemSizeWidth = 2880
        .ItemLayout = acPRVerticalColumnLayout
        .ItemsAcross = 6

        .Copies = 1
        .Orientation = acPRORLandscape
        .Duplex = acPRDPVertical
        .PaperBin = acPRBNAuto
        .PaperSize = acPRPSLetter
        .PrintQuality = acPRPQMedium

    End With

    DoCmd.Close objecttype:=acForm, objectname:=strFormname, _
        Save:=acSaveYes

End Sub
```



[Show All](#)

DefaultValue Property

Specifies a **String** value that is automatically entered in a field when a new record is created. For example, in an Addresses table you can set the default value for the City field to New York. When users add a record to the table, they can either accept this value or enter the name of a different city. Read/write.

expression.**DefaultValue**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

- The **DefaultValue** property doesn't apply to [check box](#), [option button](#), or [toggle button controls](#) when they are in an [option group](#). It does however apply to the option group itself.
- The **DefaultValue** property applies to all table fields except those fields with the data type of [AutoNumber](#) or [OLE Object](#).

The **DefaultValue** property specifies text or an [expression](#) that's automatically entered in a control or field when a new record is created. For example, if you set the **DefaultValue** property for a [text box](#) control to =Now(), the control displays the current date and time. The maximum length for a **DefaultValue** property setting is 255 characters.

For a control, you can set this property in the control's [property sheet](#). For a field, you can set this property in [table Design view](#) (in the Field Properties section), in a [macro](#), or by using [Visual Basic](#).

In Visual Basic, use a [string expression](#) to set the value of this property. For example, the following code sets the **DefaultValue** property for a text box control named PaymentMethod to "Cash":

```
Forms!frmInvoice!PaymentMethod.DefaultValue = ""Cash"""
```

Note To set this property for a field by using Visual Basic, use the ADO **DefaultValue** property or the DAO **DefaultValue** property.

The **DefaultValue** property is applied only when you add a new record. If you change the **DefaultValue** property, the change isn't automatically applied to existing records.

If you set the **DefaultValue** property for a form control that's bound to a field that also has a **DefaultValue** property setting defined in the table, the control setting overrides the table setting.

If you create a control by dragging a field from the [field list](#), the field's **DefaultValue** property setting, as defined in the table, is applied to the control on the form although the control's **DefaultValue** property setting will remain

blank.

One control can provide the default value for another control. For example, if you set the **DefaultValue** property for a control to the following expression, the control's default value is set to the **DefaultValue** property setting for the txtShipTo control.

```
=Forms!frmInvoice!txtShipTo
```

If the controls are on the same form, the control that's the source of the default value must appear earlier in the [tab order](#) than the control containing the expression.



[Show All](#)

DefaultView Property

You can use the **DefaultView** property to specify the opening view of a [form](#).

Remarks

The **DefaultView** property uses the following settings.

Setting	Visual Basic	Description
Single Form	0	(Default) Displays one record at a time.
Continuous Forms	1	Displays multiple records (as many as will fit in the current window), each in its own copy of the form's detail section.
Datasheet	2	Displays the form fields arranged in rows and columns like a spreadsheet.
PivotTable	3	Displays the form as a PivotTable.
PivotChart	4	Displays the form as a PivotChart.

The views displayed in the **View** button list and on the **View** menu depend on the setting of the **ViewsAllowed** property. For example, if the **ViewsAllowed** property is set to Datasheet, **Form View** is disabled in the **View** button list and on the **View** menu.

The combination of these properties creates the following conditions.

DefaultView	ViewsAllowed	Description
Single, Continuous Forms, or Datasheet	Both	Users can switch between Form view and Datasheet view.
Single or Continuous Forms	Form	Users can't switch from Form view to Datasheet view.
Single or Continuous Forms	Datasheet	Users can switch from Form view to Datasheet view but not back again.
Datasheet	Form	Users can switch from Datasheet view to Form view but not back again.
Datasheet	Datasheet	Users can't switch from Datasheet view to Form view.



DefaultWebOptions Property

You can use the **DefaultWebOptions** property to reference the read-only **DefaultWebOptions** object and its related properties.

expression.**DefaultWebOptions**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **DefaultWebOptions** property is available by using [Visual Basic](#).

DefaultWebOptions property to identify or set the **Application** object's **DefaultWebOptions** object properties. These properties can be used to set or change the default web page settings available in the **Web Options** dialog box. To display this dialog box, click **Options** on the **Tools** menu. Click the **General** tab and click the **Web Pages** button.

Example

The following example checks to see whether Microsoft Office Web components are downloaded when a saved data access page is displayed and sets the download flag accordingly.

```
Set objAppWebOptions = Application.DefaultWebOptions
With objAppWebOptions
    If .DownloadComponents = True Then
        strCompDownload = "Loaded"
    Else
        strCompDownload = "Not Loaded"
    End If
End With
```



Dependants Property

Returns a [DependencyObjects](#) collection that represents the objects that depend upon the specified [AccessObject](#) object. Read-only.

expression.**Dependants**

expression Required. An expression that returns a [DependencyInfo](#) object.

Remarks

To return the collection of objects that an **AccessObject** object depends upon, use the [Dependencies](#) property of the **DependencyInfo** object.

Dependencies Property

Returns a [DependencyObjects](#) collection that represents the objects that the specified [AccessObject](#) object depends upon. Read-only.

expression.**Dependencies**

expression Required. An expression that returns a [DependencyInfo](#) object.

Remarks

To return the collection of objects that depend upon the specified **AccessObject** object, use the [Dependants](#) property of the [DependencyInfo](#) object.

DeviceName Property

Returns a **String** indicating name of the specified printer device. Read-only.

expression.**DeviceName**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

The following example displays information about all the printers available to the system.

```
Dim prtLoop As Printer

For Each prtLoop In Application.Printers
    With prtLoop
        MsgBox "Device name: " & .DeviceName & vbCr _
            & "Driver name: " & .DriverName & vbCr _
            & "Port: " & .Port
    End With
Next prtLoop
```



[Show All](#)

Dirty Property

You can use the **Dirty** property to determine whether the current record has been modified since it was last saved. For example, you may want to ask the user whether changes to a record were intended and, if not, allow the user to move to the next record without saving the changes. Read/write **Boolean**.

expression.**Dirty**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **Dirty** property uses the following settings.

Setting	Visual Basic	Description
True	True	The current record has been changed.
False	False	The current record has not been changed.

This property is available in [Form view](#) and [Datasheet view](#).

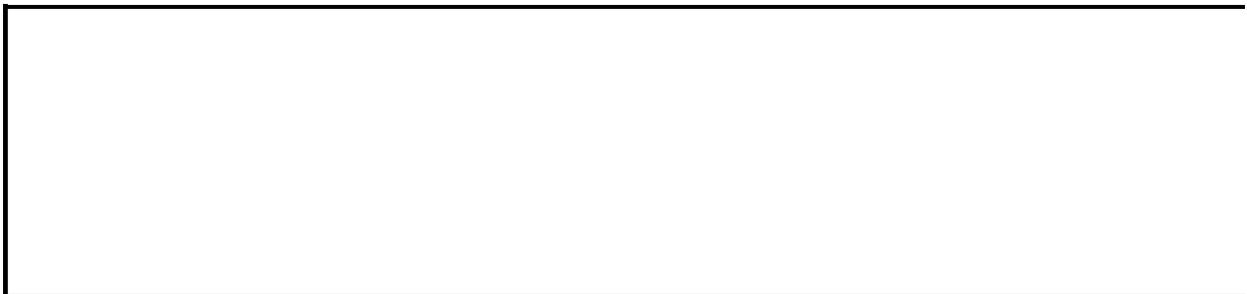
This property set or read using a [macro](#) or [Visual Basic](#).

When a record is saved, Microsoft Access sets the **Dirty** property to **False**.
When a user makes changes to a record, the property is set to **True**.

Example

The following example enables the btnUndo button when data is changed. The UndoEdits() subroutine is called from the AfterUpdate event of text box controls. Clicking the enabled btnUndo button restores the original value of the control by using the **OldValue** property.

```
Sub UndoEdits()  
    If Me.Dirty Then  
        Me!btnUndo.Enabled = True      ' Enable button.  
    Else  
        Me!btnUndo.Enabled = False    ' Disable button.  
    End If  
End Sub  
  
Sub btnUndo_Click()  
    Dim ctlC As Control  
    ' For each control.  
    For Each ctlC in Me.Controls  
        If ctlC.ControlType = acTextBox Then  
            ' Restore Old Value.  
            ctlC.Value = ctlC.OldValue  
        End If  
    Next ctlC  
End Sub
```



DisplayAutoCorrectOptions Property

Returns or sets a **Boolean** value that specifies whether the **AutoCorrect Options** button is displayed for the specified control. The default value is **True**.

Read/write.

expression.**DisplayAutoCorrectOptions**

expression Required. An expression that returns one of the objects in the Applies To list.



[Show All](#)

DisplayType Property

You can use the **DisplayType** property to specify whether Microsoft Access displays an [OLE object's](#) content or an icon. Read/write **Boolean**.

expression.**DisplayType**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

For example, if the OLE object is a Microsoft Word document and you set this property to Content, the [control](#) displays the Word document; if you set this property to Icon, the control displays the Microsoft Word icon.

The **DisplayType** property uses the following settings.

Setting	Visual Basic	Description
Content	acOLEDisplayContent	(Default) When the control contains an OLE object, the control displays the object's data, such as a document or spreadsheet.
Icon	acOLEDisplayIcon	When the control contains an OLE object, the control displays the object's icon.

Note You can set the **DisplayType** property in a [property sheet](#), in a [macro](#), or by using [Visual Basic](#). You can set the default for this property by using a control's [default control style](#) or the [DefaultControl](#) method in Visual Basic.

For a [bound object frame](#), the **DisplayType** property can be set either in [Design view](#) or in [Form view](#) or [Datasheet view](#) for new records while they are being added; it can be read in all views. For an [unbound object frame](#) or [chart](#), the property can be set in the **Insert Object** dialog box when the object is created (the default setting is Content or, if you select the **Display As Icon** check box, the setting is Icon).

The **DisplayType** property determines the default setting of the **Display As Icon** check box in the **Paste Special** dialog box, available by clicking **Paste Special** on the **Edit** menu, and the **Insert Object** dialog box, displayed when inserting an unbound object frame. When you display these dialog boxes in [Form view](#), [Datasheet view](#), or [Design view](#), the **Display As Icon** check box is automatically selected if the **DisplayType** property is set to Icon. For example, you will see these boxes selected when using Visual Basic to set the control's [Action](#) property to **acOLEInsertObjDlg** or **acOLEPasteSpecialDlg**.

The **DisplayType** property setting has no effect on the state of the **Display As Icon** check box in the **Object** dialog box when you insert an object into an

unbound object frame. When you paste an object from the Clipboard, the **Display As Icon** check box reflects the state of the object on the Clipboard.

Changing the **DisplayType** property of a bound object frame doesn't affect the display of existing objects in the control. However, it will affect new objects that you add to the control by using the **Object** command on the **Insert** menu.



[Show All](#)

DisplayWhen Property

You can use the **DisplayWhen** property to specify which of a form's [sections](#) or [controls](#) you want displayed on screen and in print. Read/write **Byte**.

expression.**DisplayWhen**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **DisplayWhen** property applies only to the following form sections: detail, form header, and form footer. It also applies to all controls (except [page breaks](#)) on a form.

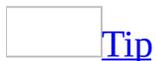
The **DisplayWhen** property uses the following settings.

Setting	Visual Basic	Description
Always	0	(Default) The object appears in Form view and when printed.
Print Only	1	The object is hidden in Form view but appears when printed.
Screen Only	2	The object appears in Form view but not when printed.

Note You can set this property by using the object's [property sheet](#), a [macro](#), or [Visual Basic](#).

For controls, you can set the default for this property by using the [default control style](#) or the [DefaultControl](#) method in Visual Basic.

In many cases, certain controls are useful only in Form view. To prevent Microsoft Access from printing these controls, you can set their **DisplayWhen** property to Screen Only. For example, you might have a [command button](#) or instructions on a form that you don't want printed. Or you might have form header and form footer sections that you don't want displayed on screen but that you do want printed. In this case, you should set the **DisplayWhen** property to Print Only.



For [reports](#), use the [Format](#) and [Retreat](#) events to specify an [event procedure](#) or [macro](#) that sets the [Visible](#) property of controls you don't want printed. You can also cancel the [Format](#) or [Print](#) event for a report section to prevent the section from being printed.



[Show All](#)

DividingLines Property

You can use the **DividingLines** property to specify whether dividing lines will separate [sections](#) on a [form](#) or records displayed on a [continuous form](#).

Read/write **Boolean**.

expression.**DividingLines**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **DividingLines** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	(Default) Dividing lines will separate sections and records on continuous forms.
No	False	There are no dividing lines.

Note You can set the **DividingLines** property by using the form's [property sheet](#), a [macro](#), or [Visual Basic](#).

This property can be set in any view.

DoCmd Property

You can use the **DoCmd** property to access the read-only [DoCmd](#) object and its related methods.

expression.**DoCmd**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is available only by using [Visual Basic](#).

Example

The following example opens a form in Form view and moves to a new record.

```
Sub ShowNewRecord()  
    DoCmd.OpenForm "Employees", acNormal  
    DoCmd.GoToRecord , , acNewRec  
End Sub
```



Document Property

You can use the **Document** property to access the Microsoft Internet Explorer Dynamic HTML [Document object](#) for HTML pages.

expression.**Document**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is available only by using [Visual Basic](#).

For more information about the DHTML and the **Document** object model, see the following topics:

[DHTML Tutorials](#)

[Document Object Model](#)

[Document Object References](#)

Example

This procedure illustrates how to use VBA code to add text to a data access page. The following information is supplied in the arguments to this procedure:

strPageName The name of an existing data access page.
strID The ID property (attribute) for the tag that contains the text you want to work with.
strText The text to insert.
blnReplace Whether to replace existing text in the tag.

```
Function DAPInsertText(strPageName As String, _
    strID As Variant, strText As String, _
    Optional blnReplace As Boolean = True) As Boolean

    Dim blnWasLoaded As Boolean

    On Error GoTo DAPInsertText_Err

    ' Determine if the page exists and whether it is
    ' currently open. If not open then open it in
    ' design view.
    If DAPExists(strPageName) = True Then
        If CurrentProject.AllDataAccessPages(strPageName) _
            .IsLoaded = False Then
            blnWasLoaded = False
            With DoCmd
                .Echo False
                .OpenDataAccessPage strPageName, _
                    acDataAccessPageDesign
            End With
        Else
            blnWasLoaded = True
        End If
    Else
        DAPInsertText = False
        Exit Function
    End If

    ' Add the new text to the specified tag.
    With DataAccessPages(strPageName).Document
        If blnReplace = True Then
            .All(strID).innerText = strText
        Else
```

```
        .All(strID).innerText = .All(strID).innerText & strText
    End If
    ' Make sure the text is visible.
    With .All(strID).Style
        If .display = "none" Then .display = ""
    End With
End With

' Clean up after yourself.
With DoCmd
    If blnWasLoaded = True Then
        .Save
    Else
        .Close acDataAccessPage, strPageName, acSaveYes
    End If
End With
DAPIInsertText = True
DAPIInsertText_End:
    DoCmd.Echo True
    Exit Function
DAPIInsertText_Err:
    MsgBox "Error #" & Err.Number & ": " & Err.Description
    DAPIInsertText = False
    Resume DAPIInsertText_End
End Function
```



[Show All](#)

DownloadComponents Property

You can use the **DownloadComponents** property to specify or determine if the Microsoft Office tools are automatically downloaded with the Web page.
Read/write **Boolean**.

expression.**DownloadComponents**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **DownloadComponents** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	The necessary Office controls are downloaded when you view the saved document in a Web browser.
No	False	(Default) Do not download the controls.

Note The **DownloadComponents** property is available only by using [Visual Basic](#).

You can set the [LocationOfComponents](#) property to a central [URL](#) where the controls can be downloaded by authorized users viewing your saved data access page. The path must be valid and must point to a location that contains the necessary components, and the user must have a valid Microsoft Office license.

Office Web components add interactivity to data access pages that you save as Web pages. If you view a Web page in a browser on a computer that does not have the components installed, the interactive portions of the page will be static.

Example

This example allows the Office Web components to be downloaded with the specified Web page, if they are not already installed.

```
Application.DefaultWebOptions.DownloadComponents = True  
Application.DefaultWebOptions.LocationOfComponents = _  
    Application.CurrentProject & "\\foo"
```



[Show All](#)

DrawMode Property

You can use the **DrawMode** property to specify how the pen (the color used in drawing) interacts with existing background colors on a report when the [Line](#), [Circle](#), or [Pset](#) method is used to draw on a report when printing. Read/write **Integer**.

expression.**DrawMode**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **DrawMode** property uses the following settings.

Setting	Description
1	Black pen color.
2	The inverse of setting 15 (NotMergePen).
3	The combination of the colors common to the background color and the inverse of the pen (MaskNotPen).
4	The inverse of setting 13 (NotCopyPen).
5	The combination of the colors common to both the pen and the inverse of the display (MaskPenNot).
6	The inverse of the display color (Invert).
7	The combination of the colors in the pen and in the display color, but not in both (XorPen).
8	The inverse of setting 9 (NotMaskPen).
9	The combination of the colors common to both the pen and the display (MaskPen).
10	The inverse of setting 7 (NotXorPen).
11	No operation—the output remains unchanged. In effect, this setting turns drawing off (Nop).
12	The combination of the display color and the inverse of the pen color (MergeNotPen).
13	(Default) The color specified by the ForeColor property (CopyPen).
14	The combination of the pen color and the inverse of the display color (MergePenNot).
15	The combination of the pen color and the display color (MergePen).
16	White pen color.

Note The **DrawMode** property setting is an [Integer](#) value.

You can set the **DrawMode** property by using a [macro](#) or a [Visual Basic](#) event procedure specified by a [section's OnPrint](#) property setting.

Use this property to produce visual effects when drawing on a report. Microsoft

Access compares each [pixel](#) in the draw pattern to the corresponding pixel in the existing background to determine how the drawing appears on the report. For example, setting 7 uses the **Xor** operator to combine a draw-pattern pixel with a background pixel.



[Show All](#)

DrawStyle Property

You can use the **DrawStyle** property to specify the line style when using the [Line](#) and [Circle](#) methods to print lines on reports. Read/write **Integer**.

expression.**DrawStyle**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **DrawStyle** property uses the following settings.

Setting	Description
0	(Default) Solid line, transparent interior
1	Dash, transparent interior
2	Dot, transparent interior
3	Dash-dot, transparent interior
4	Dash-dot-dot, transparent interior
5	Invisible line, transparent interior
6	Invisible line, solid interior

Note You can set this property by using a [macro](#) or a [Visual Basic](#) event procedure specified by a [section's OnPrint](#) property setting.

The **DrawStyle** property produces the results described in the preceding table if the [DrawWidth](#) property is set to 1. If the **DrawWidth** property setting is greater than 3, the **DrawStyle** property settings 1 through 4 produce a solid line (the **DrawStyle** property value isn't changed).



[Show All](#)

DrawWidth Property

You can use the **DrawWidth** property to specify the line width for the [Line](#), [Circle](#), and [Pset](#) methods to print lines on reports. Read/write **Integer**.

expression.**DrawWidth**

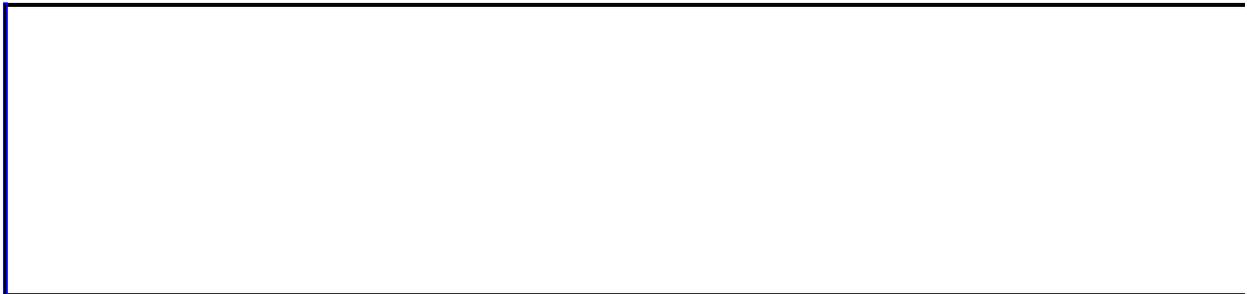
expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You can set the **DrawWidth** property to an [Integer](#) value of 1 through 32,767. This value represents the width of the line in [pixels](#). The default is 1, or 1 pixel wide.

You can set this property by using a [macro](#) or a [Visual Basic](#) event procedure specified by a [section's OnPrint](#) property setting.

Increase the value of this property to increase the width of the line. If the **DrawWidth** property setting is greater than 3, [DrawStyle](#) property settings 1 through 4 produce a solid line (the **DrawStyle** property setting isn't changed). Setting the **DrawWidth** property to 1 enables the **DrawStyle** property to produce the results shown in the setting table of the **DrawStyle** property.



DriverName Property

Returns a **String** indicating the name of the driver used by the specified printer.
Read-only.

expression.**DriverName**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

The following example displays information about all the printers available to the system.

```
Dim prtLoop As Printer

For Each prtLoop In Application.Printers
    With prtLoop
        MsgBox "Device name: " & .DeviceName & vbCr _
            & "Driver name: " & .DriverName & vbCr _
            & "Port: " & .Port
    End With
Next prtLoop
```



[Show All](#)

Duplex Property

Returns or sets an [AcPrintDuplex](#) constant indicating how the specified printer handles duplex printing. Read/write.

AcPrintDuplex can be one of these AcPrintDuplex constants.

acPRDPHorizontal

acPRDPSimplex

acPRDPVertical

expression.**Duplex**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

The following example sets a variety of printer settings for the form specified in the **strFormname** argument of the procedure.

```
Sub SetPrinter(strFormname As String)

    DoCmd.OpenForm FormName:=strFormname, view:=acDesign, _
        datamode:=acFormEdit, windowmode:=acHidden

    With Forms(form1).Printer

        .TopMargin = 1440
        .BottomMargin = 1440
        .LeftMargin = 1440
        .RightMargin = 1440

        .ColumnSpacing = 360
        .RowSpacing = 360

        .ColorMode = acPRCMColor
        .DataOnly = False
        .DefaultSize = False
        .ItemSizeHeight = 2880
        .ItemSizeWidth = 2880
        .ItemLayout = acPRVerticalColumnLayout
        .ItemsAcross = 6

        .Copies = 1
        .Orientation = acPRORLandscape
        .Duplex = acPRDPVertical
        .PaperBin = acPRBNAuto
        .PaperSize = acPRPSLetter
        .PrintQuality = acPRPQMedium

    End With

    DoCmd.Close objecttype:=acForm, objectname:=strFormname, _
        Save:=acSaveYes

End Sub
```



[Show All](#)

EmailSubject Property

You can use the **EmailSubject** property to specify or determine return the email subject line of a hyperlink to an object, document, Web page or other destination for a [command button](#), [image control](#), or [label](#) control. Read/write **String**.

expression.**EmailSubject**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **EmailSubject** property is a [string expression](#) representing the subject line within a file ([UNC path](#)) or Web page ([URL](#)).

You can set the **EmailSubject** property by using a [macro](#) or [Visual Basic](#).

You can also use the **Insert Hyperlink** dialog box to set this property by clicking the **Build** button to the right of the property box in the [property sheet](#).

Note When you create a [hyperlink](#) by using the **Insert Hyperlink** dialog box, Microsoft Access automatically sets the **EmailSubject** property to the location specified in the **Subject** box of the **E-Mail Address** tab.

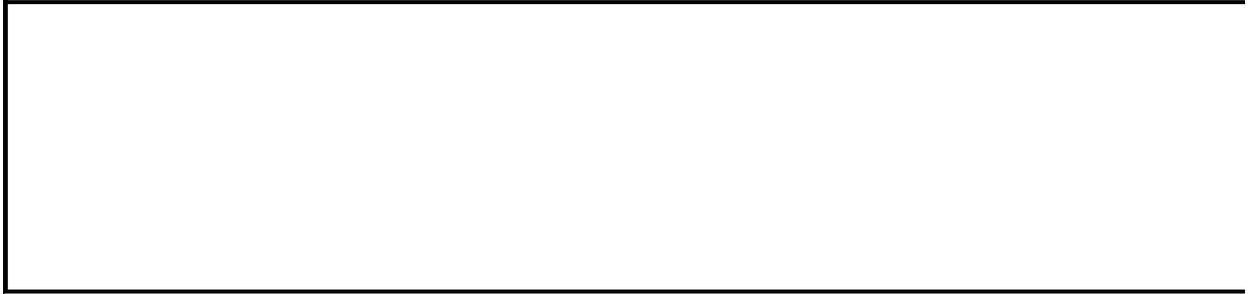
When you move the cursor over a command button, image control, or label control whose **HyperlinkAddress** property is set, the cursor changes to an upward-pointing hand. Clicking the control displays the object or Web page specified by the link.

To open objects in the current database, leave the **HyperlinkAddress** property blank and specify the object type and object name you want to open in the **HyperlinkSubAddress** property by using the syntax "*objecttype objectname*". If you want to open an object contained in another Microsoft Access database, enter the database path and file name in the **HyperlinkAddress** property and specify the database object to open by using the **HyperlinkSubAddress** property.

The **HyperlinkAddress** property can contain an absolute or a relative path to a target document. An absolute path is a fully qualified URL or UNC path to a document. A relative path is a path related to the base path specified in the **Hyperlink Base** setting in the *DatabaseName Properties* dialog box (available by clicking **Database Properties** on the **File** menu) or to the current database path. If Microsoft Access can't resolve the **HyperlinkAddress** property setting to a valid URL or UNC path, it will assume you've specified a path relative to the base path contained in the **Hyperlink Base** setting or the current database path.

Note When you follow a hyperlink to another Microsoft Access database object,

the database Startup properties are applied. For example, if the destination database has a Display form set, that form is displayed when the database opens.



Enabled Property

You can use the **Enabled** property to set or return the status of the conditional format in the [FormatCondition](#) object. Read/write **Boolean**.

expression.**Enabled**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **Enabled** property setting is a value that indicates whether the conditional format is enabled or disabled. **True** enables the conditional format. **False** disables the conditional format. The default is **True**.

The **Enabled** property is available only by using [Visual Basic](#).

When the **Enabled** property is **True**, the conditional format can be displayed in the **Conditional Formatting** dialog box. The **Conditional Formatting** dialog box is available by clicking **Conditional Formatting** on the **Format** menu.



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Encoding Property

You can use the **Encoding** property to specify or determine the data access page encoding (code page or character set) to be used by the Web browser when you view the saved data access page. Read/write [MsoEncoding](#).

MsoEncoding can be one of these MsoEncoding constants.

msoEncodingArabic

msoEncodingArabicASMO

msoEncodingArabicAutoDetect

msoEncodingArabicTransparentASMO

msoEncodingAutoDetect

msoEncodingBaltic

msoEncodingCentralEuropean

msoEncodingCyrillic

msoEncodingCyrillicAutoDetect

msoEncodingEBCDICArabic

msoEncodingEBCDICDenmarkNorway

msoEncodingEBCDICFinlandSweden

msoEncodingEBCDICFrance

msoEncodingEBCDICGermany

msoEncodingEBCDICGreek

msoEncodingEBCDICGreekModern

msoEncodingEBCDICHebrew

msoEncodingEBCDICIcelandic

msoEncodingEBCDICInternational

msoEncodingEBCDICItaly

msoEncodingEBCDICJapaneseKatakanaExtended

msoEncodingEBCDICJapaneseKatakanaExtendedAndJapanese

msoEncodingEBCDICJapaneseLatinExtendedAndJapanese

msoEncodingEBCDICKoreanExtended

msoEncodingEBCDICKoreanExtendedAndKorean

msoEncodingEBCDICLatinAmericaSpain
msoEncodingEBCDICMultilingualROECELatin2
msoEncodingEBCDICRussian
msoEncodingEBCDICSerbianBulgarian
msoEncodingEBCDICSimplifiedChineseExtendedAndSimplifiedChinese
msoEncodingEBCDICThai
msoEncodingEBCDICTurkish
msoEncodingEBCDICTurkishLatin5
msoEncodingEBCDICUnitedKingdom
msoEncodingEBCDICUSCanada
msoEncodingEBCDICUSCanadaAndJapanese
msoEncodingEBCDICUSCanadaAndTraditionalChinese
msoEncodingEUCChineseSimplifiedChinese
msoEncodingEUCJapanese
msoEncodingEUCKorean
msoEncodingEUCTaiwaneseTraditionalChinese
msoEncodingEuropa3
msoEncodingExtAlphaLowercase
msoEncodingGreek
msoEncodingGreekAutoDetect
msoEncodingHebrew
msoEncodingHZGBSimplifiedChinese
msoEncodingIA5German
msoEncodingIA5IRV
msoEncodingIA5Norwegian
msoEncodingIA5Swedish
msoEncodingISO2022CNSimplifiedChinese
msoEncodingISO2022CNTraditionalChinese
msoEncodingISO2022JPJISX02011989
msoEncodingISO2022JPJISX02021984
msoEncodingISO2022JPNoHalfwidthKatakana
msoEncodingISO2022KR
msoEncodingISO6937NonSpacingAccent

msoEncodingISO885915Latin9
msoEncodingISO88591Latin1
msoEncodingISO88592CentralEurope
msoEncodingISO88593Latin3
msoEncodingISO88594Baltic
msoEncodingISO88595Cyrillic
msoEncodingISO88596Arabic
msoEncodingISO88597Greek
msoEncodingISO88598Hebrew
msoEncodingISO88599Turkish
msoEncodingJapaneseAutoDetect
msoEncodingJapaneseShiftJIS
msoEncodingKOI8R
msoEncodingKOI8U
msoEncodingKorean
msoEncodingKoreanAutoDetect
msoEncodingKoreanJohab
msoEncodingMacArabic
msoEncodingMacCroatia
msoEncodingMacCyrillic
msoEncodingMacGreek1
msoEncodingMacHebrew
msoEncodingMacIcelandic
msoEncodingMacJapanese
msoEncodingMacKorean
msoEncodingMacLatin2
msoEncodingMacRoman
msoEncodingMacRomania
msoEncodingMacSimplifiedChineseGB2312
msoEncodingMacTraditionalChineseBig5
msoEncodingMacTurkish
msoEncodingMacUkraine
msoEncodingOEMArabic

msoEncodingOEMBaltic
msoEncodingOEMCanadianFrench
msoEncodingOEMCyrillic
msoEncodingOEMCyrillicII
msoEncodingOEMGreek437G
msoEncodingOEMHebrew
msoEncodingOEMIcelandic
msoEncodingOEMModernGreek
msoEncodingOEMMultilingualLatinI
msoEncodingOEMMultilingualLatinII
msoEncodingOEMNordic
msoEncodingOEMPortuguese
msoEncodingOEMTurkish
msoEncodingOEMUnitedStates
msoEncodingSimplifiedChineseAutoDetect
msoEncodingSimplifiedChineseGBK
msoEncodingT61
msoEncodingTaiwanCNS
msoEncodingTaiwanEten
msoEncodingTaiwanIBM5550
msoEncodingTaiwanTCA
msoEncodingTaiwanTeleText
msoEncodingTaiwanWang
msoEncodingThai
msoEncodingTraditionalChineseAutoDetect
msoEncodingTraditionalChineseBig5
msoEncodingTurkish
msoEncodingUnicodeBigEndian
msoEncodingUnicodeLittleEndian
msoEncodingUSASCII
msoEncodingUTF7
msoEncodingUTF8
msoEncodingVietnamese

msoEncodingWestern

expression.**Encoding**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

This example checks to see whether the default document encoding is Western.

```
If Application.DefaultWebOptions.Encoding = msoEncodingWestern Then
    strDocEncoding = "Western"
Else
    strDocEncoding = "Other"
End If
```



[Show All](#)

EnterKeyBehavior Property

You can use the **EnterKeyBehavior** property to specify what happens when you press ENTER in a text box control in [Form view](#) or [Datasheet view](#). Read/write **Boolean**.

expression.**EnterKeyBehavior**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

For example, you can use this property if you have a control [bound](#) to a [Memo](#) field in a table to make entering multiple-line text easier. If you don't set this property to New Line In Field, you must press CTRL+ENTER to enter a new line in the text box.

The **EnterKeyBehavior** property uses the following settings.

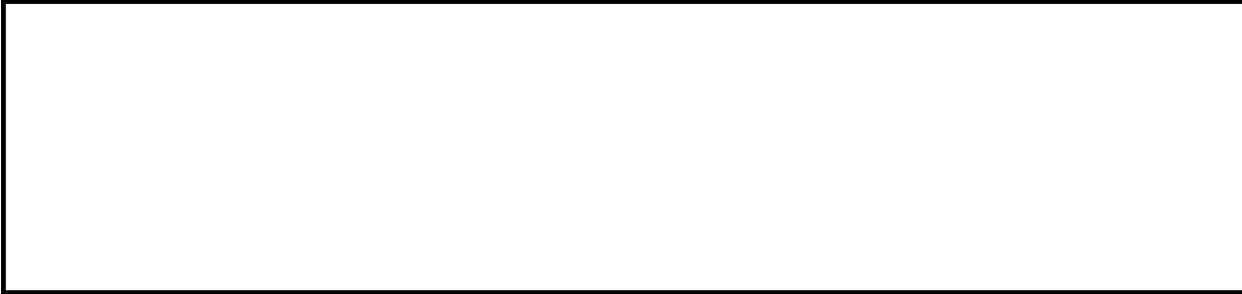
Setting	Visual Basic	Description
Default	False	(Default) Microsoft Access uses the result specified under Move after enter area on the Keyboard tab of the Options dialog box, available by clicking Options on the Tools menu. For details, see the Remarks section.
New Line In Field	True	Pressing ENTER in the control creates a new line in the control so you can enter additional text.

Note You can set this property by using a form's [property sheet](#), a [macro](#), or [Visual Basic](#).

You can set the default for this property by using the control's [default control style](#) or the [DefaultControl](#) method in Visual Basic.

The following options are available under **Move after enter** area on the **Keyboard** tab of the **Options** dialog box.

Option	Description
Don't move	Pressing ENTER has no effect.
Next field	Pressing ENTER moves the insertion point to the next control or field in the form or datasheet in the tab order.
Next record	Pressing ENTER moves the insertion point to the first control or field in the next record on the form or datasheet.



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EventProcPrefix Property

You can use the **EventProcPrefix** property to get the prefix portion of an [event procedure](#) name. Read/write **String**.

expression.**EventProcPrefix**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

For example, if you have a [command button](#) with an event procedure named Details_Click, the **EventProcPrefix** property returns the string "Details".

The **EventProcPrefix** property setting is a [string expression](#).

This property is available only by using a [macro](#) or [Visual Basic](#) and is read-only in all views.

Microsoft Access adds the prefix portion of an event procedure name to the event name with an underscore character (_).



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Expression1 Property

You can use the **Expression1** property to return the values of a conditional format within a [FormatCondition](#) object. Read-only **String**.

expression.**Expression1**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Note The **Expression1** property returns a [Variant](#) value or [expression](#) associated with the first part of the conditional format.

The **Expression1** property is available only by using [Visual Basic](#).

Conditional formatting can also be set on a combo box or text box from the **Conditional Formatting** dialog box. The **Conditional Formatting** dialog box is available by clicking **Conditional Formatting** on the **Format** menu when a form is in Design view.

Expression2 Property

You can use the **Expression2** property to return the values of a conditional format within a [FormatCondition](#) object. Read-only **String**.

expression.**Expression2**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **Expression2** property returns a **Variant** value or expression associated with the second part of the conditional format when the **Operator** property of the **FormatCondition** object is **acBetween** or **acNotBetween**, otherwise, the **Expression2** property is **NULL**.

The **Expression2** property is available only by using [Visual Basic](#).

Conditional formatting can also be set on a combo box or text box from the **Conditional Formatting** dialog box. The **Conditional Formatting** dialog box is available by clicking **Conditional Formatting** on the **Format** menu when a form is in Design view.



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FastLaserPrinting Property

You can use the **FastLaserPrinting** property to specify whether lines and rectangles are replaced by text character lines— similar to the underscore (_) and vertical bar (|) characters— when you print a form or report using most laser printers. Replacing lines and rectangles with text character lines can make printing much faster. Read/write **Boolean**.

expression.**FastLaserPrinting**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **FastLaserPrinting** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	(Default) Lines and rectangles are replaced by text character lines.
No	False	Lines and rectangles aren't replaced by text character lines.

Note You can set this property by using a form's or report's [property sheet](#), a [macro](#), or [Visual Basic](#).

The **FastLaserPrinting** property affects any line or rectangle on a form or report, including [controls](#) that have these shapes (for example, a border around a [text box](#)).

Note This property has no effect on PostScript printers, dot-matrix printers, or earlier versions of laser printers that don't support text character lines.

When this property is set to Yes and the form or report being printed has overlapping rectangles or lines, the rectangles or lines on top don't erase the rectangles or lines they overlap. If you require overlapping graphics on your report, set the **FastLaserPrinting** property to No.

Example

The following example shows how to set the **FastLaserPrinting** property for the Invoice report while in report Design view:

```
DoCmd.OpenReport "Invoice", acDesign  
Reports!Invoice.FastLaserPrinting = True  
DoCmd.Close acReport, "Invoice", acSaveYes
```



[Show All](#)

FeatureInstall Property

You can use the **FeatureInstall** property to specify or determine how Microsoft Access handles calls to methods and properties that require features not yet installed. Read/write [MsoFeatureInstall](#).

MsoFeatureInstall can be one of these MsoFeatureInstall constants.

msoFeatureInstallNone (Default) An Automation error occurs at run time when uninstalled features are called.

msoFeatureInstallOnDemand The user is prompted to install new features.

msoFeatureInstallOnDemandWithUI The feature is installed automatically and a progress meter is displayed during installation. The user isn't prompted to install new features.

expression.**FeatureInstall**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

When VBA code references an object that is not installed the Microsoft Installer technology will attempt to install the required feature. You use the **FeatureInstall** property to control what happens when an uninstalled object is referenced. When this property is set to the default, any attempt to use an uninstalled object causes the Installer technology to try to install the requested feature. In some circumstances this may take some time, and the user may believe that the machine has stopped responding to additional commands.

You can set the **FeatureInstall** property to **msoFeatureInstallOnDemandWithUI** so users can see that something is happening as the feature is being installed. You can set the **FeatureInstall** property to **msoFeatureInstallNone** if you want to trap the error that is returned and display your own dialog box to the user or take some other custom action.

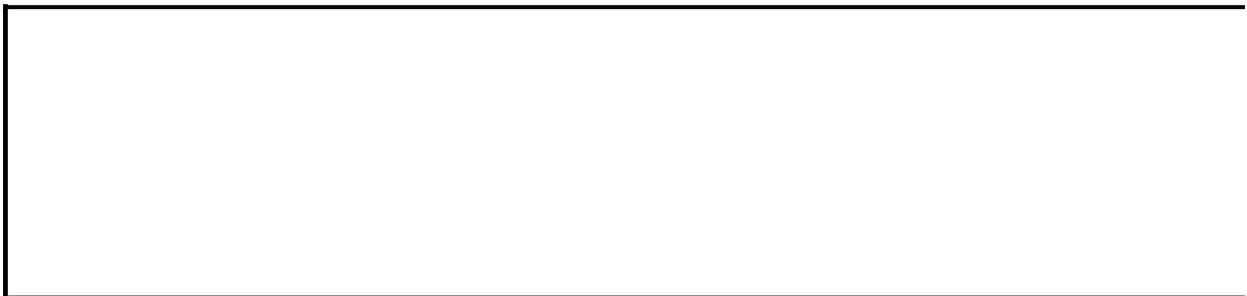
If you have the [UserControl](#) property set to **False**, users will not be prompted to install new features even if the **FeatureInstall** property is set to **msoFeatureInstallOnDemand**. If the **UserControl** property is set to **True**, an installation progress meter will appear if the **FeatureInstall** property is set to **msoFeatureInstallOnDemand**.

Example

This example checks the value of the **FeatureInstall** property. If the property is set to **msoFeatureInstallNone**, the code displays a message box that asks the user whether they want to change the property setting. If the user responds "Yes", the property is set to **msoFeatureInstallOnDemand**. The example uses an object variable named `MyOfficeApp` that is dimensioned as an application object.

```
Dim myofficeapp As Access.Application
Set myofficeapp = New Access.Application

With MyOfficeApp
    If .FeatureInstall = msoFeatureInstallNone Then
        Reply = MsgBox("Uninstalled features for " _
            & "this application may " & vbCrLf _
            & "cause a run-time error when called." _
            & vbCrLf & vbCrLf _
            & "Would you like to change this setting" & vbCrLf _
            & "to automatically install missing features?", _
            vbYesNo, "Feature Install Setting")
        If Reply = vbYes Then
            .FeatureInstall = msoFeatureInstallOnDemand
        End If
    End If
End With
```



FetchDefaults Property

Returns or sets a **Boolean** indicating whether Microsoft Access shows default values for new rows on the specified form before the row is saved. **True** if Access shows the default values for new rows on the specified form. Read/write.

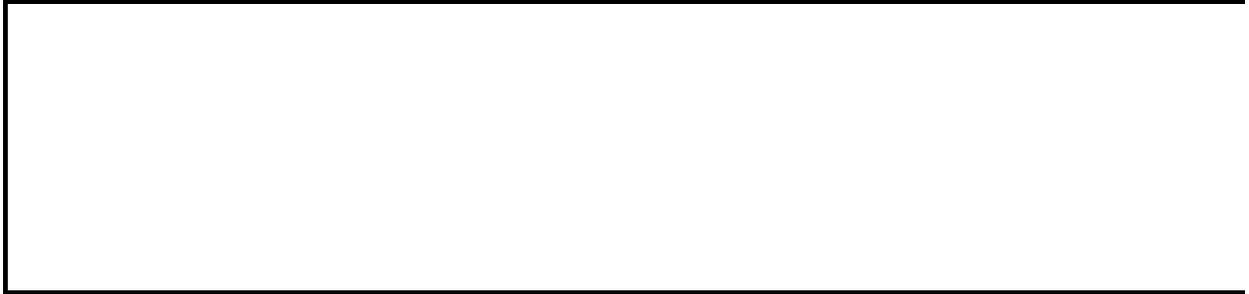
expression.**FetchDefaults**

expression Required. An expression that returns a **Form** object.

Example

The following example sets a form to show default values for new rows.

```
Forms(0).FetchDefaults = True
```

A large empty rectangular box with a black border, representing a form. The box is oriented horizontally and occupies a significant portion of the lower half of the page.

[Show All](#)

FileDialog Property

Returns a [FileDialog](#) object which represents a single instance of a file dialog box.

expression.**FileDialog**(*dialogType*)

expression Required. An expression that returns one of the objects in the Applies To list.

dialogType Required [MsoFileDialogType](#). The type of file dialog box.

MsoFileDialogType can be one of these MsoFileDialogType constants.

msoFileDialogFilePicker

msoFileDialogFolderPicker

msoFileDialogOpen

msoFileDialogSaveAs

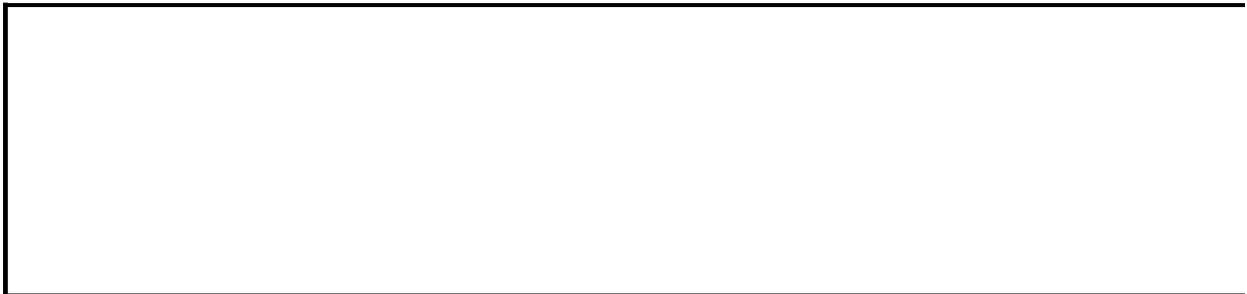
Example

This example displays the **Save As** dialog box.

```
Dim dlgSaveAs As FileDialog  
  
Set dlgSaveAs = Application.FileDialog( _  
    FileDialogType:=msoFileDialogSaveAs)  
  
dlgSaveAs.Show
```

This example displays the **Open** dialog box and allows a user to select multiple files to open.

```
Dim dlgOpen As FileDialog  
  
Set dlgOpen = Application.FileDialog( _  
    FileDialogType:=msoFileDialogOpen)  
  
With dlgOpen  
    .AllowMultiSelect = True  
    .Show  
End With
```



[Show All](#)

FileFormat Property

Returns an [AcFileFormat](#) constant indicating the Microsoft Access version format of the specified project. Read-only.

AcFileFormat can be one of these AcFileFormat constants.

acFileFormatAccess2

acFileFormatAccess2000

acFileFormatAccess2002

acFileFormatAccess95

acFileFormatAccess97

expression.**FileFormat**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Use the [ConvertAccessProject](#) method to convert an Access project from one version to another.

Example

This example evaluates the current project and displays a message indicating to which version of Microsoft Access its file format corresponds.

```
Dim strFormat As String
```

```
Select Case CurrentProject.FileFormat
```

```
    Case acFileFormatAccess2
```

```
        strFormat = "Microsoft Access 2"
```

```
    Case acFileFormatAccess95
```

```
        strFormat = "Microsoft Access 95"
```

```
    Case acFileFormatAccess97
```

```
        strFormat = "Microsoft Access 97"
```

```
    Case acFileFormatAccess2000
```

```
        strFormat = "Microsoft Access 2000"
```

```
    Case acFileFormatAccess2002
```

```
        strFormat = "Access 2002 - 2003"
```

```
End Select
```

```
MsgBox "This is a " & strFormat & " project."
```



[Show All](#)

FileSearch Property

You can use the **FileSearch** property to return a read-only reference to the current [FileSearch](#) object and its related properties and methods.

expression.**FileSearch**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **FileSearch** property is available only by using [Visual Basic](#).

Once you establish a reference to the **FileSearch** object, you can access all the properties and methods of the object. You can set a reference to the **FileSearch** object by clicking **References** on the **Tools** menu while in module [Design view](#). Then set a reference to the Microsoft Office Object Library in the **References** dialog box by selecting the appropriate check box. Microsoft Access can set this reference for you if you use a Microsoft Office Object Library constant to set a **FileSearch** object's property or as an argument to a **FileSearch** object's method.

[Show All](#)

FillColor Property

You use the **FillColor** property to specify the color that fills in boxes and circles drawn on [reports](#) with the [Line](#) and [Circle](#) methods. You can also use this property with [Visual Basic](#) to create special visual effects on custom reports when you print using a color printer or preview the reports on a color monitor. Read/write **Long**.

expression.**FillColor**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **FillColor** property contains a [numeric expression](#) that specifies the fill color for all boxes and circles.

You can set this property only by using a [macro](#) or a Visual Basic event procedure specified by a section's [OnPrint](#) event property.

You can use the **RGB** or **QBColor** functions to set this property. The **FillColor** property setting has a data type of [Long](#).

Example

The following example uses the **Circle** method to draw a circle and create a pie slice within the circle. Then it uses the **FillColor** and **FillStyle** properties to color the pie slice red. It also draws a line from the upper left to the center of the circle.

To try this example in Microsoft Access, create a new report. Set the **OnPrint** property of the Detail section to [Event Procedure]. Enter the following code in the report's module, then switch to Print Preview.

```
Private Sub Detail_Print(Cancel As Integer, PrintCount As Integer)

    Const conPI = 3.14159265359

    Dim sngHCtr As Single
    Dim sngVCtr As Single
    Dim sngRadius As Single
    Dim sngStart As Single
    Dim sngEnd As Single

    sngHCtr = Me.ScaleWidth / 2           ' Horizontal center.
    sngVCtr = Me.ScaleHeight / 2         ' Vertical center.
    sngRadius = Me.ScaleHeight / 3       ' Circle radius.
    Me.Circle (sngHCtr, sngVCtr), sngRadius ' Draw circle.
    sngStart = -0.00000001               ' Start of pie slice.

    sngEnd = -2 * conPI / 3              ' End of pie slice.
    Me.FillColor = RGB(255, 0, 0)        ' Color pie slice red.
    Me.FillStyle = 0                     ' Fill pie slice.

    ' Draw Pie slice within circle
    Me.Circle (sngHCtr, sngVCtr), sngRadius, , sngStart, sngEnd

    ' Draw line to center of circle.
    Dim intColor As Integer
    Dim sngTop As Single, sngLeft As Single
    Dim sngWidth As Single, sngHeight As Single

    Me.ScaleMode = 3                     ' Set scale to pixels.
    sngTop = Me.ScaleTop                  ' Top inside edge.
    sngLeft = Me.ScaleLeft                 ' Left inside edge.
    sngWidth = Me.ScaleWidth / 2          ' Width inside edge.
    sngHeight = Me.ScaleHeight / 2       ' Height inside edge.
    intColor = RGB(255, 0, 0)            ' Make color red.
```

```
' Draw line.  
Me.Line (sngTop, sngLeft)-(sngWidth, sngHeight),intColor
```

```
End Sub
```



[Show All](#)

FillStyle Property

You can use the **FillStyle** property to specify whether a circle or line drawn by the [Circle](#) or [Line](#) method on a report is transparent, opaque, or filled with a pattern. Read/write **Integer**.

expression.**FillStyle**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **FillStyle** property uses the following settings.

Setting	Description
0	Opaque
1	(Default) Transparent
2	Horizontal Line
3	Vertical Line
4	Upward Diagonal
5	Downward Diagonal
6	Cross
7	Diagonal Cross

Note You can set the **FillStyle** property by using a [macro](#) or a [Visual Basic](#) event procedure specified by a [section's OnPrint](#) property setting.

When the **FillStyle** property is set to 0, a circle or line has the color set by the [FillColor](#) property. When the **FillStyle** property is set to 1, the interior of the circle or line is transparent and has the color of the report behind it.

To use the **FillStyle** property, the [SpecialEffect](#) property must be set to Normal.

Example

The following example uses the **Circle** method to draw a circle and create a pie slice within the circle. Then it uses the **FillColor** and **FillStyle** properties to color the pie slice red. It also draws a line from the upper left to the center of the circle.

To try this example in Microsoft Access, create a new report. Set the **OnPrint** property of the Detail section to [Event Procedure]. Enter the following code in the report's module, then switch to Print Preview.

```
Private Sub Detail_Print(Cancel As Integer, PrintCount As Integer)

    Const conPI = 3.14159265359

    Dim sngHCtr As Single
    Dim sngVCtr As Single
    Dim sngRadius As Single
    Dim sngStart As Single
    Dim sngEnd As Single

    sngHCtr = Me.ScaleWidth / 2           ' Horizontal center.
    sngVCtr = Me.ScaleHeight / 2         ' Vertical center.
    sngRadius = Me.ScaleHeight / 3       ' Circle radius.
    Me.Circle (sngHCtr, sngVCtr), sngRadius ' Draw circle.
    sngStart = -0.00000001               ' Start of pie slice.

    sngEnd = -2 * conPI / 3              ' End of pie slice.
    Me.FillColor = RGB(255, 0, 0)        ' Color pie slice red.
    Me.FillStyle = 0                     ' Fill pie slice.

    ' Draw Pie slice within circle
    Me.Circle (sngHCtr, sngVCtr), sngRadius, , sngStart, sngEnd

    ' Draw line to center of circle.
    Dim intColor As Integer
    Dim sngTop As Single, sngLeft As Single
    Dim sngWidth As Single, sngHeight As Single

    Me.ScaleMode = 3                     ' Set scale to pixels.
    sngTop = Me.ScaleTop                  ' Top inside edge.
    sngLeft = Me.ScaleLeft                 ' Left inside edge.
    sngWidth = Me.ScaleWidth / 2          ' Width inside edge.
    sngHeight = Me.ScaleHeight / 2       ' Height inside edge.
    intColor = RGB(255, 0, 0)            ' Make color red.
```

```
' Draw line.  
Me.Line (sngTop, sngLeft)-(sngWidth, sngHeight),intColor
```

```
End Sub
```



[Show All](#)

Filter Property

You can use the **Filter** property to specify a subset of records to be displayed when a filter is applied to a [form](#), [report query](#), or [table](#). Read/write **String**.

expression.**Filter**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

If you want to specify a server filter within a [Microsoft Access project](#) (.adp) for data located on a server, use the [ServerFilter](#) property.

The **Filter** property is a [string expression](#) consisting of a [WHERE](#) clause without the WHERE keyword. For example, the following Visual Basic code defines and applies a filter to show only customers from the USA:

```
Me.Filter = "Country = 'USA'"  
Me.FilterOn = True
```

You can set this property by using a table's or form's [property sheet](#), a [macro](#), or [Visual Basic](#).

You can also set this property in [Form view](#) or [Datasheet view](#) by pointing to **Filter** on the **Records** menu and clicking one of the commands on the submenu.

Note Setting the **Filter** property has no effect on the ADO [Filter](#) property.

You can use the **Filter** property to save a filter and apply it at a later time. Filters are saved with the objects in which they are created. They are automatically loaded when the object is opened, but they aren't automatically applied.

When a new object is created, it inherits the [RecordSource](#), **Filter**, [OrderBy](#), and [OrderByOn](#) properties of the table or query it was created from.

To apply a saved filter to a form, query, or table, you can click **Apply Filter** on the [toolbar](#), click **Apply Filter/Sort** on the **Records** menu, or use a macro or Visual Basic to set the [FilterOn](#) property to **True**. For reports, you can apply a filter by setting the **FilterOn** property to Yes in the report's property sheet.

The **Apply Filter** button indicates the state of the **Filter** and **FilterOn** properties. The button remains disabled until there is a filter to apply. If an existing filter is currently applied, the **Apply Filter** button appears pressed in.

To apply a filter automatically when a form is opened, specify in the **OnOpen** event property setting of the form either a macro that uses the ApplyFilter action

or an event procedure that uses the [ApplyFilter](#) method of the **DoCmd** object.

You can remove a filter by clicking the pressed-in **Apply Filter** button, clicking **Remove Filter/Sort** on the **Records** menu, or using Visual Basic to set the **FilterOn** property to **False**.

Note You can save a filter as a query by clicking **Save As Query** on the **File** menu while in the [Filter By Form](#) window or the [Advanced Filter/Sort](#) window.

When the **Filter** property is set in [form Design view](#), Microsoft Access does not attempt to validate the SQL expression. If the SQL expression is invalid, an error occurs when the filter is applied.



[Show All](#)

FilterLookup Property

You can use the **FilterLookup** property to specify whether values appear in a [bound text box](#) control when using the [Filter By Form](#) or [Server Filter By Form](#) window. Read/write **Byte**.

expression.**FilterLookup**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **FilterLookup** property uses the following settings.

Setting	Visual Basic	Description
Never	0	The field values aren't displayed. You can specify whether the filtered records can contain Null values. (Default) The field values are displayed according to the settings under Filter by form defaults on the Edit/Find tab of the Option dialog box, available by clicking Options on the Tools menu.
Database Default	1	
Always	2	The field values are always displayed.

You can set the **FilterLookup** property by using the text box's [property sheet](#), a [macro](#), or [Visual Basic](#).

You can set the default for this property by using the text box control's [default control style](#) or the [DefaultControl](#) method in Visual Basic.

If you want to limit the types of fields to display, clear the appropriate check box under **Filter by form defaults** on the **Edit/Find** tab of the **Option** dialog box, available by clicking **Options** on the **Tools** menu. If field lists aren't displayed, you should increase the number in the **Don't display lists where more than this number of records read** box so the setting is greater than or equal to the maximum number of records in any field in the underlying source of records.



[Show All](#)

FilterOn Property

You can use the **FilterOn** property to specify or determine whether the [Filter](#) property for a [form](#) or [report](#) is applied. Read/write **Boolean**.

expression.**FilterOn**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

If you have specified a server filter within a [Microsoft Access project](#) (.adp), use the [ServerFilterByForm](#) property.

The **FilterOn** property uses the following settings.

Setting Visual Basic		Description
Yes	True	The object's Filter property is applied.
No	False	(Default) The object's Filter property isn't applied.

Note For reports, you can set the **FilterOn** property by using the report's [property sheet](#) or [Visual Basic](#).

For forms, you can set the **FilterOn** property in a [macro](#) or by using Visual Basic. You can also set this property by clicking **Apply Filter** on the **Form View toolbar** or the **Filter/Sort** toolbar.

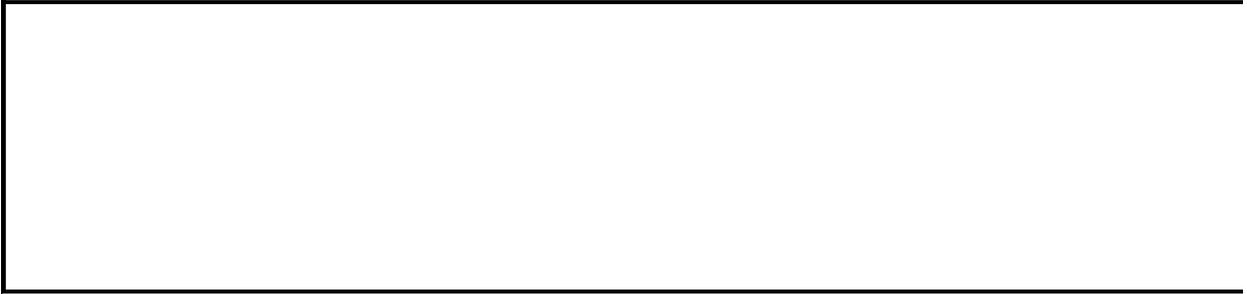
To apply a saved filter, press the **Apply Filter** button for forms, or apply the filter by using a macro or Visual Basic by setting the **FilterOn** property to **True** for forms or reports. For reports, you can set the **FilterOn** property to Yes in the report's property sheet.

The **Apply Filter** button indicates the state of the **Filter** and **FilterOn** properties. The button remains disabled until there is a filter to apply. If an existing filter is currently applied, the **Apply Filter** button appears pressed in. To apply a filter automatically when a form or report is opened, specify in the **OnOpen** event property setting of the form either a macro that uses the ApplyFilter action or an event procedure that uses the [ApplyFilter](#) method of the **DoCmd** object.

You can remove a filter by clicking the pressed-in **Apply Filter** button, clicking **Remove Filter/Sort** on the **Records** menu, or by using Visual Basic to set the **FilterOn** property to **False**. For reports, you can remove a filter by setting the **FilterOn** property to No in the report's property sheet.

Note When a new object is created, it inherits the [RecordSource](#), **Filter**, [ServerFilter](#), [OrderBy](#), and [OrderByOn](#) properties of the table or query it was

created from. For forms and reports, inherited filters aren't automatically applied when an object is opened.



FolderSuffix Property

You can use the **FolderSuffix** property to determine the folder suffix that Microsoft Access uses when you save a data access page as a Web page, use long file names, and choose to save supporting files in a separate folder (that is, if the [UseLongFileNames](#) and [OrganizeInFolder](#) properties are set to **True**.)
Read-only **String**.

expression.**FolderSuffix**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **FolderSuffix** property represents the text displayed as a hyperlink.

This property is available only by using [Visual Basic](#).

Newly created data access pages use the suffix returned by the **FolderSuffix** property of the **DefaultWebOptions** object. The value of the **FolderSuffix** property of the **WebOptions** object may differ from that of the **DefaultWebOptions** object if the data access page was previously edited in a different language version of Microsoft Access. You can use the [UseDefaultFolderSuffix](#) method to change the suffix to the language you are currently using in Microsoft Office.

By default, the name of the supporting folder is the name of the Web page plus an underscore (_), a period (.), or a hyphen (-) and the word "files" (appearing in the language of the version of Microsoft Access in which the file was saved as a Web page). For example, suppose that you use the Dutch language version of Access to save a file called "Page1" as a Web page. The default name of the supporting folder would be Page1_bestanden.

The following table lists each language version of Office, and gives its corresponding [LanguageID](#) property value and folder suffix. For the languages that are not listed in the table, the suffix ".files" is used.

Language

Language	LanguageID	Folder suffix
Arabic	1025	.files
Basque	1069	_fitxategiak
Brazilian	1046	_arquivos
Bulgarian	1026	.files
Catalan	1027	_fitxers
Chinese - Simplified	2052	.files
Chinese - Traditional	1028	.files
Croatian	1050	_datoteke

Czech	1029	_soubory
Danish	1030	-filer
Dutch	1043	_bestanden
English	1033	_files
Estonian	1061	_failid
Finnish	1035	_tiedostot
French	1036	_fichiers
German	1031	-Dateien
Greek	1032	.files
Hebrew	1037	.files
Hungarian	1038	_elemei
Italian	1040	-file
Japanese	1041	.files
Korean	1042	.files
Latvian	1062	_fails
Lithuanian	1063	_bylos
Norwegian	1044	-filer
Polish	1045	_pliki
Portuguese	2070	_ficheiros
Romanian	1048	.files
Russian	1049	.files
Serbian (Cyrillic)	3098	.files
Serbian (Latin)	2074	_fajlovi
Slovakian	1051	.files
Slovenian	1060	_datoteke
Spanish	3082	_archivos
Swedish	1053	-filer
Thai	1054	.files
Turkish	1055	_dosyalar
Ukrainian	1058	.files
Vietnamese	1066	.files

Example

This example returns the folder suffix used by the data access page ("Inventory"). The suffix is returned in the string variable `strFolderSuffix`.

```
strFolderSuffix = DataAccessPages("Inventory").WebOptions.FolderSuff
```



[Show All](#)

FollowedHyperlinkColor Property

You can use the **FollowedHyperlinkColor** property to specify or determine the default color of all followed [hyperlinks](#) within the **Application** object.

Remarks

The **FollowedHyperlinkColor** property uses the following settings.

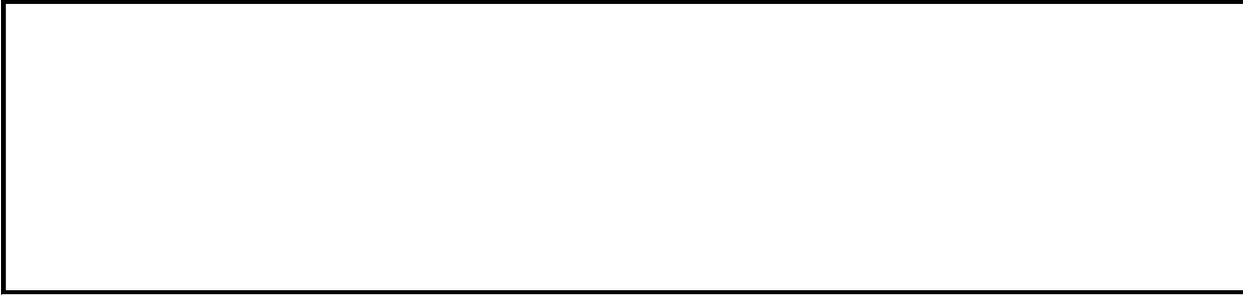
Setting	Visual Basic
Black	acColorIndexBlack (0)
Maroon	acColorIndexMaroon (1)
Green	acColorIndexGreen (2)
Olive	acColorIndexOlive (3)
Dark Blue	acColorIndexDarkBlue (4)
Violet (default)	acColorIndexViolet (5)
Teal	acColorIndexTeal (6)
Gray	acColorIndexGray (7)
Silver	acColorIndexSilver (8)
Red	acColorIndexRed (9)
Bright Green	acColorIndexBrightGreen (10)
Yellow	acColorIndexYellow (11)
Blue	acColorIndexBlue (12)
Fushia	acColorIndexFushia (13)
Aqua	acColorIndexAqua (14)
White	acColorIndexWhite (15)

Note You can set the **FollowedHyperlinkColor** property through the [DefaultWebOptions](#) property or the [SetOption](#) method by using [Visual Basic](#).

You can to set or change the default followed hyperlink color available in the **Web Options** dialog box. To display this dialog box, click **Options** on the **Tools** menu. Click the **General** tab and click the **Web Pages** button.

The default color of a hyperlink is changed to the followed hyperlink color when a hyperlink control has been pressed.

Use the **DefaultWebOptions** property to identify or set the **Application** object's **DefaultWebOptions** object properties.



[Show All](#)

FontBold Property

You can use the **FontBold** property to specify whether a font appears in a bold style in the following situations:

- When displaying or printing [controls](#) on [forms](#) and [reports](#).
- When using the [Print](#) method on a report.

Remarks

The **FontBold** property uses the following settings.

Setting	Description
True	The text is bold.
False	(Default) The text isn't bold.

Note You can set the **FontBold** property only by using a [macro](#) or [Visual Basic](#).

To use the **FontBold** property on a report, first create a Print [event procedure](#) that prints the desired text.

A font's appearance on screen and in print may differ, depending on your computer and printer.

The [FontWeight](#) property, which is available in the property sheet for controls, can also be used to set the line width for a control's text. The **FontBold** property gives you a quick way to make text bold; the **FontWeight** property gives you finer control over the line width setting for text. The following table shows the relationship between these properties' settings.

If	Then
FontBold = False	FontWeight = Normal (400)
FontBold = True	FontWeight = Bold (700)
FontWeight < 700	FontBold = False

FontWeight >= 700 FontBold = True

Example

The following Print event procedure prints a report title and the current date in a bold style on a report at the coordinates specified by the **CurrentX** and **CurrentY** property settings.

```
Private Sub ReportHeader0_Print(Cancel As Integer, _  
    PrintCount As Integer)  
    Dim MyDate  
  
    MyDate = Date  
    Me.FontBold = True  
    ' Print report title in bold.  
    Me.Print("Sales Management Report")  
    Me.Print(MyDate)  
End Sub
```



[Show All](#)

FontItalic Property

You can use the **FontItalic** property to specify whether text is italic in the following situations:

- When displaying or printing [controls](#) on [forms](#) and [reports](#).
- When using the [Print](#) method on a report.

Read/write **Boolean** for the following objects: **ComboBox**, **CommandButton**, **FormatCondition**, **Label**, **ListBox**, **TabControl**, **TextBox**, and **ToggleButton**.
Read/write **Integer** for the **Report** object.

expression.**FontItalic**

expression Required. An expression that returns one of the above objects.

 Remarks

The **FontItalic** property uses the following settings.

Setting	Visual Basic	Description
Yes	True (-1)	The text is italic.
No	False (0)	(Default) The text isn't italic.

For controls on forms and reports, you can set this property by using the control's [property sheet](#), a [macro](#), or [Visual Basic](#).

For reports, you can use this property only in an [event procedure](#) or in a macro specified by the **OnPrint** [event property](#) setting.

You can also set this property by clicking **Italic** on the **Formatting (Form/Report)** toolbar.

You can set the default for this property by using the [default control style](#) or the [DefaultControl](#) method in Visual Basic.



[Show All](#)

FontName Property

You can use the **FontName** property to specify the [font](#) for text in the following situations:

- When displaying or printing [controls](#) on [forms](#) and [reports](#).
- When using the [Print](#) method on a report.

Read/write **String**.

expression.**FontName**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **FontName** property setting is the name of the font that the text is displayed in.

For controls on forms and reports, you can set this property by using the [property sheet](#), a [macro](#), or [Visual Basic](#).

You can also set this property by clicking the **Font** box on the **Formatting (Form/Report)** toolbar.

You can set the default for this property by using a control's [default control style](#) or the [DefaultControl](#) method in Visual Basic.

For reports, you can set this property only in an [event procedure](#) or in a macro specified by the **OnPrint** [event property](#) setting.

In Visual Basic, you set the **FontName** property by using a string expression that is the name of the desired font.

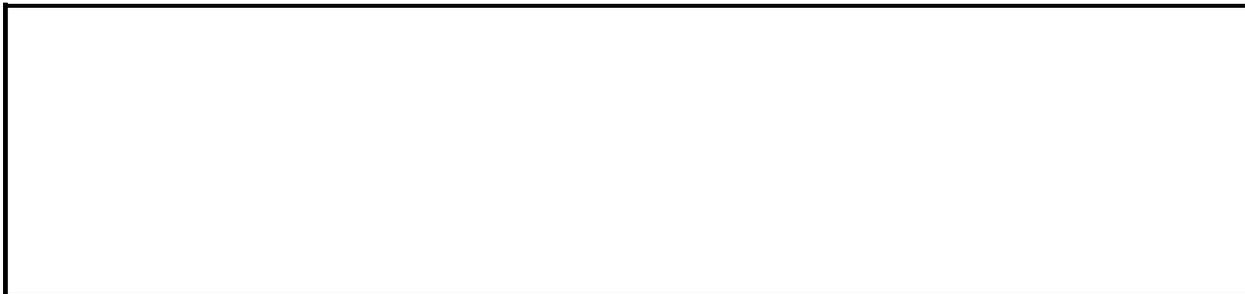
Font availability depends on your system and printer. If you select a font that your system can't display or that isn't installed, Windows substitutes a similar font.

Example

The following example uses the **Print** method to display text on a report named Report1. It uses the **TextWidth** and **TextHeight** methods to center the text vertically and horizontally.

```
Private Sub Detail_Format(Cancel As Integer, _
    FormatCount As Integer)
    Dim rpt as Report
    Dim strMessage As String
    Dim intHorSize As Integer, intVerSize As Integer

    Set rpt = Me
    strMessage = "DisplayMessage"
    With rpt
        'Set scale to pixels, and set FontName and
        'FontSize properties.
        .ScaleMode = 3
        .FontName = "Courier"
        .FontSize = 24
    End With
    ' Horizontal width.
    intHorSize = Rpt.TextWidth(strMessage)
    ' Vertical height.
    intVerSize = Rpt.TextHeight(strMessage)
    ' Calculate location of text to be displayed.
    Rpt.CurrentX = (Rpt.ScaleWidth/2) - (intHorSize/2)
    Rpt.CurrentY = (Rpt.ScaleHeight/2) - (intVerSize/2)
    ' Print text on Report object.
    Rpt.Print strMessage
End Sub
```



[Show All](#)

FontSize Property

You can use the **FontSize** property to specify the [point](#) size for text in the following situations:

- When displaying or printing [controls](#) on [forms](#) and [reports](#).
- When using the [Print](#) method on a report.

Read/write **Integer**.

expression.**FontSize**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **FontSize** property uses the following settings.

Setting	Description
8	(Default for all reports and controls except command buttons) The text is 8-point type.
10	(Default for command buttons) The text is 10-point type.
<i>Other sizes</i>	The text is the indicated size.

Note For controls on forms and reports, you can set this property by using the [property sheet](#), a [macro](#), or [Visual Basic](#).

You can also set this property by clicking the **Font Size** box on the **Formatting (Form/Report)** toolbar.

You can set the default for this property by using a control's [default control style](#) or the [DefaultControl](#) method in Visual Basic.

For reports, you can set this property only in an [event procedure](#) or in a macro specified by the **OnPrint** [event property](#) setting.

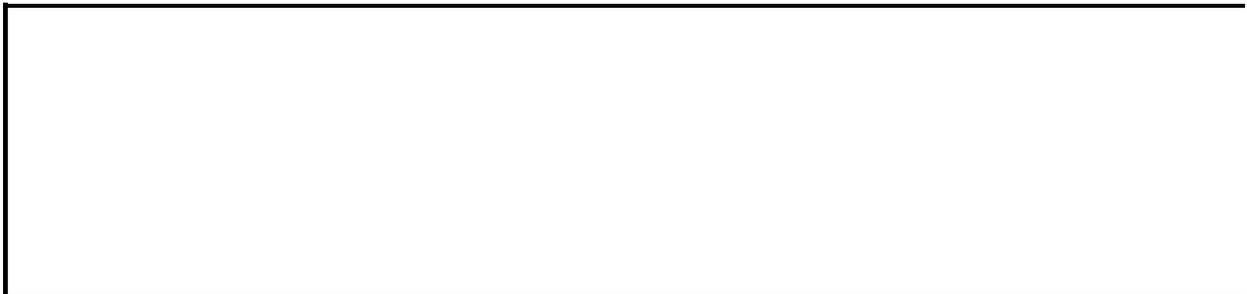
In Visual Basic, you set the **FontSize** property by using a [numeric expression](#) equal to the desired size of the font. The setting for the **FontSize** property can be between 1 and 127, inclusive.

Example

The following example uses the **Print** method to display text on a report named Report1. It uses the **TextWidth** and **TextHeight** methods to center the text vertically and horizontally.

```
Private Sub Detail_Format(Cancel As Integer, _
    FormatCount As Integer)
    Dim rpt as Report
    Dim strMessage As String
    Dim intHorSize As Integer, intVerSize As Integer

    Set rpt = Me
    strMessage = "DisplayMessage"
    With rpt
        'Set scale to pixels, and set FontName and
        'FontSize properties.
        .ScaleMode = 3
        .FontName = "Courier"
        .FontSize = 24
    End With
    ' Horizontal width.
    intHorSize = Rpt.TextWidth(strMessage)
    ' Vertical height.
    intVerSize = Rpt.TextHeight(strMessage)
    ' Calculate location of text to be displayed.
    Rpt.CurrentX = (Rpt.ScaleWidth/2) - (intHorSize/2)
    Rpt.CurrentY = (Rpt.ScaleHeight/2) - (intVerSize/2)
    ' Print text on Report object.
    Rpt.Print strMessage
End Sub
```



[Show All](#)

FontUnderline Property

You can use the **FontUnderline** properties to specify whether text is underlined in the following situations:

- When displaying or printing [controls](#) on [forms](#) and [reports](#).
- When using the [Print](#) method on a report.

Read/write **Boolean** for the following objects: **ComboBox**, **CommandButton**, **FormatCondition**, **Label**, **ListBox**, **TabControl**, **TextBox**, and **ToggleButton**.
Read/write **Integer** for the **Report** object.

expression.**FontUnderline**

expression Required. An expression that returns one of the above objects.

Remarks

The **FontUnderline** property uses the following settings.

Setting	Visual Basic	Description
Yes	True (-1)	The text is underlined.
No	False (0)	(Default) The text isn't underlined.

Note For controls on forms and reports, you can set this property by using the control's [property sheet](#), a [macro](#), or [Visual Basic](#).

For reports, you can use this property only in an [event procedure](#) or in a macro specified by the **OnPrint** [event property](#) setting.

You can also set this property by clicking **Underline** on the **Formatting (Form/Report)** toolbar.

You can set the default for this property by using the [default control style](#) or the [DefaultControl](#) method in Visual Basic.

For a [text box](#), [combo box](#), [label](#), or [command button](#) that [contains a hyperlink](#), Microsoft Access automatically sets the **FontUnderline** property to Yes if the **Underline Hyperlinks** box is checked on the **Hyperlinks/HTML** tab of the **Options** dialog box, available by clicking **Options** on the **Tools** menu. If you remove the hyperlink from the control (for example, by changing the [ControlSource](#) property of a bound text box to a source that isn't a Hyperlink field), Microsoft Access sets the **FontUnderline** property back to the default control style. For command buttons, the **FontUnderline** property setting takes effect only if the command button contains a caption rather than a picture.



[Show All](#)

FontWeight Property

Use the **FontWeight** property to specify the line width that Windows uses to display and print characters in a [control](#). Read/write **Integer**.

expression.**FontWeight**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **FontWeight** property uses the following settings.

Setting	Visual Basic
Thin	100
Extra Light	200
Light	300
Normal	400
Medium	500
Semi-bold	600
Bold	700
Extra Bold	800
Heavy	900

Note You can set this property by using the control's [property sheet](#), a [macro](#), or [Visual Basic](#). You can also click **Bold** on the **Formatting (Form/Report)** toolbar. This sets the **FontWeight** property to Bold (700).

You can set the default for this property by using a control's [default control style](#) or the [DefaultControl](#) method in Visual Basic.

A font's appearance on screen and in print may differ, depending on your computer and printer. For example, a **FontWeight** property setting of Thin may look identical to Normal on screen but appear lighter when printed.

The [FontBold](#) property, which is available only in Visual Basic and macros, can also be used to set the line width for a control's or [report's](#) text to bold. The **FontBold** property gives you a quick way to make text bold; the **FontWeight** property gives you finer control over the line width setting for text. The following table shows the relationship between these properties' settings.

If	Then
FontBold = False	FontWeight = Normal (400)
FontBold = True	FontWeight = Bold (700)

FontWeight < 700 FontBold = False

FontWeight > = 700 FontBold = True



ForceNewPage Property

You can use the **ForceNewPage** property to specify whether form sections (detail, footer) or report sections (header, detail, footer) print on a separate page, rather than on the current page. Read/write **Byte**.

expression.**ForceNewPage**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

For example, you may have designed the last page of a report as an order form. If the report footer's **ForceNewPage** property is set to Before Section, the order form is always printed on a new page.

Note The **ForceNewPage** property does not apply to page headers or page footers.

The **ForceNewPage** property uses the following settings.

Setting	Visual Basic	Description
None	0	(Default) The current section (the section for which you're setting the property) is printed on the current page.
Before Section	1	The current section is printed at the top of a new page.
After Section	2	The section immediately following the current section is printed at the top of a new page.
Before & After	3	The current section is printed at the top of a new page, and the next section is printed at the top of a new page.

Note You can set this property by using the section's [property sheet](#), a [macro](#), or [Visual Basic](#).

Here are some examples of the **ForceNewPage** property setting.

Section	Sample setting	Description
A group header displaying the year	Before Section	The group header is printed at the top of the page, followed by the detail section, group footer, and page footer.
A report detail section	After Section	The group footer is printed at the top of a new page.
A report header containing the report title	After	The report title and logo are printed on a

and company logo.

Section separate page at the beginning of the report.

Example

The following example returns the **ForceNewPage** property setting for the detail section of the Sales By Date report and assigns it to the `intGetVal` variable.

```
Dim intGetVal As Integer  
intGetVal = Reports![Sales By Year].Section(acDetail).ForceNewPage
```



[Show All](#)

ForeColor Property

You can use the **ForeColor** property to specify the color for text in a [control](#).
Read/write **Long**.

expression.**ForeColor**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You can use this property for controls on [forms](#) or [reports](#) to make them easy to read or to convey a special meaning. For example, you can change the color of the text in the UnitsInStock control when its value falls below the reorder level.

You can also use this property on reports to create special visual effects when you print with a color printer. When used on a report, this property specifies the printing and drawing color for the [Print](#), [Line](#), and [Circle](#) methods.

The **ForeColor** property contains a [numeric expression](#) that represents the value of the text color in the control.

You can use the Color Builder to set this property by clicking the **Build** button to the right of the property box in the [property sheet](#). Using the Color Builder enables you to define custom colors for text in controls.

For controls, you can set this property by using **Font/Fore Color** on the **Formatting (Form/Report)** toolbar, the control's [property sheet](#), a [macro](#), or [Visual Basic](#).

You can set the default for this property by using a control's [default control style](#) or the [DefaultControl](#) method in Visual Basic.

For reports, you can set the **ForeColor** property only by using a macro or a Visual Basic event procedure specified in a section's [OnPrint](#) event property setting.

For [Table](#) objects, you can set this property using **Font/Fore Color** on the **Formatting (Datasheet) toolbar**, or in Visual Basic by using the [DatasheetForeColor](#) property.

For a [text box](#), [combo box](#), [label](#), or [command button](#) that [contains a hyperlink](#), Microsoft Access automatically sets the **ForeColor** property to the color specified in the **Followed Hyperlink Color** or **Hyperlink Color** box on the **Hyperlinks/HTML** tab of the **Options** dialog box, available by clicking **Options** on the **Tools** menu. If you remove the hyperlink from the control (for example, by changing the [ControlSource](#) property of a [bound](#) text box to a

source that isn't a Hyperlink field), Microsoft Access sets the **ForeColor** property back to the default control style. For command buttons, the **ForeColor** property setting takes effect only if the command button contains a caption rather than a picture.

Example

The following example uses the **RGB** function to set the **BorderColor**, **BackColor**, and **ForeColor** properties depending on the value of the txtPastDue text box. You can also use the **QBColor** function to set these properties. Putting the following code in the Form_Current() event sets the control display characteristics as soon as the user opens a form or moves to a new record.

```
Sub Form_Current()  
    Dim curAmtDue As Currency, lngBlack As Long  
    Dim lngRed As Long, lngYellow As Long, lngWhite As Long  
  
    If Not IsNull(Me!txtPastDue.Value) Then  
        curAmtDue = Me!txtPastDue.Value  
    Else  
        Exit Sub  
    End If  
    lngRed = RGB(255, 0, 0)  
    lngBlack = RGB(0, 0, 0)  
    lngYellow = RGB(255, 255, 0)  
    lngWhite = RGB(255, 255, 255)  
    If curAmtDue > 100 Then  
        Me!txtPastDue.BorderColor = lngRed  
        Me!txtPastDue.ForeColor = lngRed  
        Me!txtPastDue.BackColor = lngYellow  
    Else  
        Me!txtPastDue.BorderColor = lngBlack  
        Me!txtPastDue.ForeColor = lngBlack  
        Me!txtPastDue.BackColor = lngWhite  
    End If  
End Sub
```



[Show All](#)

Form Property

You can use the **Form** property to refer to a [form](#) or to refer to the form associated with a [subform control](#).

Remarks

This property refers to a form object. It is read-only in all views.

You can use this property by using a [macro](#) or [Visual Basic](#).

This property is typically used to refer to the form or report contained in a subform control. For example, the following code uses the **Form** property to access the OrderID control on a subform contained in the OrderDetails subform control.

```
Dim intOrderID As Integer  
intOrderID = Forms!Orders!OrderDetails.Form!OrderID
```

The next example calls a function from a property sheet by using the **Form** property to refer to the active form that contains the control named CustomerID.

```
=MyFunction(Form!CustomerID)
```

When you use the **Form** property in this manner, you are referring to the active form, and the name of the form isn't necessary.

The next example is the Visual Basic equivalent of the preceding example.

```
X = MyFunction(Forms!Customers!CustomerID)
```

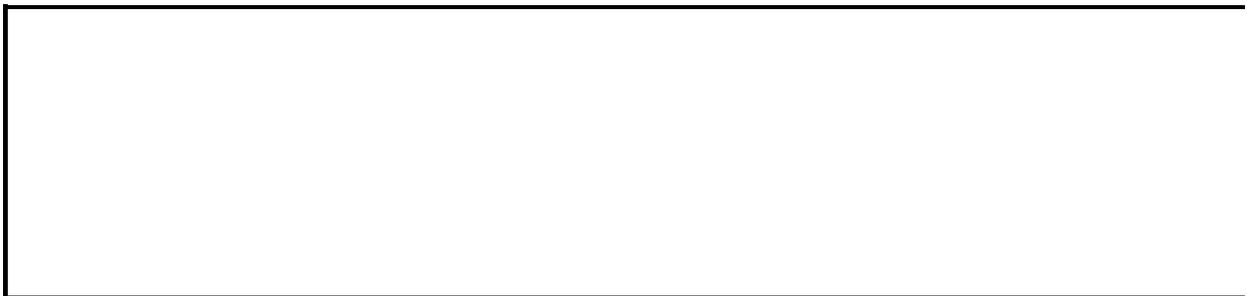
Note When you use the [Forms](#) collection, you must specify the name of the form.

Example

The following example uses the **Form** property to refer to a control on a subform.

```
Dim curTotalAmount As Currency
```

```
curTotalAmount = Forms!Orders!OrderDetails.Form!TotalAmount
```



[Show All](#)

Format Property

You can use the **Format** property to customize the way numbers, dates, times, and text are displayed and printed. Read/write **String**.

expression.**Format**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You can use one of the predefined formats or you can create a custom format by using formatting symbols.

The **Format** property uses different settings for different [data types](#). For information about settings for a specific data type, see one of the following topics:

- [Date/Time Data Type](#)
- [Number and Currency Data Types](#)
- [Text and Memo Data Types](#)
- [Yes/No Data Type](#)

For a control, you can set this property in the control's [property sheet](#). For a field, you can set this property in [table Design view](#) (in the Field Properties section) or in Design view of the [Query window](#) (in the Field Properties [property sheet](#)). You can also use a [macro](#) or [Visual Basic](#).

Note In Visual Basic, enter a [string expression](#) that corresponds to one of the predefined formats or enter a custom format.

The **Format** property affects only how data is displayed. It doesn't affect how data is stored.

Microsoft Access provides predefined formats for Date/Time, Number and Currency, Text and Memo, and Yes/No data types. The predefined formats depend on the country/region specified by double-clicking Regional Options in Windows Control Panel. Microsoft Access displays formats appropriate for the country/region selected. For example, with **English (United States)** selected on the **General** tab, 1234.56 in the Currency format appears as \$1,234.56, but when **English (British)** is selected on the **General** tab, the number appears as £1,234.56.

If you set a field's **Format** property in table Design view, Microsoft Access uses that format to display data in datasheets. It also applies the field's **Format**

property to new controls on forms and reports.

You can use the following symbols in custom formats for any data type.

Symbol	Meaning
(space)	Display spaces as literal characters.
"ABC"	Display anything inside quotation marks as literal characters.
!	Force left alignment instead of right alignment.
*	Fill available space with the next character.
\	Display the next character as a literal character. You can also display literal characters by placing quotation marks around them.
[color]	Display the formatted data in the color specified between the brackets. Available colors: Black, Blue, Green, Cyan, Red, Magenta, Yellow, White.

You can't mix custom formatting symbols for the Number and Currency data types with Date/Time, Yes/No, or Text and Memo formatting symbols.

When you have defined an [input mask](#) and set the **Format** property for the same data, the **Format** property takes precedence when the data is displayed and the input mask is ignored. For example, if you create a Password input mask in table Design view and also set the **Format** property for the same field, either in the table or in a control on a form, the Password input mask is ignored and the data is displayed according to the **Format** property.

Example

The following three examples set the **Format** property by using a predefined format:

```
Me!Date.Format = "Medium Date"
```

```
Me!Time.Format = "Long Time"
```

```
Me!Registered.Format = "Yes/No"
```

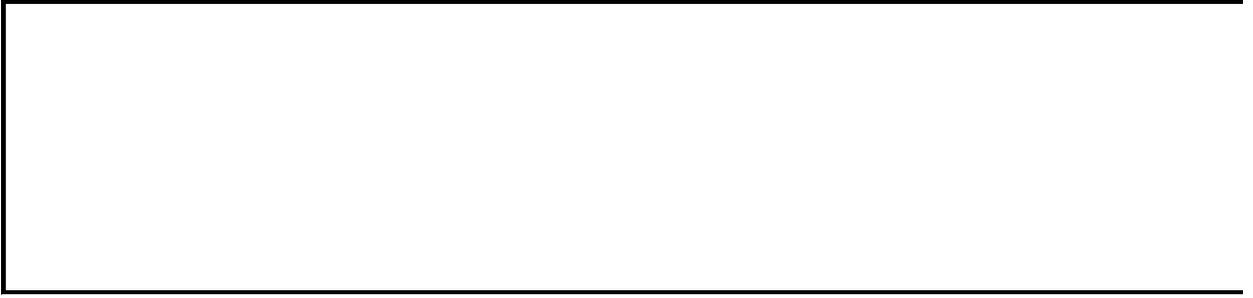
The next example sets the **Format** property by using a custom format. This format displays a date as: Jan 1995.

```
Forms!Employees!HireDate.Format = "mmm yyyy"
```

The following example demonstrates a Visual Basic function that formats numeric data by using the Currency format and formats text data entirely in capital letters. The function is called from the OnLostFocus event of an unbound control named TaxRefund.

```
Function FormatValue() As Integer
    Dim varEnteredValue As Variant

    varEnteredValue = Forms!Survey!TaxRefund.Value
    If IsNumeric(varEnteredValue) = True Then
        Forms!Survey!TaxRefund.Format = "Currency"
    Else
        Forms!Survey!TaxRefund.Format = ">"
    End If
End Function
```



FormatConditions Property

You can use the **FormatConditions** property to return a read-only reference to the [FormatConditions](#) collection and its related properties.

expression.**FormatConditions**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is available only by using [Visual Basic](#).

Conditional formatting can also be set on a combo box or text box from the **Conditional Formatting** dialog box. The **Conditional Formatting** dialog box is available by clicking **Conditional Formatting** on the **Format** menu when a form is in Design view.

Example

The following example sets format properties for an existing conditional format for the "Textbox1" control.

```
With forms("forms1").Controls("Textbox1").FormatConditions(1)
    .BackColor = RGB(255,255,255)
    .FontBold = True
    .ForeColor = RGB(255,0,0)
End With
```



[Show All](#)

FormatCount Property

You can use the **FormatCount** property to determine the number of times the [OnFormat](#) property has been evaluated for the current section on a report.
Read/write **Integer**.

expression.**FormatCount**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You can use this property only in a [macro](#) or an [Visual Basic event procedure](#) specified by a section's **OnFormat** property setting.

This property isn't available in [report Design view](#).

Microsoft Access increments the **FormatCount** property each time the **OnFormat** property setting is evaluated for the current section. As the next section is formatted, Microsoft Access resets the **FormatCount** property to 1.

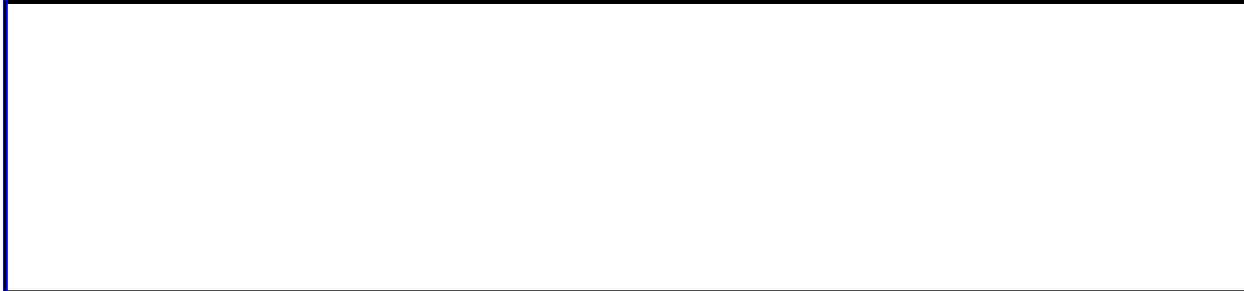
Under some circumstances, Microsoft Access formats a section more than once. For example, you might design a report in which the [KeepTogether](#) property for the detail section is set to Yes. When Microsoft Access reaches the bottom of a page, it formats the current detail section once to see if it will fit. If it doesn't fit, Microsoft Access moves to the next page and formats the detail section again. In this case, the setting for the **FormatCount** property for the detail section is 2 because it was formatted twice before it was printed.

You can use the **FormatCount** property to ensure that an operation that affects formatting gets executed only once for a section.

Example

In the following example, the [DLookup](#) function is evaluated only when the **FormatCount** property is set to 1:

```
Private Sub Detail_Format(Cancel As Integer, _
    FormatCount As Integer)
    Const conBold = 700
    Const conNormal = 400
    If FormatCount = 1 Then
        If DLookup("CompanyName", _
            "Customers", "CustomerID = Reports!" _
            & "[Customer Labels]!CustomerID") _
            Like "B*" Then
            CompanyNameLine.FontWeight = conBold
        Else
            CompanyNameLine.FontWeight = conNormal
        End If
    End If
End Sub
```



Forms Property

You can use the **Forms** property to return a read-only reference to the [Forms](#) collection and its related properties.

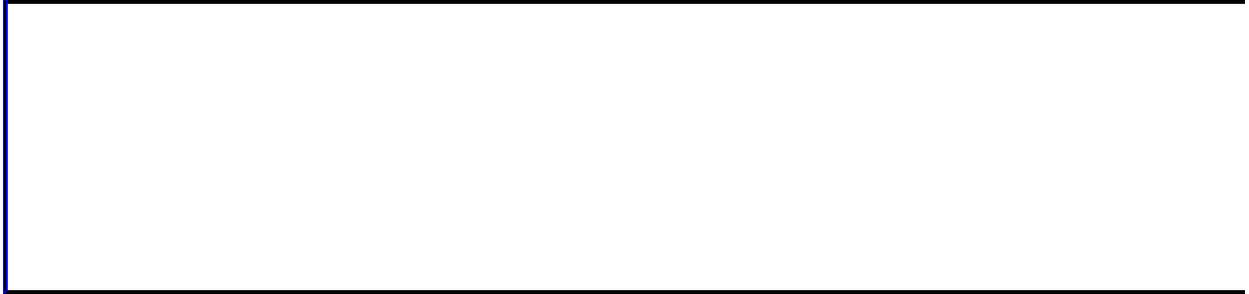
expression.**Forms**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is available only by using [Visual Basic](#).

The properties of the **Forms** collection in Visual Basic refer to forms that are currently open.



[Show All](#)

FrozenColumns Property

You can use the **FrozenColumns** property to determine how many columns in a [datasheet](#) are frozen. Read/write **Integer**.

expression.**FrozenColumns**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Frozen columns are displayed on the left side of the datasheet and don't move when you scroll horizontally through the datasheet.

Note The **FrozenColumns** property applies only to tables, forms, and queries in [Datasheet view](#).

The **FrozenColumns** property is set by Microsoft Access when you click **Freeze Columns** on the **Format** menu.

In [Visual Basic](#), this property setting is an **Integer** value indicating the number of columns in the datasheet that have been frozen by using the **Freeze Columns** command. The record selector column is always frozen, so the default value is 1. Consequently, if you freeze one column, the **FrozenColumns** property is set to 2; if you freeze two columns, it's set to 3; and so on.

This property setting is read-only in all views.

When you freeze columns by using the **Freeze Columns** command, Microsoft Access automatically moves the columns to the leftmost edge of the datasheet in the order in which you freeze them. For example, if you freeze three columns, these become the first, second, and third columns in the datasheet. Because the record selector column is always frozen, the **FrozenColumns** property in this case will be set to 4. The three columns you freeze will have their [ColumnOrder](#) properties set to 1, 2, and 3 (in the order they are frozen).

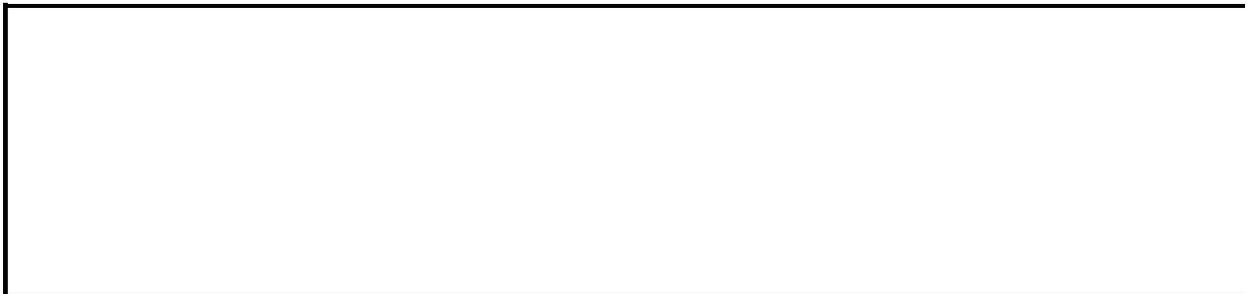
If you click **Unfreeze All Columns** on the **Format** menu, all frozen columns will be unfrozen, and the **FrozenColumns** property will be set to 1.

Note The **Unfreeze All Columns** command will not restore the original order of columns if the **Freeze Columns** command caused the column order to change.

Example

The following example uses the **FrozenColumns** property to determine how many columns are frozen in a table in Datasheet view. If more than three columns are frozen, the table size is maximized so you can see as many unfrozen columns as possible.

```
Sub CheckFrozen(strTableName As String)
    Dim dbs As Object
    Dim tdf As Object
    Dim prp As Variant
    Const DB_Integer As Integer = 3
    Const conPropertyNotFound = 3270 ' Property not found error.
    Set dbs = CurrentDb           ' Get current database.
    Set tdf = dbs.TableDefs(strTableName) ' Get object for table.
    DoCmd.OpenTable strTableName, acNormal ' Open table.
    tdf.Properties.Refresh
    On Error GoTo Frozen_Err
    If tdf.Properties("FrozenColumns") > 3 Then ' Check property.
        DoCmd.Maximize
    End If
Frozen_Bye:
    Exit Sub
Frozen_Err:
    If Err = conPropertyNotFound Then ' Property not in collection
        Set prp = tdf.CreateProperty("FrozenColumns", DB_Integer, 1)
        tdf.Properties.Append prp
        Resume Frozen_Bye
    End If
End Sub
```



FullName Property

Sets or returns the full path (including file name) of a specific object. Read/write **String** for the [AccessObject](#) object; read-only **String** for the [CodeProject](#) and [CurrentProject](#) objects.

expression.**FullName**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

The following example iterates through the **AllDataAccessPages** collection and returns the name of the link and the path of each data access page in the current project.

```
Sub PrintDAPLocationInfo()  
  
    Dim dapObject As AccessObject  
  
    For Each dapObject In CurrentProject.AllDataAccessPages  
        Debug.Print "The '" & dapObject.Name & _  
            "' is located at: "; dapObject.FullName  
    Next dapObject  
  
End Sub
```



[Show All](#)

FullPath Property

The **FullPath** property returns a [string](#) containing the path and file name of the referenced [type library](#).

expression.**FullPath**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **FullPath** property is available only by using Visual Basic and is read-only.

Type libraries reside in files. The following table shows the file extensions for files that commonly contain type libraries.

File extension	Type of file
.olb, .tlb	Type library file
.adp, .ade, .mdb, .mda, .mde	Database
.exe, .dll	Executable file
.ocx	ActiveX control

If the [IsBroken](#) property setting of a **Reference** object is **True**, reading the **FullPath** property generates an error.

Example

The following example prints the value of the **FullPath**, **GUID**, **IsBroken**, **Major**, and **Minor** properties for each **Reference** object in the **References** collection:

```
Sub ReferenceProperties()  
    Dim ref As Reference  
  
    ' Enumerate through References collection.  
    For Each ref In References  
        ' Check IsBroken property.  
        If ref.IsBroken = False Then  
            Debug.Print "Name: ", ref.Name  
            Debug.Print "FullPath: ", ref.FullPath  
            Debug.Print "Version: ", ref.Major & "." & ref.Minor  
        Else  
            Debug.Print "GUIDs of broken references:"  
            Debug.Print ref.GUID  
        EndIf  
    Next ref  
End Sub
```



FuriganaControl Property

[Language-specific information](#)

You can use the **FuriganaControl** property to indicate a target control and automatically create furigana for text entered in a text box. Read/write **String**.

expression.**FuriganaControl**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The setting value is the name of the control for entering furigana.

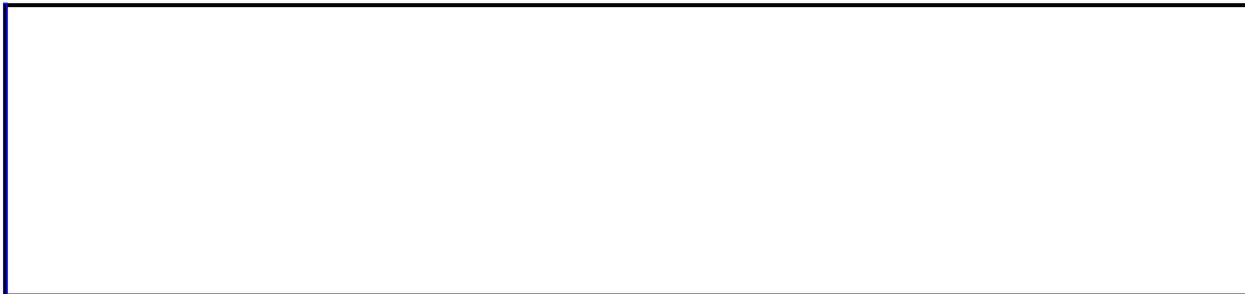
You can set this property by using the [property sheet](#), a [macro](#), or [Visual Basic](#).

If the **FuriganaControl** property is set in the control, furigana will automatically be created, and can be displayed in a separately designated control. Only if a control name in the same form is set with the **FuriganaControl** property will the form run properly when executed. If text is entered in a control other than the designated control name in the same form, an error will occur. The type of furigana characters is determined by the [IMEMode/KanjiConversionMode](#) property settings in the control.

FuriganaControl property in ADP

When you use **FuriganaControl** property in ADP file, be sure to change the data type from CHAR/NCHAR to VARCHAR/NVARCHAR. Otherwise, you cannot insert any furigana string into the target field. The **FuriganaControl** property inserts furigana strings to an existing target field, but if the data type definition of the field stays as CHAR/NCHAR, any string insertion fails because the field length is fixed, which result in an error message.

Note If you enter text in the target control, the furigana of the newly entered text is automatically added to the end of the designated target control content. Even if the text of the target control is revised or deleted, the characters before the change in the target control will not be revised or deleted. Changing the content of the target control revises the text in the furigana control as necessary. The **FuriganaControl** property will not run if text is pasted into the target control.



[Show All](#)

GridX Property

You can use the **GridX** property (along with the **GridY** property) to specify the horizontal and vertical divisions of the alignment [grid](#) in [form Design view](#) and [report Design view](#). Read/write **Integer**.

expression.**GridX**

expression Required. An expression that returns one of the objects in the Applies To list.

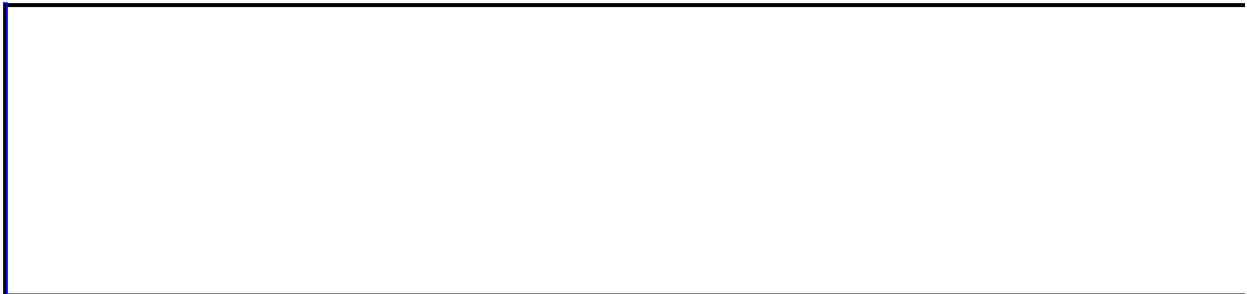
Remarks

Enter an integer between 1 and 64 representing the number of subdivisions per unit of measurement. If the **Measurement system** box is set to U.S. on the **Numbers** tab of the **Regional Options** dialog box of Windows Control Panel, the default setting is 24 for the **GridX** property (horizontal) and 24 for the **GridY** property (vertical).

You can set this property by using the [property sheet](#), a [macro](#), or [Visual Basic](#).

In Visual Basic, you set this property by using a [numeric expression](#).

The **GridX** and **GridY** properties provide control over the placement and alignment of objects on a form or report. You can adjust the grid for greater or lesser precision. To see the grid, click **Grid** on the **View** menu. If the setting for either the **GridX** or **GridY** properties is greater than 24, the grid points disappear from view (although the grid lines are still displayed).



[Show All](#)

GridY Property

You can use the **GridY** property (along with the **GridX** property) to specify the horizontal and vertical divisions of the alignment [grid](#) in [form Design view](#) and [report Design view](#). Read/write **Integer**.

expression.**GridY**

expression Required. An expression that returns one of the objects in the Applies To list.

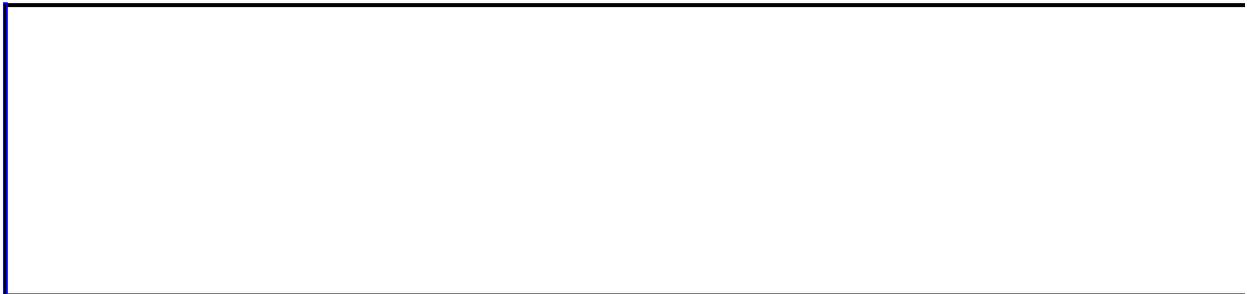
Remarks

Enter an integer between 1 and 64 representing the number of subdivisions per unit of measurement. If the **Measurement system** box is set to U.S. on the **Numbers** tab of the **Regional Options** dialog box of Windows Control Panel, the default setting is 24 for the **GridX** property (horizontal) and 24 for the **GridY** property (vertical).

You can set this property by using the [property sheet](#), a [macro](#), or [Visual Basic](#).

In Visual Basic, you set this property by using a [numeric expression](#).

The **GridX** and **GridY** properties provide control over the placement and alignment of objects on a form or report. You can adjust the grid for greater or lesser precision. To see the grid, click **Grid** on the **View** menu. If the setting for either the **GridX** or **GridY** properties is greater than 24, the grid points disappear from view (although the grid lines are still displayed).



[Show All](#)

GroupFooter Property

You can use the **GroupFooter** property (along with the **GroupHeader** property) to create a group header or a group footer for a selected field or [expression](#) in a report. Read/write **Boolean**.

expression.**GroupFooter**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You can use group headers and footers to label or summarize data in a group of records. For example, if you set the **GroupHeader** property to Yes for the Categories field, each group of products will begin with its category name.

The **GroupHeader** and **GroupFooter** properties use the following settings.

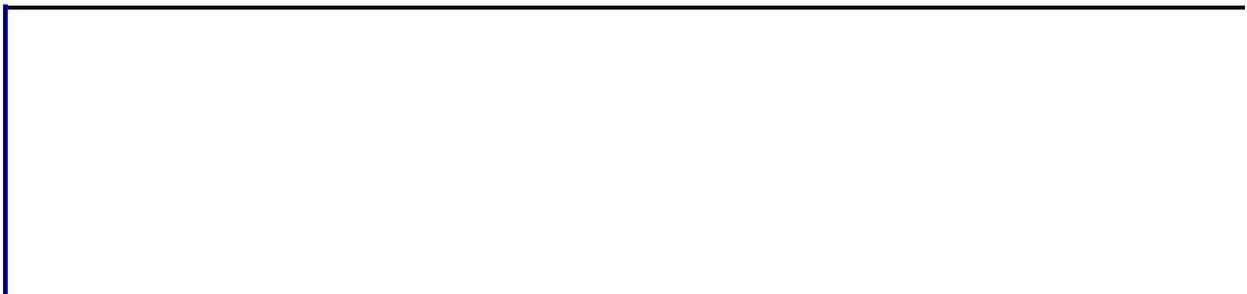
Setting	Description
Yes	Creates a group header or footer.
No	(Default) Doesn't create a group header or footer.

You set these properties in the **Sorting And Grouping** box.

You can set these properties only in [report Design view](#).

Note You can't set or refer to these properties directly in Visual Basic. To create a group header or footer for a field or [expression](#) in Visual Basic, use the [CreateGroupLevel](#) method.

To set the grouping properties— [GroupOn](#), [GroupInterval](#), and [KeepTogether](#) — to other than their default values, you must first set the **GroupHeader** or **GroupFooter** property or both to Yes for the selected field or expression.



[Show All](#)

GroupHeader Property

You can use the **GroupHeader** property (along with the **GroupFooter** property) to create a group header or a group footer for a selected field or [expression](#) in a report. Read/write **Boolean**.

expression.**GroupHeader**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You can use group headers and footers to label or summarize data in a group of records. For example, if you set the **GroupHeader** property to Yes for the Categories field, each group of products will begin with its category name.

The **GroupHeader** and **GroupFooter** properties use the following settings.

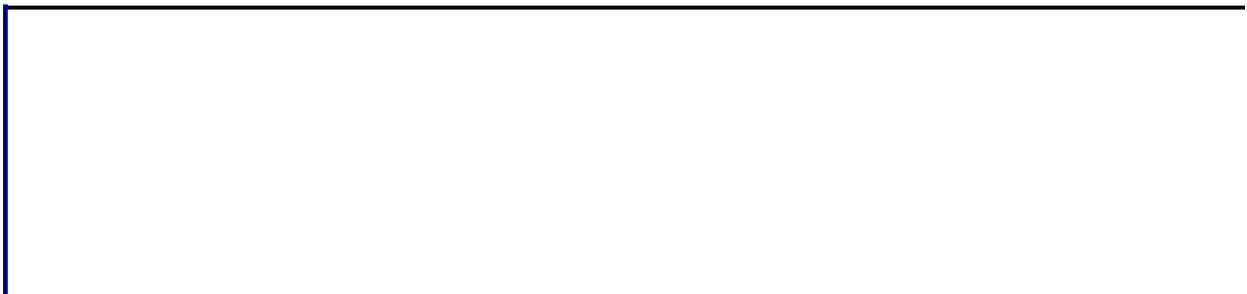
Setting	Description
Yes	Creates a group header or footer.
No	(Default) Doesn't create a group header or footer.

You set these properties in the **Sorting And Grouping** box.

You can set these properties only in [report Design view](#).

Note You can't set or refer to these properties directly in Visual Basic. To create a group header or footer for a field or [expression](#) in Visual Basic, use the [CreateGroupLevel](#) method.

To set the grouping properties— [GroupOn](#), [GroupInterval](#), and [KeepTogether](#) — to other than their default values, you must first set the **GroupHeader** or **GroupFooter** property or both to Yes for the selected field or expression.



[Show All](#)

GroupInterval Property

You can use the **GroupInterval** property with the [GroupOn](#) property to specify how records are grouped in a report. Read/write **Long**.

expression.**GroupInterval**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **GroupInterval** property specifies an interval value that records are grouped by. This interval differs depending on the [data type](#) and **GroupOn** property setting of the field or [expression](#) you're grouping on. For example, you can set the **GroupInterval** property to 1 if you want to group records by the first character of a Text field, such as ProductName.

The **GroupInterval** property settings are **Long** values that depend on the field's data type and its **GroupOn** property setting. The default **GroupInterval** setting is 1.

You can set this property by using the **Sorting And Grouping** box, a [macro](#), or [Visual Basic](#).

You can set the **GroupInterval** property only in [report Design view](#) or in the [Open](#) event procedure of a report.

Here are examples of **GroupInterval** property settings for different field data types.

Field data type	GroupOn setting	GroupInterval setting
All	Each value	(Default) Set to 1.
Text	Prefix characters	Set to 3 for grouping by the first three characters in the field (for example, Chai, Chartreuse, and Chang would be grouped together).
Date/Time	Week	Set to 2 to return data in biweekly groups.
Date/Time	Hour	Set to 12 to return data in half-day groups.

Note To set the **GroupInterval** property to a value other than its default setting (1), you must first set the [GroupHeader](#) or [GroupFooter](#) property or both to Yes for the selected field or expression.

Example

The following example sets the **SortOrder** and grouping properties for the first group level in the Products By Category report to create an alphabetical list of products.

```
Private Sub Report_Open(Cancel As Integer)
    ' Set SortOrder property to ascending order.
    Me.GroupLevel(0).SortOrder = False
    ' Set GroupOn property.
    Me.GroupLevel(0).GroupOn = 1
    ' Set GroupInterval property to 1.
    Me.GroupLevel(0).GroupInterval = 1
    ' Set KeepTogether property to With First Detail.
    Me.GroupLevel(0).KeepTogether = 2
End Sub
```



[Show All](#)

GroupLevel Property

You can use the **GroupLevel** property in Visual Basic to refer to the [group level](#) you are grouping or sorting on in a report. Read-only **GroupLevel** object.

expression.**GroupLevel**(*Index*)

expression Required. An expression that returns one of the objects in the Applies To list.

Index Required **Long**. The group level, starting with 0. The first field or [expression](#) you group on is group level 0, the second is group level 1, and so on.

Remarks

The **GroupLevel** property setting is an [array](#) in which each entry identifies a group level. You can have up to 10 group levels (0 to 9).

The following sample settings show how you use the **GroupLevel** property to refer to a group level.

Group level	Refers to
GroupLevel(0)	The first field or expression you sort or group on.
GroupLevel(1)	The second field or expression you sort or group on.
GroupLevel(2)	The third field or expression you sort or group on.

Note You can use this property only by using Visual Basic to set the [SortOrder](#), [GroupOn](#), [GroupInterval](#), [KeepTogether](#), and [ControlSource](#) properties. You set these properties in the [Open](#) event procedure of a report.

In reports, you can group or sort on more than one field or expression. Each field or expression you group or sort on is a group level.

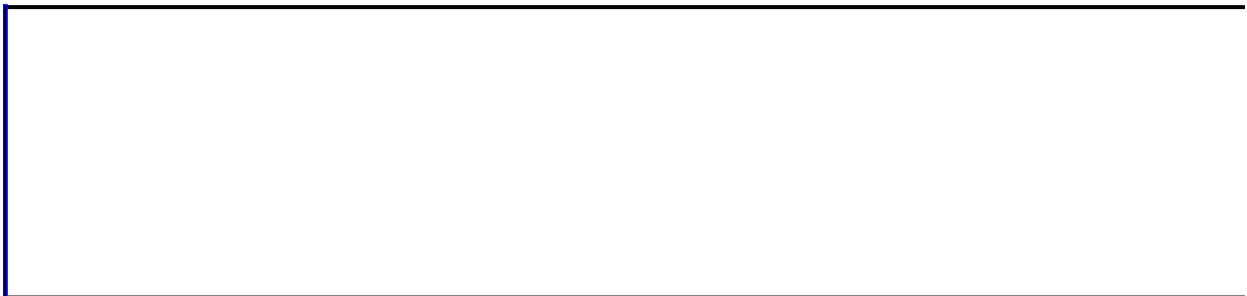
You specify the fields and expressions to sort and group on by using the [CreateGroupLevel](#) method.

If a group is already defined for a report (the **GroupLevel** property is set to 0), then you can use the **ControlSource** property to change the group level in the report's Open event procedure.

Example

The following code changes the **ControlSource** property to a value contained in the txtPromptYou [text box](#) on the open form named SortForm:

```
Private Sub Report_Open(Cancel As Integer)
    Me.GroupLevel(0).ControlSource _
        = Forms!SortForm!txtPromptYou
End Sub
```



[Show All](#)

GroupOn Property

You can use the **GroupOn** property in a report to specify how to group data in a field or [expression](#) by [data type](#). For example, this property lets you group a Date field by month. Read/write **Integer**.

expression.**GroupOn**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **GroupOn** property settings available for a field depend on its data type, as the following table shows. For an expression, all of the settings are available. The default setting for all data types is Each Value.

Field data type	Setting	Groups records with	Visual Basic
Text	(Default) Each Value	The same value in the field or expression.	0
	Prefix Characters	The same first <i>n</i> number of characters in the field or expression.	1
Date/Time	(Default) Each Value	The same value in the field or expression.	0
	Year	Dates in the same calendar year.	2
	Qtr	Dates in the same calendar quarter.	3
	Month	Dates in the same month.	4
	Week	Dates in the same week.	5
	Day	Dates on the same date.	6
	Hour	Times in the same hour.	7
AutoNumber, Currency, Number	(Default) Each Value	The same value in the field or expression.	0
	Interval	Values within an interval you specify.	9

Note You can set the **GroupOn** property by using the **Sorting And Grouping** box, a [macro](#), or [Visual Basic](#).

In Visual Basic, you set this property in the [Open](#) event procedure of a report.

To set the **GroupOn** property to a value other than Each Value, you must first set the **GroupHeader** or **GroupFooter** property or both to Yes for the selected field or expression.

Example

The following example sets the **SortOrder** and grouping properties for the first group level in the Products By Category report to create an alphabetical list of products.

```
Private Sub Report_Open(Cancel As Integer)
    ' Set SortOrder property to ascending order.
    Me.GroupLevel(0).SortOrder = False
    ' Set GroupOn property.
    Me.GroupLevel(0).GroupOn = 1
    ' Set GroupInterval property to 1.
    Me.GroupLevel(0).GroupInterval = 1
    ' Set KeepTogether property to With First Detail.
    Me.GroupLevel(0).KeepTogether = 2
End Sub
```



[Show All](#)

GrpKeepTogether Property

You can use the **GrpKeepTogether** property to specify whether groups in a multiple column report that have their [KeepTogether](#) property for a group set to Whole Group or With First Detail will be kept together by page or by column. Read/write **Byte**.

expression.**GrpKeepTogether**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **GrpKeepTogether** property uses the following settings.

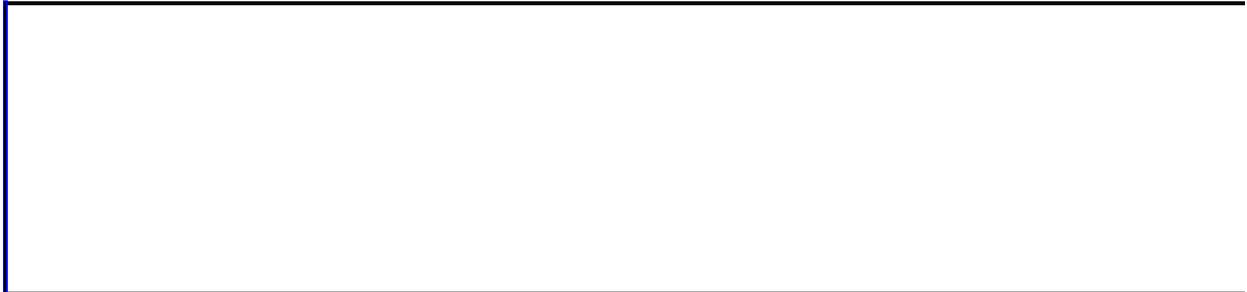
Setting	Visual Basic	Description
Per Page	0	Groups are kept together by page.
Per Column	1	(Default) Groups are kept together by column.

Note You can set the **GrpKeepTogether** property by using the report's [property sheet](#), a [macro](#), or [Visual Basic](#).

This property can be set only in [report Design view](#).

You can use this property to specify whether all the data for a group will appear in the same column. For example, if you have a list of employees by department in a multiple-column format, you can use this property to keep all members of the same department in the same column.

The **GrpKeepTogether** property setting has no effect if the **KeepTogether** property for a group is set to No.



HasContinued Property

You can use the **HasContinued** property to determine if part of the current section begins on the previous page. Read/write **Boolean**.

expression.**HasContinued**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **HasContinued** property is set by Microsoft Access and is read-only in all views.

Value

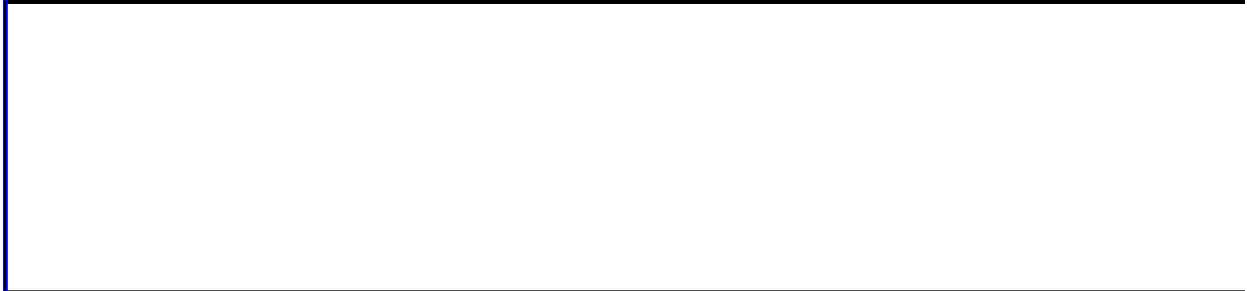
Description

True Part of the current section has been printed on the previous page.

False Part of the current section hasn't been printed on the previous page.

Note You can get the value of the **HasContinued** property by using a [macro](#) or [Visual Basic](#).

You can use this property to determine whether to show or hide certain controls depending on the value of the property. For example, you may have a hidden label in a page header containing the text "Continued from previous page". If the value of the **HasContinued** property is **True**, you can make the hidden label visible.



[Show All](#)

HasData Property

You can use the **HasData** property to determine if a report is [bound](#) to an empty [recordset](#). Read/write **Long**.

expression.**HasData**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **HasData** property is set by Microsoft Access. The value of this property can be read only while printing or while in [Print Preview](#).

Value	Description
-1	The object has data.
0	The object doesn't have data.
1	The object is unbound .

Note You can get the value of the **HasData** property by using a [macro](#) or [Visual Basic](#).

You can use this property to determine whether to hide a subreport that has no data. For example, the following expression hides the subreport control when its report has no data.

```
Me!SubReportControl.Visible = Me!SubReportControl.Report.HasData
```



[Show All](#)

HasModule Property

You can use the **HasModule** property to specify or determine whether a [form](#) or [report](#) has a [class module](#). Setting this property to No can improve the performance and decrease the size of your database. Read/write **Boolean**.

expression.**HasModule**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **HasModule** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	The form or report has a class module.
No	False	(Default) The form or report doesn't have a class module.

Note You can set the **HasModule** property by using the form or report's [property sheet](#), a [macro](#), or [Visual Basic](#).

The **HasModule** property can be set only in [form](#) or [report Design view](#) but can be read in any view.

Forms or reports that have the **HasModule** property set to No are considered lightweight objects. Lightweight objects are smaller and typically load and display faster than objects with associated class modules. In many cases, a form or report doesn't need to use [event procedures](#) and doesn't require a class module.

If your application uses a switchboard form to navigate to other forms, instead of using [command buttons](#) with event procedures, you can use a command button with a macro or [hyperlink](#). For example, to open the Employees form from a command button on a switchboard, you can set the control's [HyperlinkSubAddress](#) property to "Form Employees".

Lightweight objects don't appear in the [Object Browser](#) and you can't use the **New** keyword to create a new [instance](#) of the object. A lightweight form or report can be used as a [subform](#) or [subreport](#) and will appear in the [Forms](#) or [Reports](#) collection. Lightweight objects support the use of macros, and public procedures that exist in [standard](#) modules when called from the object's property sheet.

Microsoft Access sets the **HasModule** property to **True** as soon as you attempt to view an object's module, even if no code is actually added to the module. For example, selecting **Code** from the **View** menu for a form in Design view causes Microsoft Access to add a class module to the [Form](#) object and set its

HasModule property to **True**. You can add a class module to an object in the same way by setting the **HasModule** property to Yes in an object's property sheet.

Warning If you set the **HasModule** property to No by using an object's property sheet or set it to **False** by using Visual Basic, Microsoft Access deletes the object's class module and any code it may contain.

When you use a method of the **Module** object or refer to the **Module** property for a form or report in Design view, Microsoft Access creates the associated module and sets the object's **HasModule** property to **True**. If you refer to the **Module** property of a form or report at run-time and the object has its **HasModule** property set to **False**, an error will occur.

Objects created by using the **CreateForm** or **CreateReport** methods are lightweight by default.



[Show All](#)

Height Property

You can use the **Height** property (along with the **Width** property) to size an object to specific dimensions. Read/write **Integer** for all objects in the Applies To list except for the **Report** object, which is a read/write **Long**.

expression.**Height**

expression Required. An expression that returns one of the above objects.

 Remarks

The **Height** property applies only to [form sections](#) and [report sections](#), not to [forms](#) and [reports](#).

Enter a number for the desired height in the current unit of measurement. To use a unit of measurement different from the setting in the **Regional Options** dialog box in Windows Control Panel, specify the unit, such as cm or in (for example, 5 cm or 3 in).

You can set this property by using the object's [property sheet](#), a [macro](#), or [Visual Basic](#).

For controls, you can set the default for this property by using the [default control style](#) or the [DefaultControl](#) method in Visual Basic.

In Visual Basic, use a [numeric expression](#) to set the value of this property. Values are expressed in [twips](#).

For report sections, you can't use a macro or Visual Basic to set the **Height** property when you print or preview a report. For report controls, you can set the **Height** property when you print or preview a report only by using a macro or an [event procedure](#) specified in a section's **OnFormat** [event property](#) setting.

You can't set this property for an object once the print process has started. For example, attempting to set the **Height** property in a report's [Print](#) event generates an error.

Microsoft Access automatically sets the **Height** property when you create or size a control or when you size a window in [form Design View](#) or [report Design view](#).

The height of sections is measured from the inside of their borders. The height of controls is measured from the center of their borders so controls with different border widths align correctly. The margins for forms and reports are set in the **Page Setup** dialog box, available by clicking **Page Setup** on the **File** menu.

Note To set the left and top location of an object, use the **Left** and **Top** properties.

Example

The following code resizes a command button to a 1-inch by 1-inch square button (the default unit of measurement in Visual Basic is twips; 1440 twips equals one inch):

```
Me!cmdSizeButton.Height = 1440      ' 1440 twips = 1 inch.  
Me!cmdSizeButton.Width = 1440
```



[Show All](#)

HelpContextId Property

The **HelpContextID** property specifies the context ID of a topic in the custom Help file specified by the **HelpFile** property setting. Read/write **Long**.

expression.**HelpContextId**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Note If you enter the context ID of the Help file topic as a positive number, the help topic will display in a "full" help topic window. If you add a minus sign ("-") in front of the context ID, the help topic will be displayed in a "pop-up" window. It is important to note the the context id does not have to have a negative number when authored in Microsoft Help Workshop. You must add the minus sign when setting the property to make the topic display in the pop-up window.

You can create a custom Help file to document forms, reports, or applications you create with Microsoft Access.

When you press the F1 key in [Form view](#), Microsoft Access calls the Microsoft Help Workshop or Microsoft HTML Help Workshop application, loads the custom Help file specified by the **HelpFile** property setting for the form or report, and displays the Help topic specified by the **HelpContextID** property setting.

If a control's **HelpContextID** property setting is 0 (the default), Microsoft Access uses the form's **HelpContextID** and **HelpFile** properties to identify the Help topic to display. If you press F1 in a view other than Form view or if the **HelpContextID** property setting for both the form and the control is 0, a Microsoft Access Help topic is displayed.

Example

This example uses the **HelpContext** property of the **Err** object to show the Visual Basic Help topic for the overflow error.

```
Dim Msg
Err.Clear
On Error Resume Next
Err.Raise 6 ' Generate "Overflow" error.
If Err.Number <> 0 Then
    Msg = "Press F1 or HELP to see " & Err.HelpFile & " topic for" &
        " the following HelpContext: " & Err.HelpContext
    MsgBox Msg, , "Error: " & Err.Description, Err.HelpFile, _
Err.HelpContext
End If
```



[Show All](#)

HelpFile Property

The name of a help file associated with a form or report. Read/write **String**.

expression.**HelpFile**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

In Microsoft Access, you can use the *Toolbar Control Properties* dialog box for [command bar](#) controls to set the **HelpFile** property for a control on a command bar. Display the **Customize** dialog box by pointing to **Toolbars** on the **View** menu and clicking **Customize**. For [menu bar](#) and [toolbar](#) controls, display the menu bar or toolbar, and then right-click the control whose **HelpFile** property you want to set. For [shortcut menu](#) controls, select the **Shortcut Menus** check box on the **Toolbars** tab of the **Customize** dialog box, then find the shortcut menu control you want on the menu bar that's displayed and right-click the control. Click the **Properties** command. Enter the name of the Help file you want in the **Help File** box.

Example

This example adds a custom command bar with a combo box that tracks stock data. The example also specifies the Help topic to be displayed for the combo box when the user presses SHIFT+F1.

```
Set myBar = CommandBars _
    .Add(Name:="Custom", Position:=msoBarTop, _
        Temporary:=True)
With myBar
    .Controls.Add Type:=msoControlComboBox, ID:=1
    .Visible = True
End With
With CommandBars("Custom").Controls(1)
    .AddItem "Get Stock Quote", 1
    .AddItem "View Chart", 2
    .AddItem "View Fundamentals", 3
    .AddItem "View News", 4
    .Caption = "Stock Data"
    .DescriptionText = "View Data For Stock"
    .HelpFile = "C:\corphelp\custom.hlp"
    .HelpContextID = 47
End With
```



[Show All](#)

HideDuplicates Property

You can use the **HideDuplicates** property to hide a [control](#) on a report when its value is the same as in the preceding [record](#). Read/write **Boolean**.

expression.**HideDuplicates**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **HideDuplicates** property applies only to controls (check box, combo box, list box, option button, option group, text box, toggle button) on a report.

The property doesn't apply to check boxes, option buttons, or toggle buttons when they appear in an option group. It does apply to the option group itself.

The **HideDuplicates** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	If the value of a control or the data it contains is the same as in the preceding record, the control is hidden.
No	False	(Default) The control is visible regardless of the value in the preceding record.

Note You can set this property by using the control's [property sheet](#), a [macro](#), or [Visual Basic](#).

You can set the **HideDuplicates** property only in [report Design view](#).

You can use the **HideDuplicates** property to create a grouped report by using only the detail section rather than a [group header](#) and the detail section.

Example

The following example returns the **HideDuplicates** property setting for the CategoryName text box and assigns the value to the intCurVal variable.

```
Dim intCurVal As Integer  
intCurVal = Me!CategoryName.HideDuplicates
```



HorizontalDatasheetGridLineStyle Property

Returns or sets a **Byte** indicating the line style to use for horizontal gridlines on the specified datasheet. Read/write.

expression.**HorizontalDatasheetGridLineStyle**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values are between zero and seven. Values greater than seven are ignored; negative values or values above 255 cause an error.

Value	Description
0	Transparent border
1	Solid
2	Dashes
3	Short dashes
4	Dots
5	Sparse dots
6	Dash-dot
7	Dash-dot-dot

This property is not supported when saving a form as a data access page.

Example

This example sets the horizontal gridline style on the first open form to dash-dot. The form must be set to Datasheet View in order for you to see the change.

```
Forms(0).HorizontalDatashetGridLineStyle = 6
```



[Show All](#)

Hyperlink Property

You can use the **Hyperlink** property to return a reference to a [Hyperlink](#) object. You can use the **Hyperlink** property to access the properties and methods of a **Hyperlink** object associated with a [command button](#), [image](#), or [label](#) control. Read-only.

expression.**Hyperlink**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **Hyperlink** property is available only by using [Visual Basic](#).

Example

The CreateHyperlink procedure in the following example sets the hyperlink properties for a command button, label, or image control to the address and subaddress values passed to the procedure. The address setting is an optional argument, because a hyperlink to an object in the current database uses only the subaddress setting. To try this example, create a form with two text box controls (txtAddress and txtSubAddress) and a command button (cmdFollowLink) and paste the following into the Declarations section of the form's module:

```
Private Sub cmdFollowLink_Click()  
    CreateHyperlink Me!cmdFollowLink, Me!txtSubAddress, _  
        Me!txtAddress  
End Sub  
  
Sub CreateHyperlink(ctlSelected As Control, _  
    strSubAddress As String, Optional strAddress As String)  
    Dim hlk As Hyperlink  
    Select Case ctlSelected.ControlType  
        Case acLabel, acImage, acCommandButton  
            Set hlk = ctlSelected.Hyperlink  
            With hlk  
                If Not IsMissing(strAddress) Then  
                    .Address = strAddress  
                Else  
                    .Address = ""  
                End If  
                .SubAddress = strSubAddress  
                .Follow  
                .Address = ""  
                .SubAddress = ""  
            End With  
        Case Else  
            MsgBox "The control '" & ctlSelected.Name _  
                & "' does not support hyperlinks."  
    End Select  
End Sub
```



[Show All](#)

HyperlinkAddress Property

You can use the **HyperlinkAddress** property to specify or determine the path to an object, document, Web page or other destination for a [hyperlink](#) associated with a [command button](#), [image control](#), or [label](#) control. Read/write **String**.

expression.**HyperlinkAddress**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **HyperlinkAddress** property is a [string expression](#) representing the path to a file ([UNC path](#)) or Web page ([URL](#)).

You can set the **HyperlinkAddress** property by using the control's [property sheet](#), a [macro](#), or [Visual Basic](#).

Note When you set the **HyperlinkAddress** property, you automatically specify the [Address](#) property for the [Hyperlink](#) object associated with the control.

You can also use the **Insert Hyperlink** dialog box to set this property by clicking the **Build** button to the right of the property box in the [property sheet](#).

Note When you create a [hyperlink](#) by using the **Insert Hyperlink** dialog box, Microsoft Access automatically sets the **HyperlinkAddress** property and [HyperlinkSubAddress](#) to the location specified in the **Type the file or Web page name** box. The **HyperlinkSubAddress** property can also be set to the location specified in the **Select an object in this database** box.

If you copy a hyperlink from another application and paste it into a form or report, Microsoft Access creates a label control with its [Caption](#) property, **HyperlinkAddress** property, and **HyperlinkSubAddress** property automatically set.

When you move the cursor over a command button, image control, or label control whose **HyperlinkAddress** property is set, the cursor changes to an upward-pointing hand. Clicking the control displays the object or Web page specified by the link.

To open objects in the current database, leave the **HyperlinkAddress** property blank and specify the object type and object name you want to open in the **HyperlinkSubAddress** property by using the syntax "*objecttype objectname*". If you want to open an object contained in another Microsoft Access database, enter the database path and file name in the **HyperlinkAddress** property and specify the database object to open by using the **HyperlinkSubAddress** property.

The **HyperlinkAddress** property can contain an absolute or a relative path to a target document. An absolute path is a fully qualified URL or UNC path to a document. A relative path is a path related to the base path specified in the **Hyperlink Base** setting in the *DatabaseName Properties* dialog box (available by clicking **Database Properties** on the **File** menu) or to the current database path. If Microsoft Access can't resolve the **HyperlinkAddress** property setting to a valid URL or UNC path, it will assume you've specified a path relative to the base path contained in the **Hyperlink Base** setting or the current database path.

Note When you follow a hyperlink to another Microsoft Access database object, the database Startup properties are applied. For example, if the destination database has a Display form set, that form is displayed when the database opens.

The following table contains examples of **HyperlinkAddress** and **HyperlinkSubAddress** property settings.

HyperlinkAddress	HyperlinkSubAddress	Description
http://www.microsoft.com/		The Microsoft home page on the Web.
C:\Program Files\Microsoft Office\Office\Samples\Cajun.htm		The Cajun Delights page in the Access sample applications subdirectory.
C:\Program Files\Microsoft Office\Office\Samples\Cajun.htm	NewProducts	The "NewProducts" Name tag in the Cajun Delights page.
C:\Personal\MyResume.doc	References	The bookmark named "References" in the Microsoft Word document "MyResume.doc".
C:\Finance\First Quarter.xls	Sheet1!TotalSales	The range named "TotalSales" in the Microsoft Excel spreadsheet "First Quarter.xls".

C:\Presentation\NewPlans.ppt 10

The 10th slide in the
Microsoft
PowerPoint
document
"NewPlans.ppt".



[Show All](#)

HyperlinkColor Property

You can use the **HyperlinkColor** property to specify or determine the default color of all [hyperlinks](#) within the [Application](#) object. Read/write [AcColorIndex](#).

AcColorIndex can be one of these AcColorIndex constants.

acColorIndexAqua

acColorIndexBlack

acColorIndexBlue Default.

acColorIndexBrightGreen

acColorIndexDarkBlue

acColorIndexFuschia

acColorIndexGray

acColorIndexGreen

acColorIndexMaroon

acColorIndexOlive

acColorIndexRed

acColorIndexSilver

acColorIndexTeal

acColorIndexViolet

acColorIndexWhite

acColorIndexYellow

expression.**HyperlinkColor**

expression Required. An expression that returns one of the objects in the Applies To list.

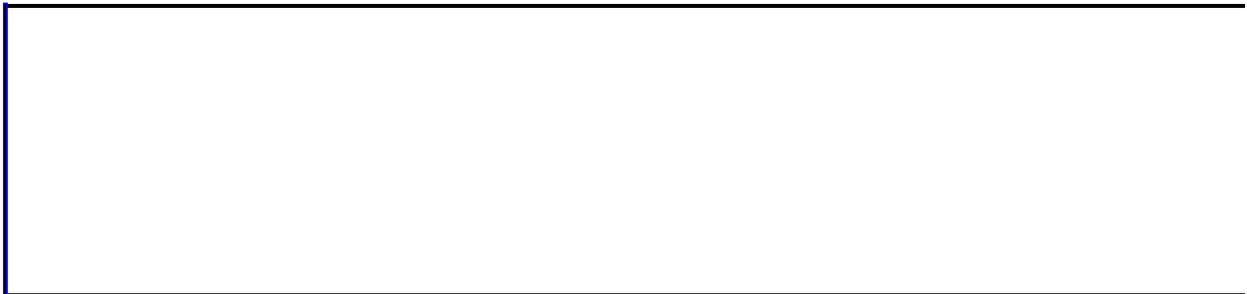
Remarks

You can set the **HyperlinkColor** property through the [DefaultWebOptions](#) property or the [SetOption](#) method by using [Visual Basic](#).

You can set or change the default hyperlink color available in the **Web Options** dialog box. To display this dialog box, click **Options** on the **Tools** menu. Click the **General** tab and click the **Web Pages** button.

The default color of a hyperlink is changed to the followed hyperlink color when a hyperlink control has been pressed.

Use the **DefaultWebOptions** property to identify or set the **Application** object's **DefaultWebOptions** object properties.



[Show All](#)

HyperlinkSubAddress Property

You can use the **HyperlinkSubAddress** property to specify or determine a location within the target document specified by the [HyperlinkAddress](#) property. Read/write **String**.

expression.**HyperlinkSubAddress**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **HyperlinkSubAddress** property can be an object within a Microsoft Access database, a bookmark within a Microsoft Word document, a named range within a Microsoft Excel spreadsheet, a slide within a Microsoft PowerPoint presentation, or a location within an HTML document.

The **HyperlinkSubAddress** property is a [string expression](#) representing a named location within the target document specified by the **HyperlinkAddress** property.

You can set the **HyperlinkSubAddress** property by using a control's [property sheet](#), a [macro](#), or [Visual Basic](#).

You can also use the **Insert Hyperlink** dialog box to set this property by clicking the **Build** button to the right of the property box in the [property sheet](#).

Note When you create a [hyperlink](#) by using the **Insert Hyperlink** dialog box, Microsoft Access automatically sets the **HyperlinkAddress** property and **HyperlinkSubAddress** to the location specified in the **Type the file or Web page name** box. The **HyperlinkSubAddress** property is set to the location specified in the **Select an object in this database** box.

When you move the cursor over a [command button](#), [image control](#), or [label control](#) whose **HyperlinkSubAddress** property is set, the cursor changes to an upward-pointing hand. Clicking the control displays the object or Web page specified by the link.

To open objects in the current database, leave the **HyperlinkAddress** property blank and specify the object type and object name you want to open in the **HyperlinkSubAddress** property in the format "*objecttype objectname*". For example, to create a hyperlink for a command button that opens the Employees form you could set the control's **HyperlinkSubAddress** property to "Form Employees". If you want to open an object contained in another Microsoft Access database, enter the database path and file name in the **HyperlinkAddress** property and specify the database object to open by using the **HyperlinkSubAddress** property.

Note When you follow a hyperlink to another Microsoft Access database object, the database Startup properties are applied. For example, if the destination database has a Display form set, that form is displayed when the database opens.

The following table contains shows examples of **HyperlinkAddress** and **HyperlinkSubAddress** property settings.

HyperlinkAddress	HyperlinkSubAddress	Description
http://www.microsoft.com/		The Microsoft home page on the Web.
C:\Program Files\Microsoft Office\Office\Samples\Cajun.htm		The Cajun Delights page in the Access sample applications subdirectory.
C:\Program Files\Microsoft Office\Office\Samples\Cajun.htm	NewProducts	The "NewProducts" Name tag in the Cajun Delights page.
C:\Personal\MyResume.doc	References	The bookmark named "References" in the Microsoft Word document "MyResume.doc".
C:\Finance\First Quarter.xls	Sheet1!TotalSales	The range named "TotalSales" in the Microsoft Excel spreadsheet "First Quarter.xls".
C:\Presentation\NewPlans.ppt	10	The 10th slide in the Microsoft PowerPoint document "NewPlans.ppt".



[Show All](#)

ImageHeight Property

You can use the **ImageHeight** property in [Visual Basic](#) to determine the height in [twips](#) of the picture in an [image control](#). Read/write **Long**.

expression.**ImageHeight**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **ImageHeight** property is an [Integer](#) value equal to the height of a picture in twips.

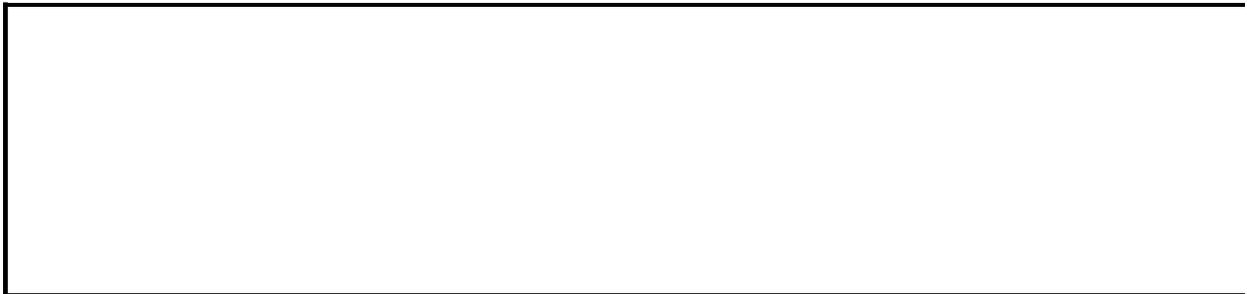
This property is read-only in all views.

You can use the **ImageHeight** property together with the [ImageWidth](#) property to determine the size of a picture in an image control. You could then use this information to change the image control's **Height** and **Width** properties to match the size of the picture displayed.

Example

The following example prompts the user to enter the name of a bitmap and then assigns that bitmap to the **Picture** property of the Image1 image control. The **ImageHeight** and **ImageWidth** properties are used to resize the image control to fit the size of the bitmap.

```
Sub GetNewPicture(frm As Form)
    Dim ctlImage As Control
    Set ctlImage = frm!Image1
    ctlImage.Picture = InputBox("Enter path and " _
        & "file name for new bitmap")
    ctlImage.Height = ctlImage.ImageHeight
    ctlImage.Width = ctlImage.ImageWidth
End Sub
```



[Show All](#)

ImageWidth Property

You can use the **ImageWidth** property in [Visual Basic](#) to determine the width in [twips](#) of a picture in an [image control](#). Read/write **Long**.

expression.**ImageWidth**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **ImageWidth** property is an [Integer](#) value equal to the width of a picture in twips.

This property is read-only in all views.

You can use the **ImageWidth** property together with the [ImageHeight](#) property to determine the size of a picture in an image control. You could then use this information to change the image control's **Height** and **Width** properties to match the size of the picture displayed.

Example

The following example prompts the user to enter the name of a bitmap and then assigns that bitmap to the **Picture** property of the Image1 image control. The **ImageHeight** and **ImageWidth** properties are used to resize the image control to fit the size of the bitmap.

```
Sub GetNewPicture(frm As Form)
    Dim ctlImage As Control
    Set ctlImage = frm!Image1
    ctlImage.Picture = InputBox("Enter path and " _
        & "file name for new bitmap")
    ctlImage.Height = ctlImage.ImageHeight
    ctlImage.Width = ctlImage.ImageWidth
End Sub
```



[Show All](#)

IMEHold/HoldKanjiConversionMode Property

[Language-specific information](#)

You can use the **IMEHold/Hold KanjiConversionMode** property to show whether the Kanji Conversion Mode is maintained when the control loses the [focus](#).

Remarks

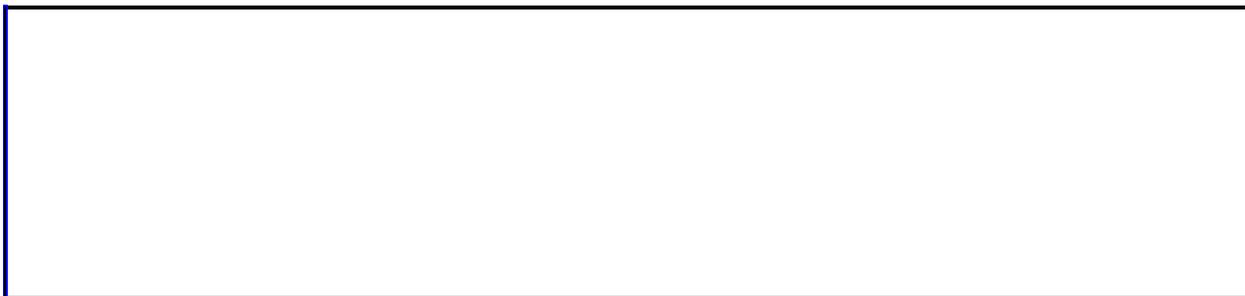
The **IMEHold/Hold KanjiConversionMode** property uses the following settings.

Settings	Description	Visual Basic
Yes	Maintains the Kanji Conversion Mode set in the last control.	True
No	Does not maintain the Kanji Conversion Mode set in the last control (default).	False

You can set this property by using the [property sheet](#), a [macro](#), or [Visual Basic](#).

By setting the **IMEHold/Hold KanjiConversionMode** property, you can designate whether or not the Kanji Conversion Mode is maintained when the control loses the focus. If this property is set to Yes, the Kanji Conversion Mode setting is maintained when the control loses the focus and once that control regains the focus, the Kanji Conversion Mode setting for that control is restored. If this property is set to No (default setting), the Kanji Conversion Mode will be set by the **IMEMode/KanjiConversionMode** property for that control.

Note To set the Kanji Conversion Mode when the focus shifts to the control, set the [IMEMode/KanjiConversionMode](#) property.



[Show All](#)

IMEMode/KanjiConversion Property

You can use the **IMEMode** property to set a control's Kanji Conversion Mode when the [focus](#) shifts to the control.

Remarks

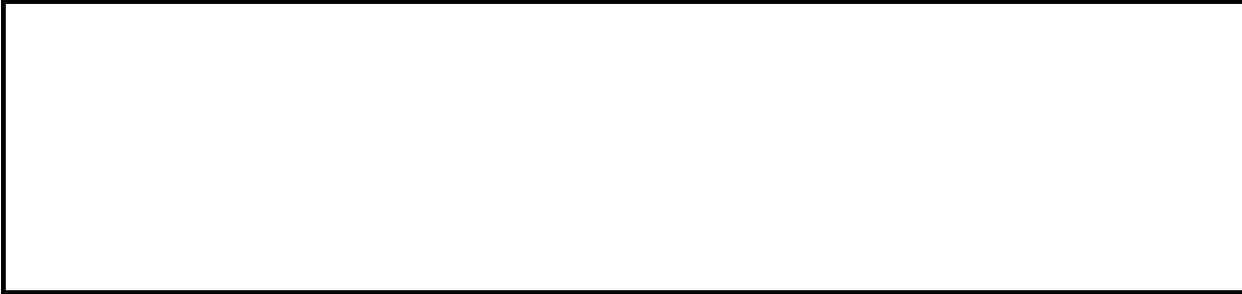
The **IMEMode** property uses the following settings.

Setting	Description	Visual Basic
No Control	Kanji Conversion Mode not set (default).	0
On	Turns on Kanji Conversion Mode.	1
Off	Turns off Kanji Conversion Mode.	2
Disable	Disables Kanji Conversion Mode.	3
Hiragana	Sets full pitch hiragana	4
Full pitch Katakana	Sets full pitch katakana.	5
Half pitch Katakana	Sets half pitch katakana.	6
Full pitch Alpha/Num	Sets full pitch letters/numbers.	7
Half pitch Alpha/Num	Sets half pitch letters/numbers.	8
HangulFull	Sets full pitch hangul.	9
Hangul	Sets half pitch hangul.	10

Note You can set this property by using the [property sheet](#), a [macro](#), or [Visual Basic](#).

You can specify the Kanji Conversion Mode when the focus shifts to control by setting the **IMEMode** property. If set to No Control (default) the setting before the focus shifted to that control is used. For any other setting, the Kanji Conversion Mode setting for that control is used. For example, if the **IMEMode** property is set to Off, the Kanji Conversion Mode is turned off, and if the **IMEMode** property is set to On, the Kanji Conversion Mode is turned on. The Kanji Conversion Mode automatically changes each time the focus shifts between controls.

Note If set to Disable, the Kanji Conversion Mode settings cannot be changed. If any other setting is used, the Kanji Conversion Mode can be changed, but when the focus changes, the settings are lost. If you want to save the settings before the control loses the focus, set the [IMEHold/HoldKanjiConversionMode](#) property.



IMESentenceMode Property

[Language-specific information](#)

You can use the **IMESentenceMode** property to specify or determine the IME Sentence Mode of fields of a table or controls of a form that switch when the focus moves.

Remarks

The **IMESentenceMode** property uses the following settings.

Setting	Description	Visual Basic
Normal	(Default) Set IME Sentence Mode to “Normal” mode.	0
Plural	Set IME Sentence Mode to “Plural” mode.	1
Speaking	Set IME Sentence Mode to “Speaking” mode.	2
No Conversion	Doesn’t set IME Sentence Mode.	3

Note You can set this property by using the [property sheet](#), a [macro](#), or [Visual Basic](#).

Normal mode

Use this mode when creating a literary Japanese document.

Plural mode

Use this mode when entering name or address data. In this mode, two additional dictionaries are available. The “Biographical/Geographical Dictionary” contains names not covered in the normal dictionary and the “Postal Code Dictionary”, useful in creating addresses. (Factory setting.)

Speaking mode

Use this mode when entering data that contains conversational language.

No Conversion

In this mode, inputted characters are settled without conversion.



[Show All](#)

InputMask Property

You can use the **InputMask** property to make data entry easier and to control the values users can enter in a [text box control](#). Read/write **String**.

expression.**InputMask**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Input masks are helpful for data-entry operations such as an input mask for a Phone Number field that shows you exactly how to enter a new number: (____) ____-____. It is often easier to use the [Input Mask Wizard](#) to set the property for you.

The **InputMask** property can contain up to three sections separated by semicolons (;).

Section	Description
First	Specifies the input mask itself; for example, !(999) 999-9999. For a list of characters you can use to define the input mask, see the following table.
Second	Specifies whether Microsoft Access stores the literal display characters in the table when you enter data. If you use 0 for this section, all literal display characters (for example, the parentheses in a phone number input mask) are stored with the value; if you enter 1 or leave this section blank, only characters typed into the control are stored.
Third	Specifies the character that Microsoft Access displays for the space where you should type a character in the input mask. For this section, you can use any character; to display an empty string, use a space enclosed in quotation marks (" ").

In [Visual Basic](#) you use a [string expression](#) to set this property. For example, the following specifies an input mask for a text box control used for entering a phone number:

```
Forms!Customers!Telephone.InputMask = "(###) ###-####"
```

When you create an input mask, you can use special characters to require that certain data be entered (for example, the area code for a phone number) and that other data be optional (such as a telephone extension). These characters specify the type of data, such as a number or character, that you must enter for each character in the input mask.

You can define an input mask by using the following characters.

Character	Description
0	Digit (0 to 9, entry required, plus [+] and minus [-] signs not allowed).
9	Digit or space (entry not required, plus and minus signs not allowed).
#	Digit or space (entry not required; spaces are displayed as blanks while in Edit mode, but blanks are removed when data is saved; plus and minus signs allowed).
L	Letter (A to Z, entry required).
?	Letter (A to Z, entry optional).
A	Letter or digit (entry required).
a	Letter or digit (entry optional).
&	Any character or a space (entry required).
C	Any character or a space (entry optional).
., : ; - /	Decimal placeholder and thousand, date, and time separators . (The actual character used depends on the settings in the Regional Settings Properties dialog box in Windows Control Panel).
<	Causes all characters to be converted to lowercase.
>	Causes all characters to be converted to uppercase.
!	Causes the input mask to display from right to left, rather than from left to right. Characters typed into the mask always fill it from left to right. You can include the exclamation point anywhere in the input mask.
\	Causes the character that follows to be displayed as the literal character (for example, \A is displayed as just A).

Note Setting the **InputMask** property to the word "Password" creates a password-entry control. Any character typed in the control is stored as the character but is displayed as an asterisk (*). You use the Password input mask to prevent displaying the typed characters on the screen.

For a control, you can set this property in the control's [property sheet](#). For a field in a table, you can set the property in [table Design view](#) (in the Field Properties section) or in Design view of the [Query window](#) (in the Field Properties [property sheet](#)).

You can also set the **InputMask** property by using a [macro](#) or Visual Basic.

When you type data in a field for which you've defined an input mask, the data is always entered in Overtyping mode. If you use the BACKSPACE key to delete a character, the character is replaced by a blank space.

If you move text from a field for which you've defined an input mask onto the Clipboard, the literal display characters are copied, even if you have specified that they not be saved with data.

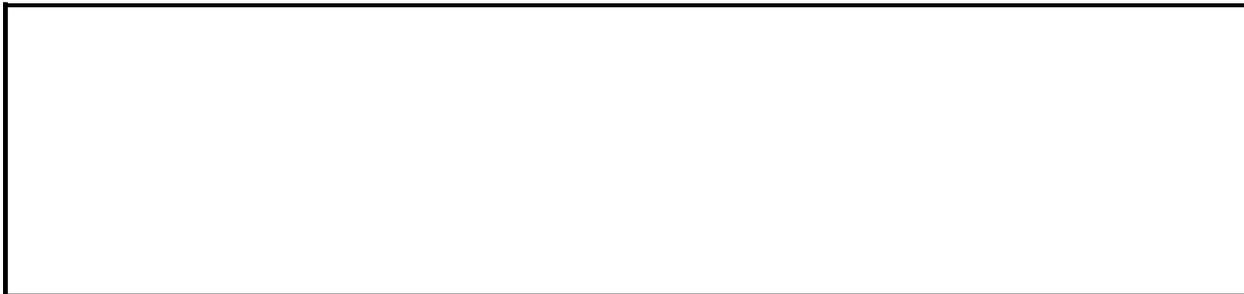
Note Only characters that you type directly in a control or [combo box](#) are affected by the input mask. Microsoft Access ignores any input masks when you import data, run an [action query](#), or enter characters in a control by setting the control's **Text** property in Visual Basic or by using the [SetValue](#) action in a macro.

When you've defined an input mask and set the **Format** property for the same field, the **Format** property takes precedence when the data is displayed. This means that even if you've saved an input mask, the input mask is ignored when data is formatted and displayed. The data in the underlying table itself isn't changed; the **Format** property affects only how the data is displayed.

Example

The following table shows some useful input masks and the type of values you can enter in them.

Input mask	Sample values
(000) 000-0000	(206) 555-0248
(999) 999-9999	(206) 555-0248 () 555-0248
(000) AAA-AAAA	(206) 555-TELE
#999	-20 2000
>L????L?000L0	GREENGR339M3 MAY R 452B7
>L0L 0L0	T2F 8M4
00000-9999	98115- 98115-3007
>L<???????????????	Maria Brendan
SSN 000-00-0000	SSN 555-55-5555
>LL00000-0000	DB51392-0493



[Show All](#)

InputParameters Property

You can use the **InputParameters** property to specify or determine the input parameters that are passed to a SQL statement in the **RecordSource** property of a form or report or a [stored procedure](#) when used as the [record source](#) within a [Microsoft Access project](#) (.adp). Read/write **String**.

expression.**InputParameters**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You can set this property by using the [property sheet](#) or [Visual Basic](#).

When used with a **RecordSource** property:

An example **InputParameter** property string used with a SQL statement in the **RecordSource** property would use the following syntax.

```
state char=[Forms]![formname]![StateList], salesyear smallint=[Forms]!  
[formname]![Enter year of interest]
```

This would result in the state parameter being set to the current value of the StateList control, and the user getting prompted for the salesyear parameter. If there were any other parameters that were not in this list, they would get default values assigned.

The query should be executed with one ? marker for each non-default parameter in the **InputParameter** list.

A refresh or requery command (via menu, keyboard, or Navigation Bar) in Access should trigger a reexecute of the query. Users can do this in code by calling the standard **Recordset.Requery** method. If the value of a parameter is bound to a control on the form, the current value of the control is used at requery time. The query is not automatically reexecuted when the value of the control changes.

When used with a stored procedure:

An example **InputParameter** property string used with stored procedure would be:

```
@state char=[Forms]![formname]![StateList], @salesyear smallint=[Forms]!  
[formname]![Enter year of interest]
```

This would result in the @state parameter being set to the current value of the StateList control, and the user getting prompted for the @salesyear parameter. If there were any other parameters to the stored proc that were not in this list, they

would get default values assigned.

The stored procedure should be executed using a command string containing the {call } syntax with one ? marker for each non-default parameter in the **InputParameter** list.

A refresh or requery command (via menu, keyboard, or Navigation Bar) in Access should trigger a reexecute of the stored procedure. Users can do this in code by calling the standard **Recordset.Requery** method. If the value of a parameter is bound to a control on the form, the current value of the control is used at requery time. The stored procedure is not automatically reexecuted when the value of the control changes.

This builder dialog is invoked when a stored procedure is first selected as the record source of a form if the stored procedure has any parameters. After initial creation of the **InputParameters** string, this same dialog is used as a builder for changing the string. In this case however the list of parameters comes from what already exists in the string.

Parameter values are also settable in code using the ActiveX Data Object's (ADO) **Command** and **Parameter** objects. If the result returns a result set, a form can be bound to it by setting the form's **Recordset** property. ADO coding is the only way to handle stored procedures that do not return result sets such as action queries, those that return output parameters, or those that return multiple result sets.



[Show All](#)

InSelection Property

You can use the **InSelection** property to determine or specify whether a [control](#) on a form in [Design view](#) is selected. Read/write **Boolean**.

expression.**InSelection**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **InSelection** property uses the following settings.

Setting	Description
True	The control is selected.
False	The control isn't selected.

Note This property is available only by using a [macro](#) or [Visual Basic](#).

When a control is selected, its [sizing handles](#) are visible and it can be resized by the user. More than one control can be selected at a time.

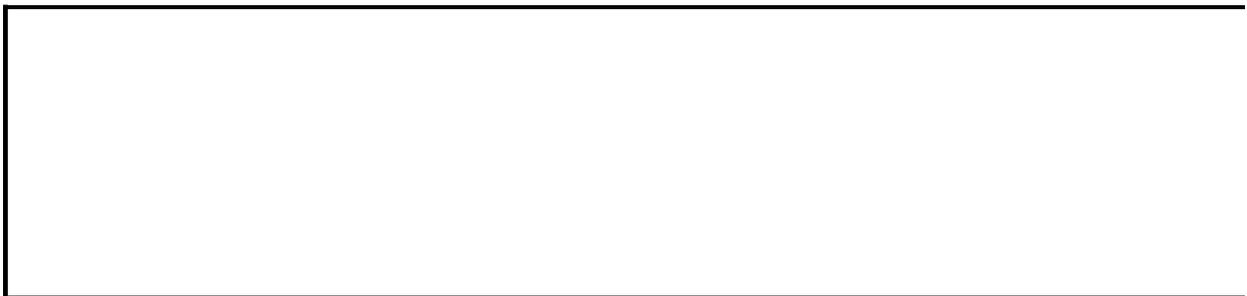
Example

The following function uses the **InSelection** property to determine whether the strControlName control on a form is selected.

To test this code, paste the IsControlSelected function code in the Declarations section of a code module in the Northwind sample database, open the Customers form in Design view, and select the CompanyName control. Then enter the following line in the Debug window:

```
? IsControlSelected (Forms!Customers, "CompanyName")
```

```
Function IsControlSelected(frm As Form, _
    strControlName As String) As Integer
    Dim intI As Integer, ctl As Control
    If frm.CurrentView <> 0 Then
        ' Form is not in Design view.
        Exit Function
    Else
        For intI = 0 To frm.Count - 1
            Set ctl = frm(intI)
            If ctl.InSelection = True Then
                ' Is desired control selected?
                If UCase(ctl.Name) = UCase(strControlName) Then
                    IsControlSelected = True
                    Exit Function
                End If
            Else
                IsControlSelected = False
            End If
        Next intI
    End If
End Function
```



[Show All](#)

InsideHeight Property

You can use the **InsideHeight** property (along with the **InsideWidth** property) to determine the height and width (in [twips](#)) of the window containing a [form](#).
Read/write **Long**.

expression.**InsideHeight**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **InsideHeight** and **InsideWidth** properties are available only by using a [macro](#) or [Visual Basic](#) and can be set at any time.

If you want to determine the interior dimensions of the form itself, you use the [Width](#) property to determine the form width and the sum of the heights of the form's visible sections to determine its height (the [Height](#) property applies only to form sections, not to forms). The interior of a form is the region inside the form, excluding the scroll bars and the [record selectors](#).

You can also use the **WindowHeight** and **WindowWidth** properties to determine the height and width of the window containing a form.

If a window is maximized, setting these properties doesn't have any effect until the window is restored to its normal size.

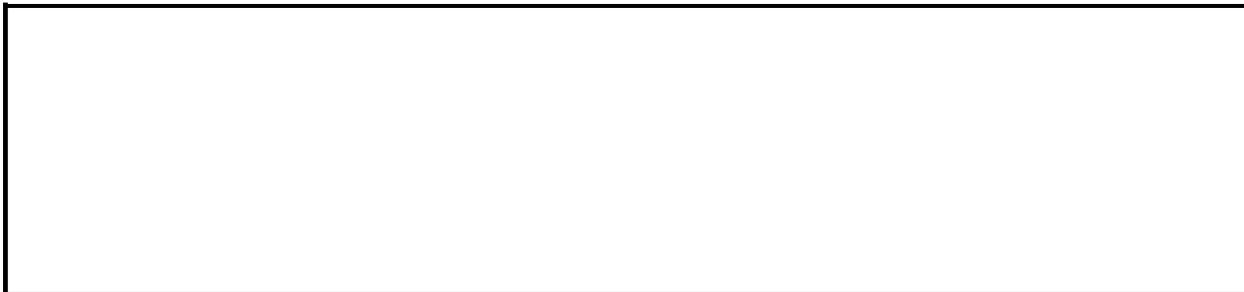
Example

The following example shows how to use the **InsideHeight** and **InsideWidth** properties to compare the inside height and width of a form with the height and width of the form's window. If the window's dimensions don't equal the size of the form, then the window is resized to match the form's height and width.

```
Sub ResetWindowSize(frm As Form)
    Dim intWindowHeight As Integer
    Dim intWindowWidth As Integer
    Dim intTotalFormHeight As Integer
    Dim intTotalFormWidth As Integer
    Dim intHeightHeader As Integer
    Dim intHeightDetail As Integer
    Dim intHeightFooter As Integer

    ' Determine form's height.
    intHeightHeader = frm.Section(acHeader).Height
    intHeightDetail = frm.Section(acDetail).Height
    intHeightFooter = frm.Section(acFooter).Height
    intTotalFormHeight = intHeightHeader _
        + intHeightDetail + intHeightFooter
    ' Determine form's width.
    intTotalFormWidth = frm.Width
    ' Determine window's height and width.
    intWindowHeight = frm.InsideHeight
    intWindowWidth = frm.InsideWidth

    If intWindowWidth <> intTotalFormWidth Then
        frm.InsideWidth = intTotalFormWidth
    End If
    If intWindowHeight <> intTotalFormHeight Then
        frm.InsideHeight = intTotalFormHeight
    End If
End Sub
```



[Show All](#)

InsideWidth Property

You can use the **InsideWidth** property (along with the **InsideHeight** property) to determine the height and width (in [twips](#)) of the window containing a [form](#).
Read/write **Long**.

expression.**InsideWidth**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **InsideHeight** and **InsideWidth** properties are available only by using a [macro](#) or [Visual Basic](#) and can be set at any time.

If you want to determine the interior dimensions of the form itself, you use the [Width](#) property to determine the form width and the sum of the heights of the form's visible sections to determine its height (the [Height](#) property applies only to form sections, not to forms). The interior of a form is the region inside the form, excluding the scroll bars and the [record selectors](#).

You can also use the **WindowHeight** and **WindowWidth** properties to determine the height and width of the window containing a form.

If a window is maximized, setting these properties doesn't have any effect until the window is restored to its normal size.

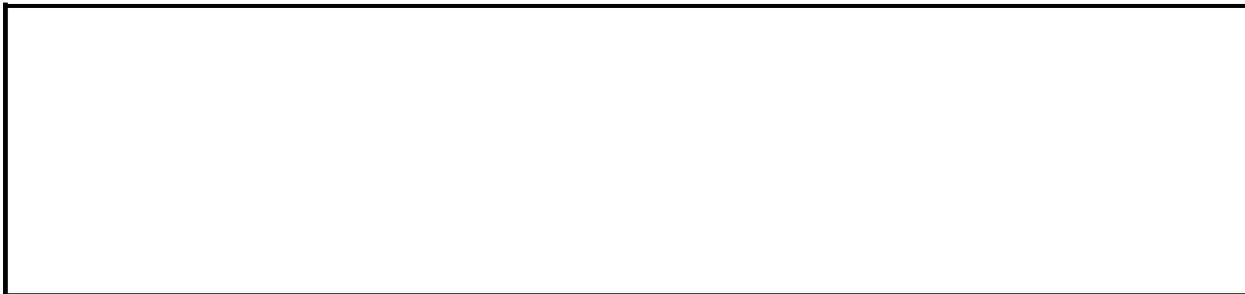
Example

The following example shows how to use the **InsideHeight** and **InsideWidth** properties to compare the inside height and width of a form with the height and width of the form's window. If the window's dimensions don't equal the size of the form, then the window is resized to match the form's height and width.

```
Sub ResetWindowSize(frm As Form)
    Dim intWindowHeight As Integer
    Dim intWindowWidth As Integer
    Dim intTotalFormHeight As Integer
    Dim intTotalFormWidth As Integer
    Dim intHeightHeader As Integer
    Dim intHeightDetail As Integer
    Dim intHeightFooter As Integer

    ' Determine form's height.
    intHeightHeader = frm.Section(acHeader).Height
    intHeightDetail = frm.Section(acDetail).Height
    intHeightFooter = frm.Section(acFooter).Height
    intTotalFormHeight = intHeightHeader _
        + intHeightDetail + intHeightFooter
    ' Determine form's width.
    intTotalFormWidth = frm.Width
    ' Determine window's height and width.
    intWindowHeight = frm.InsideHeight
    intWindowWidth = frm.InsideWidth

    If intWindowWidth <> intTotalFormWidth Then
        frm.InsideWidth = intTotalFormWidth
    End If
    If intWindowHeight <> intTotalFormHeight Then
        frm.InsideHeight = intTotalFormHeight
    End If
End Sub
```



InsufficientPermissions Property

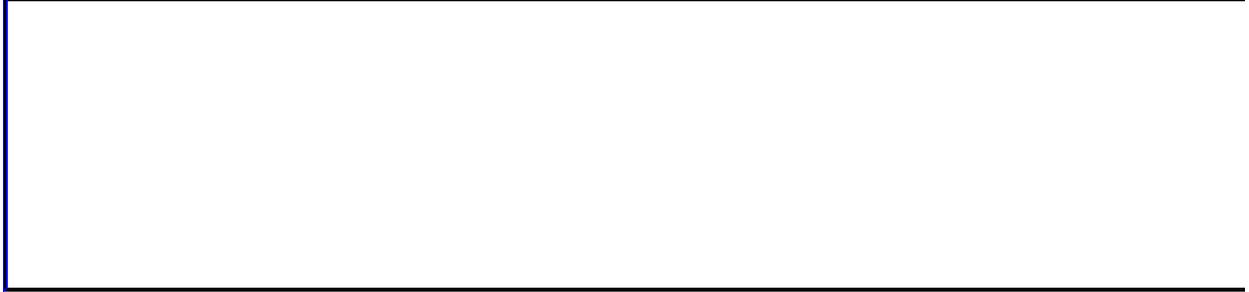
Returns a [DependencyObjects](#) collection that contains a collection of objects to which you don't have sufficient permissions to check for dependencies. Read-only.

expression.**InsufficientPermissions**

expression Required. An expression that returns a [DependencyInfo](#) object.

Remarks

The **DependencyObjects** collection returned by this property contains a collection of [AccessObject](#) objects.



[Show All](#)

IsBroken Property

The **IsBroken** property returns a **Boolean** value indicating whether a **Reference** object points to a valid reference in the Windows Registry. Read-only **Boolean**.

expression.**IsBroken**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **IsBroken** property is available only by using Visual Basic and is read-only.

The default value of the **IsBroken** property is **False**. The **IsBroken** property returns **True** only if the **Reference** object no longer points to a valid reference in the Registry.

By evaluating the **IsBroken** property, you can determine whether or not the file associated with a particular **Reference** object has been moved to a different directory or deleted.

If the **IsBroken** property is **True**, Microsoft Access generates an error when you try to read the [Name](#) or [FullPath](#) properties.

Example

The following example prints the value of the **FullPath**, **GUID**, **IsBroken**, **Major**, and **Minor** properties for each **Reference** object in the **References** collection:

```
Sub ReferenceProperties()  
    Dim ref As Reference  
  
    ' Enumerate through References collection.  
    For Each ref In References  
        ' Check IsBroken property.  
        If ref.IsBroken = False Then  
            Debug.Print "Name: ", ref.Name  
            Debug.Print "FullPath: ", ref.FullPath  
            Debug.Print "Version: ", ref.Major & "." & ref.Minor  
        Else  
            Debug.Print "GUIDs of broken references:"  
            Debug.Print ref.GUID  
        EndIf  
    Next ref  
End Sub
```



[Show All](#)

IsCompiled Property

The **IsCompiled** property returns a [Boolean](#) value indicating whether the Visual Basic [project](#) is in a compiled state. Read-only **Boolean**.

expression.**IsCompiled**

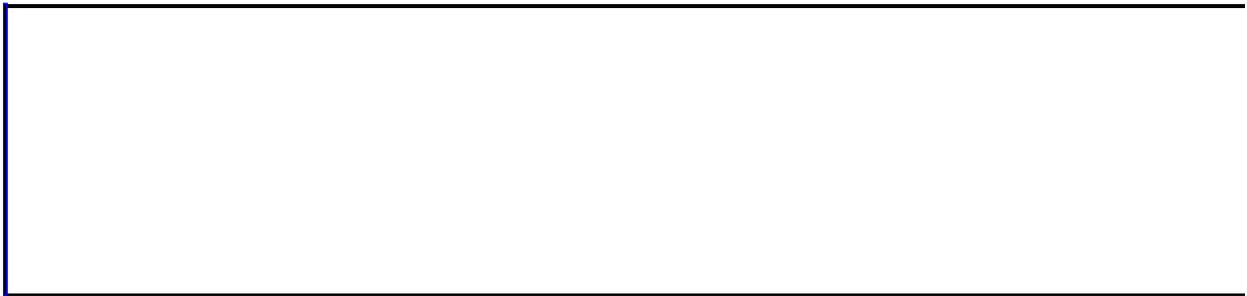
expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **IsCompiled** property is available only by using Visual Basic.

The **IsCompiled** property returns **True** if the project is in a compiled state.

The **IsCompiled** property of the [Application](#) object is **False** when the project has never been fully compiled, if a module has been added, edited, or deleted after compilation, or if a module hasn't been saved in a compiled state.



IsConnected Property

You can use the **IsConnected** property to determine if the [CurrentProject](#) or [CodeProject](#) object is currently connected. Read-only **Boolean**.

expression.**IsConnected**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **IsConnected** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	The CurrentProject or CodeProject object is currently connected.
No	False	The CurrentProject or CodeProject object is not connected

Note The **IsConnected** property is available only by using [Visual Basic](#).



[Show All](#)

IsHyperlink Property

You can use the **IsHyperlink** property to specify or determine if the data contained in a [text box](#) or [combo box](#) is a hyperlink. Read/write **Boolean**.

expression.**IsHyperlink**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **IsHyperlink** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	The data displayed is a hyperlink.
No	False	The data displayed is not a hyperlink.

Note You can set the **IsHyperlink** property by using the [property sheet](#), a [macro](#), or [Visual Basic](#).

IsLoaded Property

You can use the **IsLoaded** property to determine if an [AccessObject](#) is currently loaded. Read-only **Boolean**.

expression.**IsLoaded**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **IsLoaded** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	The specified AccessObject is loaded.
No	False	The specified AccessObject is not loaded.

Note The **IsLoaded** property is available only by using [Visual Basic](#) and is read-only.

Example

This procedure illustrates how to use VBA code to add text to a data access page. The following information is supplied in the arguments to this procedure:

strPageName The name of an existing data access page.
strID The ID property (attribute) for the tag that contains the text you want to work with.
strText The text to insert.
blnReplace Whether to replace existing text in the tag.

```
Function DAPInsertText(strPageName As String, _
    strID As Variant, strText As String, _
    Optional blnReplace As Boolean = True) As Boolean

    Dim blnWasLoaded As Boolean

    On Error GoTo DAPInsertText_Err

    ' Determine if the page exists and whether it is
    ' currently open. If not open then open it in
    ' design view.
    If DAPExists(strPageName) = True Then
        If CurrentProject.AllDataAccessPages(strPageName) _
            .IsLoaded = False Then
            blnWasLoaded = False
            With DoCmd
                .Echo False
                .OpenDataAccessPage strPageName, _
                    acDataAccessPageDesign
            End With
        Else
            blnWasLoaded = True
        End If
    Else
        DAPInsertText = False
        Exit Function
    End If

    ' Add the new text to the specified tag.
    With DataAccessPages(strPageName).Document
        If blnReplace = True Then
            .All(strID).innerText = strText
        Else
```

```
        .All(strID).innerText = .All(strID).innerText & strText
    End If
    ' Make sure the text is visible.
    With .All(strID).Style
        If .display = "none" Then .display = ""
    End With
End With

' Clean up after yourself.
With DoCmd
    If blnWasLoaded = True Then
        .Save
    Else
        .Close acDataAccessPage, strPageName, acSaveYes
    End If
End With
DAPIInsertText = True
DAPIInsertText_End:
    DoCmd.Echo True
    Exit Function
DAPIInsertText_Err:
    MsgBox "Error #" & Err.Number & ": " & Err.Description
    DAPIInsertText = False
    Resume DAPIInsertText_End
End Function
```



[Show All](#)

IsMissing Property

Returns **True** if the specified [smart tag](#) is not installed or is installed incorrectly.
Read-only **Boolean**.

expression.**IsMissing**

expression Required. An expression that returns a [SmartTag](#) object.



[Show All](#)

IsVisible Property

You can use the **IsVisible** property in [Visual Basic](#) to determine whether a [control](#) on a [report](#) is visible. Read/write **Boolean**.

expression.**IsVisible**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **IsVisible** property uses the following settings.

Setting	Description
True	(Default) The control is visible.
False	The control isn't visible.

Note You can set the **IsVisible** property only in the [Print](#) event of a report section that contains the control.

You can use the **IsVisible** property together with the [HideDuplicates](#) property to determine when a control on a report is visible and show or hide other controls as a result. For example, you could hide a [line control](#) when a [text box](#) control is hidden because it contains duplicate values.

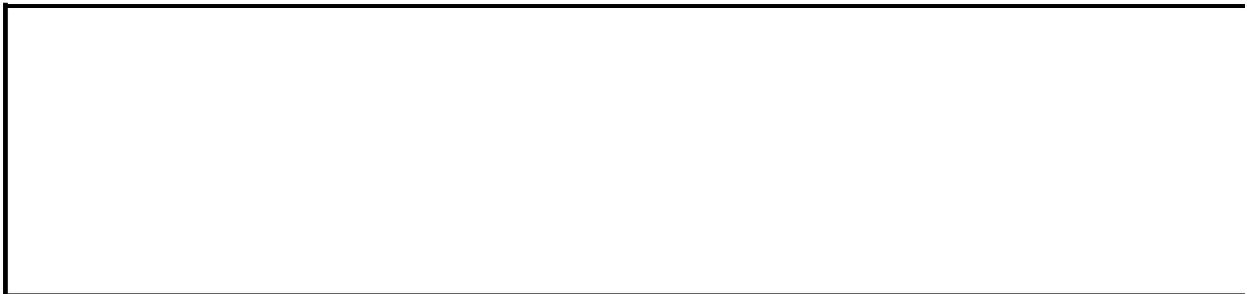
Example

The following example uses the **IsVisible** property of a text box to control the display of a line control on a report. The report is based on a Products table and uses three controls with the following properties.

Properties	Line control	Text box #1	Text box #2
Name	Line0	CategoryID	ProductName
ControlSource		CategoryID	ProductName
HideDuplicates		Yes	No
Left	0	0	2.0
Top	0	.1	.1
Width	4.0	1.0	1.0

Paste the following code into the Declarations section of the report module, and then view the report to see the line formatting controlled by the **IsVisible** property:

```
Private Sub Detail_Print(Cancel As Integer, PrintCount As Integer)
    If Me!CategoryID.IsVisible Then
        Me!Line0.Visible = True
    Else
        Me!Line0.Visible = False
    End If
End Sub
```



[Show All](#)

Item Property

The **Item** property returns a specific member of a [collection](#) either by position or by index. This property is read-only for all objects in the Applies To list except the **ObjectFrame** object, which is read/write.

expression.**Item**(*Index*)

expression Required. An expression that returns one of the above objects.

Index Required **Variant**. An expression that specifies the position of a member of the collection referred to by the *expression* argument. If a [numeric expression](#), the *index* argument must be a number from 0 to the value of the collection's **Count** property minus 1. If a [string expression](#), the *index* argument must be the name of a member of the collection.

Remarks

The **Item** property is available only by using [Visual Basic](#).

If the value provided for the *index* argument doesn't match any existing member of the collection, an error occurs.

The **Item** property is the default member of a collection, so you don't have to specify it explicitly. For example, the following two lines of code are equivalent:

```
Debug.Print Modules(0)
```

```
Debug.Print Modules.Item(0)
```



[Show All](#)

ItemData Property

The **ItemData** property returns the data in the [bound column](#) for the specified row in a [combo box](#) or [list box](#). Read-only **Variant**.

expression.**ItemData**(*Index*)

expression Required. An expression that returns one of the objects in the Applies To list.

Index Required **Long**. The row in the combo box or list box containing the data you want to return. Rows in combo and list boxes are indexed starting with zero. For example, to return the item in the sixth row of a combo box, you'd specify 5 for the *rowindex* argument.

Remarks

The **ItemData** property enables you to iterate through the list of entries in a combo box or list box. For example, suppose you wanted to iterate through all of the items in a list box to search for a particular entry. You can use the [ListCount](#) property to determine the number of rows in the list box, and then use the **ItemData** property to return the data for the bound column in each row.

You can also use the **ItemData** property to return data only from selected rows in a list box. You can iterate through the [ItemsSelected](#) collection to determine which row or rows in the list box have been selected, and use the **ItemData** property to return the data in those rows. You must set the [MultiSelect](#) property of the list box to Simple or Extended to enable the user to select more than one row at a time.

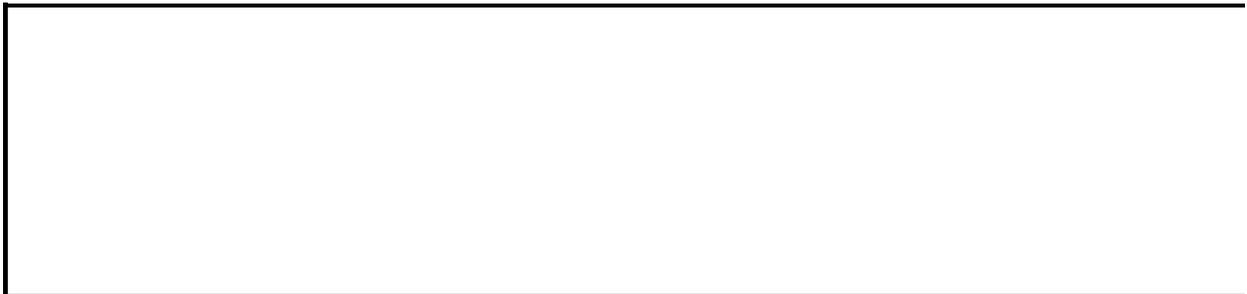


You can use the [Column](#) property to return data from a specified row and column, even if the specified column isn't the bound column.

Example

The following example prints the value of the bound column for each selected row in a list box EmployeeList on an Employees form. The list box's **MultiSelect** property must be set to Simple or Extended.

```
Sub RowsSelected()  
    Dim ctlList As Control, varItem As Variant  
  
    ' Return Control object variable pointing to list box.  
    Set ctlList = Forms!Employees!EmployeeList  
    ' Enumerate through selected items.  
    For Each varItem in ctlList.ItemsSelected  
        ' Print value of bound column.  
        Debug.Print ctlList.ItemData(varItem)  
    Next varItem  
End Sub
```



[Show All](#)

ItemLayout Property

Returns or sets an [AcPrintItemLayout](#) constant indicating whether the printer lays columns across, then down, or down, then across. Read/write.

AcPrintItemLayout can be one of these AcPrintItemLayout constants.

acPRHorizontalColumnLayout Columns are laid across, then down.

acPRVerticalColumnLayout Columns are laid down, then across.

expression.**ItemLayout**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

The following example sets a variety of printer settings for the form specified in the **strFormname** argument of the procedure.

```
Sub SetPrinter(strFormname As String)

    DoCmd.OpenForm FormName:=strFormname, view:=acDesign, _
        datamode:=acFormEdit, windowmode:=acHidden

    With Forms(form1).Printer

        .TopMargin = 1440
        .BottomMargin = 1440
        .LeftMargin = 1440
        .RightMargin = 1440

        .ColumnSpacing = 360
        .RowSpacing = 360

        .ColorMode = acPRCMColor
        .DataOnly = False
        .DefaultSize = False
        .ItemSizeHeight = 2880
        .ItemSizeWidth = 2880
        .ItemLayout = acPRVerticalColumnLayout
        .ItemsAcross = 6

        .Copies = 1
        .Orientation = acPRORLandscape
        .Duplex = acPRDPVertical
        .PaperBin = acPRBNAuto
        .PaperSize = acPRPSLetter
        .PrintQuality = acPRPQMedium

    End With

    DoCmd.Close objecttype:=acForm, objectname:=strFormname, _
        Save:=acSaveYes

End Sub
```



ItemsAcross Property

Returns or sets a **Long** indicating the number of columns to print across a page for multiple-column reports or labels. Read/write.

expression.**ItemsAcross**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

The following example sets a variety of printer settings for the form specified in the **strFormname** argument of the procedure.

```
Sub SetPrinter(strFormname As String)

    DoCmd.OpenForm FormName:=strFormname, view:=acDesign, _
        datamode:=acFormEdit, windowmode:=acHidden

    With Forms(form1).Printer

        .TopMargin = 1440
        .BottomMargin = 1440
        .LeftMargin = 1440
        .RightMargin = 1440

        .ColumnSpacing = 360
        .RowSpacing = 360

        .ColorMode = acPRCMColor
        .DataOnly = False
        .DefaultSize = False
        .ItemSizeHeight = 2880
        .ItemSizeWidth = 2880
        .ItemLayout = acPRVerticalColumnLayout
        .ItemsAcross = 6

        .Copies = 1
        .Orientation = acPRORLandscape
        .Duplex = acPRDPVertical
        .PaperBin = acPRBNAuto
        .PaperSize = acPRPSLetter
        .PrintQuality = acPRPQMedium

    End With

    DoCmd.Close objecttype:=acForm, objectname:=strFormname, _
        Save:=acSaveYes

End Sub
```



ItemSizeHeight Property

Returns or sets a **Long** indicating the height of the detail section of a form or report in twips. Read/write.

expression.**ItemSizeHeight**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

If the [DefaultSize](#) property is **True**, this property is ignored.

Example

The following example sets a variety of printer settings for the form specified in the **strFormname** argument of the procedure.

```
Sub SetPrinter(strFormname As String)

    DoCmd.OpenForm FormName:=strFormname, view:=acDesign, _
        datamode:=acFormEdit, windowmode:=acHidden

    With Forms(form1).Printer

        .TopMargin = 1440
        .BottomMargin = 1440
        .LeftMargin = 1440
        .RightMargin = 1440

        .ColumnSpacing = 360
        .RowSpacing = 360

        .ColorMode = acPRCMColor
        .DataOnly = False
        .DefaultSize = False
        .ItemSizeHeight = 2880
        .ItemSizeWidth = 2880
        .ItemLayout = acPRVerticalColumnLayout
        .ItemsAcross = 6

        .Copies = 1
        .Orientation = acPRORLandscape
        .Duplex = acPRDPVertical
        .PaperBin = acPRBNAuto
        .PaperSize = acPRPSLetter
        .PrintQuality = acPRPQMedium

    End With

    DoCmd.Close objecttype:=acForm, objectname:=strFormname, _
        Save:=acSaveYes

End Sub
```



ItemSizeWidth Property

Returns or sets a **Long** indicating the height of the detail section of a form or report in twips. Read/write.

expression.**ItemSizeWidth**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

If the [DefaultSize](#) property is **True**, this property is ignored.

Example

The following example sets a variety of printer settings for the form specified in the **strFormname** argument of the procedure.

```
Sub SetPrinter(strFormname As String)

    DoCmd.OpenForm FormName:=strFormname, view:=acDesign, _
        datamode:=acFormEdit, windowmode:=acHidden

    With Forms(form1).Printer

        .TopMargin = 1440
        .BottomMargin = 1440
        .LeftMargin = 1440
        .RightMargin = 1440

        .ColumnSpacing = 360
        .RowSpacing = 360

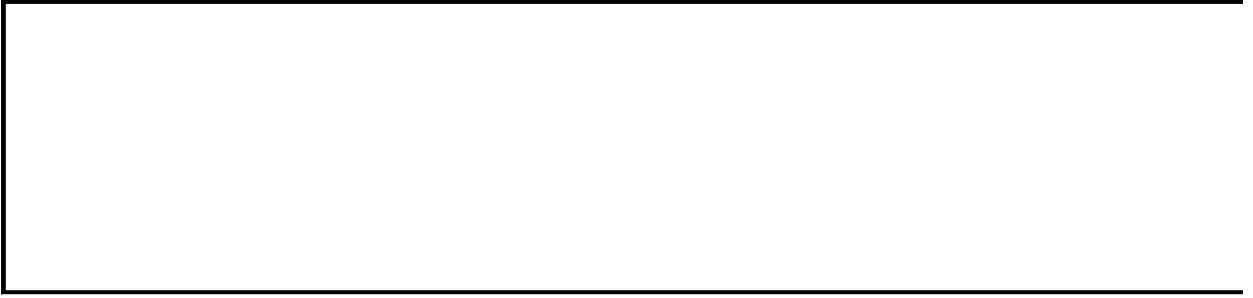
        .ColorMode = acPRCMColor
        .DataOnly = False
        .DefaultSize = False
        .ItemSizeHeight = 2880
        .ItemSizeWidth = 2880
        .ItemLayout = acPRVerticalColumnLayout
        .ItemsAcross = 6

        .Copies = 1
        .Orientation = acPRORLandscape
        .Duplex = acPRDPVertical
        .PaperBin = acPRBNAuto
        .PaperSize = acPRPSLetter
        .PrintQuality = acPRPQMedium

    End With

    DoCmd.Close objecttype:=acForm, objectname:=strFormname, _
        Save:=acSaveYes

End Sub
```



[Show All](#)

ItemsSelected Property

You can use the **ItemsSelected** property to return a read-only reference to the hidden **ItemsSelected** collection. This hidden collection can be used to access data in the selected rows of a multiselect [list box](#) control.

expression.**ItemsSelected**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **ItemsSelected** collection is unlike other collections in that it is a collection of [Variants](#) rather than of objects. Each **Variant** is an integer index referring to a selected row in a list box or combo box.

Use the **ItemsSelected** collection in conjunction with the [Column](#) property or the [ItemData](#) property to retrieve data from selected rows in a list box or combo box. You can list the **ItemsSelected** collection by using the **For Each...Next** statement.

For example, if you have an Employees list box on a form, you can list the **ItemsSelected** collection and use the control's **ItemData** property to return the value of the bound column for each selected row in the list box.



To enable multiple selection of rows in a list box, set the control's [MultiSelect](#) property to Simple or Extended.

The **ItemsSelected** collection has no methods and two properties, the [Count](#) and [Item](#) properties.

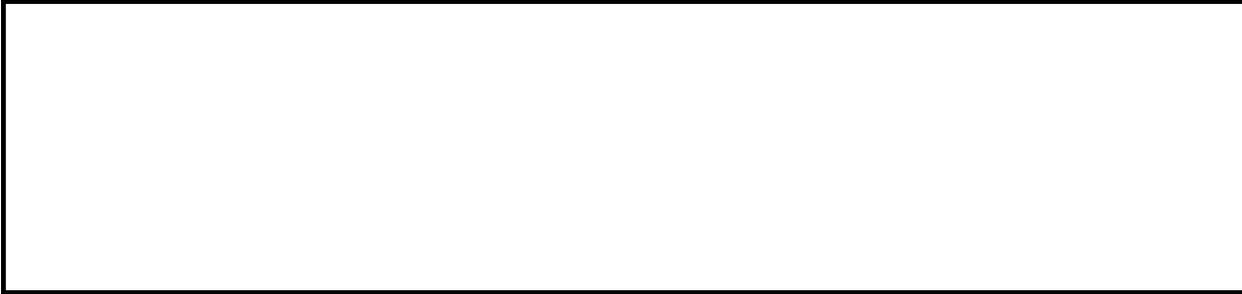
Example

The following example prints the value of the bound column for each selected row in a Names list box on a Contacts form. To try this example, create the list box and set its **BoundColumn** property as desired and its **MultiSelect** property to Simple or Extended. Switch to Form view, select several rows in the list box, and run the following code:

```
Sub BoundData()  
    Dim frm As Form, ctl As Control  
    Dim varItm As Variant  
  
    Set frm = Forms!Contacts  
    Set ctl = frm!Names  
    For Each varItm In ctl.ItemsSelected  
        Debug.Print ctl.ItemData(varItm)  
    Next varItm  
End Sub
```

The next example uses the same list box control, but prints the values of each column for each selected row in the list box, instead of only the values in the bound column.

```
Sub AllSelectedData()  
    Dim frm As Form, ctl As Control  
    Dim varItm As Variant, intI As Integer  
  
    Set frm = Forms!Contacts  
    Set ctl = frm!Names  
    For Each varItm In ctl.ItemsSelected  
        For intI = 0 To ctl.ColumnCount - 1  
            Debug.Print ctl.Column(intI, varItm)  
        Next intI  
        Debug.Print  
    Next varItm  
End Sub
```



[Show All](#)

KeepTogether Property

 [KeepTogether property as it applies to the **Section** object.](#)

You can use the **KeepTogether** property for a section to print a form or report [section](#) all on one page. For example, you might have a group of related information that you don't want printed across two pages. The **KeepTogether** property applies only to form and report sections (except page headers and page footers). Read/write **Boolean**.

expression.**KeepTogether**

expression Required. An expression that returns one of the above objects.

Remarks

The **KeepTogether** property for a section uses the following settings.

Setting	Visual Basic	Description
Yes	True	Microsoft Access starts printing the section at the top of the next page if it can't print the entire section on the current page.
No	False	(Default) Microsoft Access prints as much of the section as possible on the current page and prints the rest on the next page.

You can set this property by using the section's [property sheet](#), a [macro](#), or [Visual Basic](#).

You can set the **KeepTogether** property for a section only in [form Design view](#) or [report Design view](#).

Usually, when a page break occurs while a section is being printed, Microsoft Access continues printing the section on the next page. By using the section's **KeepTogether** property, you can print the section all on one page. If a section is longer than one page, Microsoft Access starts printing it on the next page and continues on the following page.

If the [KeepTogether](#) property for a group is set to Whole Group or With First Detail and the **KeepTogether** property for a section is set to No, the **KeepTogether** property setting for the section is ignored.

[KeepTogether property as it applies to the **GroupLevel** object.](#)

You can use the **KeepTogether** property for a group in a report to keep parts of a group—including the group header, detail section, and group footer—together on the same page. For example, you might want a group header to always be printed on the same page with the first detail section. Read/write **Byte**.

expression.**KeepTogether**

expression Required. An expression that returns one of the above objects.

Remarks

The **KeepTogether** property for a group uses the following settings.

Setting	Visual Basic	Description
No	0	(Default) Prints the group without keeping the group header, detail section, and group footer on the same page.
Whole Group	1	Prints the group header, detail section, and group footer on the same page.
With First Detail	2	Prints the group header on a page only if it can also print the first detail record.

You can set the **KeepTogether** property for a group by using the **Sorting And Grouping** box, a [macro](#), or [Visual Basic](#).

In Visual Basic, you set the **KeepTogether** property for a group in [report Design view](#) or the [Open](#) event procedure of a report by using the [GroupLevel](#) property.

To set the **KeepTogether** property for a group to a value other than No, you must set the [GroupHeader](#) or [GroupFooter](#) property or both to Yes for the selected field or expression.

A group includes the group header, detail section, and group footer. If you set the **KeepTogether** property for a group to Whole Group and the group is too large to fit on one page, Microsoft Access will ignore the setting for that group. Similarly, if you set this property to With First Detail and either the group header or detail record is too large to fit on one page, the setting will be ignored.

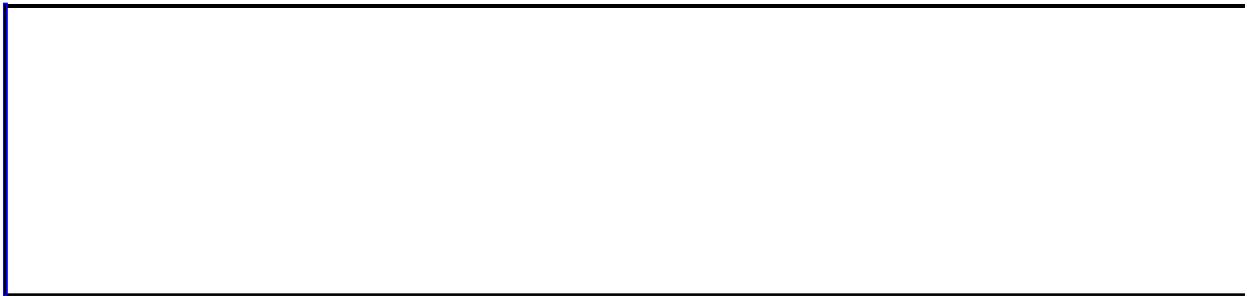
If the [KeepTogether](#) property for a section is set to No and the **KeepTogether** property for a group is set to Whole Group or With First Detail, the **KeepTogether** property setting for the section is ignored.

Example

[As it applies to the **Section** object.](#)

The following example returns the **KeepTogether** property setting for a report's detail section and assigns the value to the `intGetVal` variable.

```
Dim intGetVal As Integer  
intGetVal = Me.Section(acDetail).KeepTogether
```



KeyboardLanguage Property

[Language-specific information](#)

You can use the **KeyboardLanguage** property to specify or determine the keyboard language on entry into a control. Read/write **Byte**.

expression.**KeyboardLanguage**

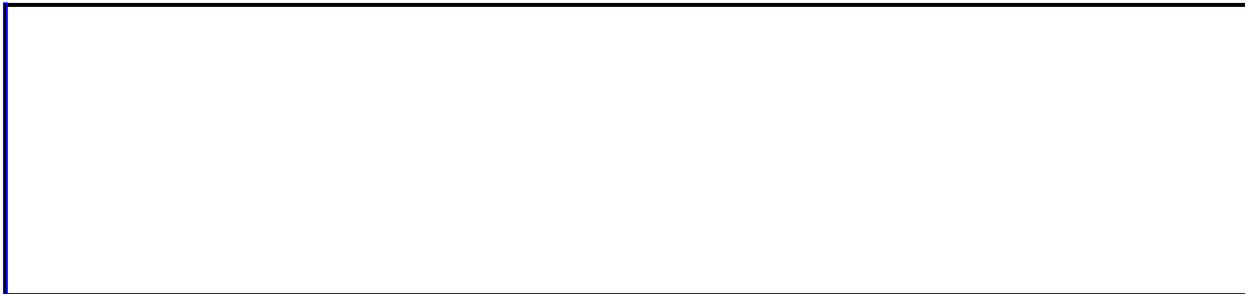
expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You can set this property by using the [property sheet](#) or [Visual Basic](#).

Valid values for this property are 0 (zero), which corresponds to the default system language, or $plid + 2$ where $plid$ is the primary language ID of a language installed on the current system. For example, the primary language ID of English is 9, so the corresponding **KeyboardLanguage** setting is 11. For a list of languages and their primary language IDs, search for "Primary Language IDs" in the [MSDN](#) Web site. (An exception to this list is Traditional Chinese which is represented by the value 200.)

Setting this property to a language that is not installed may either have no effect or cause an error.



[Show All](#)

KeyPreview Property

You can use the **KeyPreview** property to specify whether the form-level keyboard [event procedures](#) are invoked before a [control's](#) keyboard event procedures. Read/write **Boolean**.

expression.**KeyPreview**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **KeyPreview** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	The form receives keyboard events first, then the active control receives keyboard events.
No	False	(Default) Only the active control receives keyboard events.

Note You can set the **KeyPreview** property by using the form's [property sheet](#), a [macro](#), or [Visual Basic](#).

You can set the **KeyPreview** property in any view.

You can use the **KeyPreview** property to create a keyboard-handling procedure for a form. For example, when an application uses function keys, setting the **KeyPreview** property to **True** allows you to process keystrokes at the form level rather than writing code for each control that might receive keystroke events.

To handle keyboard events only at the form level and prevent controls from receiving keyboard events, set the `KeyAscii` argument to 0 in the form's `KeyPress` event procedure, and set the `KeyCode` argument to 0 in the form's `KeyDown` and `KeyUp` event procedures.

If a form has no visible or enabled controls, it automatically receives all keyboard events.

Example

In the following example, the **KeyPreview** property is set to **True** in the form's Load event procedure. This causes the form to receive keyboard events before they are received by any control. The form KeyDown event then checks the KeyCode argument value to determine if the F2, F3, or F4 keys were pushed.

```
Private Sub Form_Load()  
    Me.KeyPreview = True  
End Sub
```

```
Private Sub Form_KeyDown(KeyCode As Integer, Shift As Integer)  
    Select Case KeyCode  
        Case vbKeyF2  
            ' Process F2 key events.  
        Case vbKeyF3  
            ' Process F3 key events.  
        Case vbKeyF4  
            ' Process F4 key events.  
        Case Else  
    End Select  
End Sub
```



Kind Property

The **Kind** property indicates the type of reference that a [Reference](#) object represents. Read-only **vbext_RefKind**.

expression.**Kind**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **Kind** property is read-only and can be read only from Visual Basic.

The **Kind** property returns the following values:

Value	Description
vbext_rk_Project (Project)	The Reference object represents a reference to a Visual Basic project.
vbext_rk_TypeLib (TypeLib)	The Reference object represents a reference to a file that contains a type library.



[Show All](#)

LabelAlign Property

The **LabelAlign** property specifies the text alignment within attached [labels](#) on new [controls](#). Read/write **Byte**.

expression.**LabelAlign**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **LabelAlign** property uses the following settings.

Setting	Visual Basic	Description
General	0	(Default) The label text aligns to the left.
Left	1	The label text aligns to the left.
Center	2	The label text is centered.
Right	3	The label text aligns to the right.
Distribute	4	The label text is evenly distributed.

Note You can set the **LabelAlign** property by using a control's [default control style](#) or the [DefaultControl](#) method in Visual Basic.

When created, controls have an attached label (as long as their [AutoLabel](#) property is set to Yes). Changes to the **LabelAlign** default control style setting affect only controls created on the current form or report. To change the default control style for all new forms or reports that you create without using a Microsoft Access wizard, see [Specify a new template for forms and reports](#).



LabelX Property

[Language-specific information](#)

The **LabelX** property (along with the **LabelY** property) specifies the placement of the label for a new control. Read/write **Integer**.

expression.**LabelX**

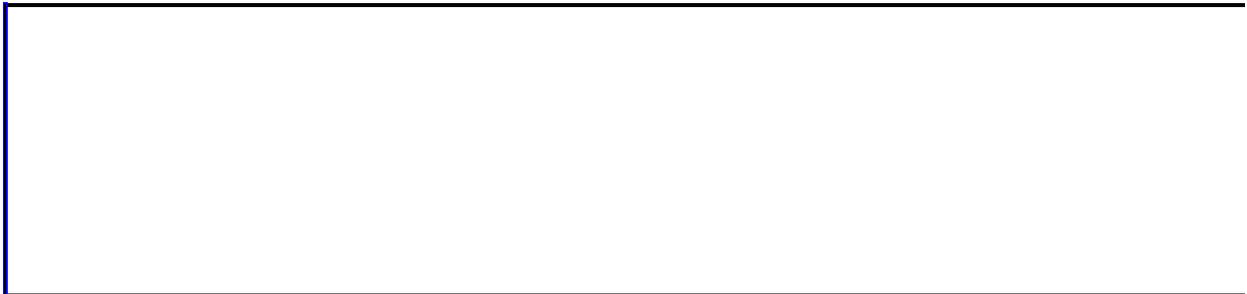
expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

If the orientation is left to right for a form or report, **LabelX** and **LabelY** behavior matches standard Microsoft Access left-to-right orientation. For more information about orientation, see the [Orientation](#) property.

If orientation is right to left, the origin of the coordinate system for **LabelX** and **LabelY** is the upper right corner of the attached control. A negative number for **LabelX** places the label to the right of the control. A negative number for **LabelY** places the label above the control.

For General and Right alignment when orientation is RTL, **LabelX** and **LabelY** specify the location of the upper-right corner of the label relative to the upper-right corner of the label's attached control. For Left and Center alignment, **LabelX** and **LabelY** specify the location of the upper-left corner and top center, respectively, of the label relative to the upper-right corner of the label's attached control.



LabelY Property

[Language-specific information](#)

The **LabelY** property (along with the **LabelX** property) specifies the placement of the label for a new control. Read/write **Integer**.

expression.**LabelY**

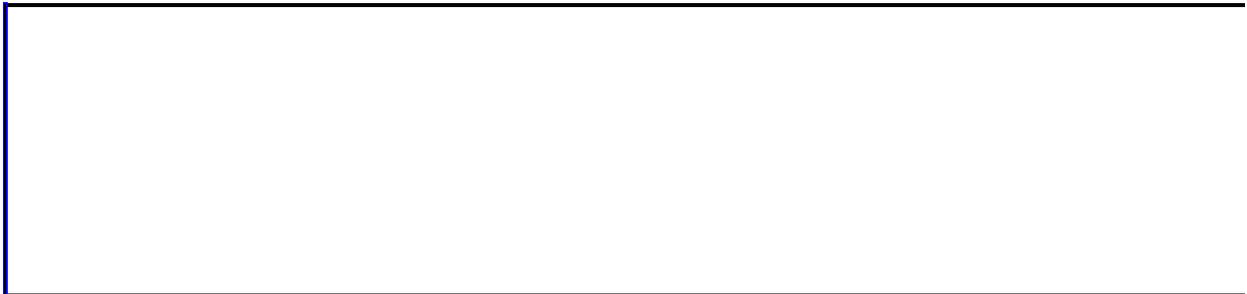
expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

If the orientation is left to right for a form or report, **LabelX** and **LabelY** behavior matches standard Microsoft Access left-to-right orientation. For more information about orientation, see the [Orientation](#) property.

If orientation is right to left, the origin of the coordinate system for **LabelX** and **LabelY** is the upper right corner of the attached control. A negative number for **LabelX** places the label to the right of the control. A negative number for **LabelY** places the label above the control.

For General and Right alignment when orientation is RTL, **LabelX** and **LabelY** specify the location of the upper-right corner of the label relative to the upper-right corner of the label's attached control. For Left and Center alignment, **LabelX** and **LabelY** specify the location of the upper-left corner and top center, respectively, of the label relative to the upper-right corner of the label's attached control.



[Show All](#)

LanguageSettings Property

You can use the **LanguageSettings** property to return a read-only reference to the current [LanguageSettings](#) object and its related properties.

expression.**LanguageSettings**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **LanguageSettings** property is available only by using [Visual Basic](#).

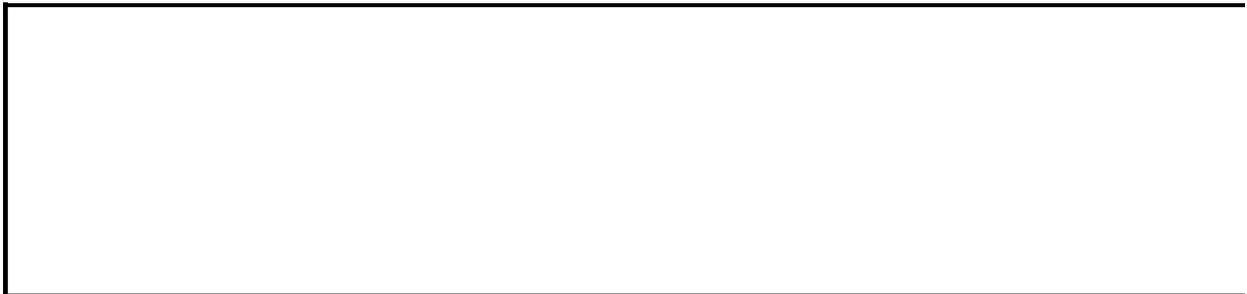
Once you establish a reference to the **LanguageSettings** object, you can access all the properties and methods of the object. You can set a reference to the **LanguageSettings** object by clicking **References** on the **Tools** menu while in module [Design view](#). Then set a reference to the Microsoft Office Object Library in the **References** dialog box by selecting the appropriate check box. Microsoft Access can set this reference for you if you use a Microsoft Office Object Library constant to set a **LanguageSettings** object's property or as an argument to a **LanguageSettings** object's method.

Example

The following example displays a message indicating the language Access uses for Help on the user's machine. A listing of all the available languages and their identification numbers is available in the Visual Basic Editor by selecting **Object Browser** from the **View** menu, typing the word "MsoLanguageID" in the **Search Text box**, and clicking the **Search** button.

```
Dim mli As MsoLanguageID
```

```
mli = Application.LanguageSettings.LanguageID(msoLanguageIDHelp)  
MsgBox "The language ID used for Access Help is " & mli
```



[Show All](#)

LayoutForPrint Property

You can use the **LayoutForPrint** property to specify whether the [form](#) or [report](#) uses printer or screen [fonts](#). Read/write **Boolean**.

expression.**LayoutForPrint**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **LayoutForPrint** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	(Default for reports) Uses printer fonts.
No	False	(Default for forms) Uses screen fonts.

Note You can set this property by using the form's or report's [property sheet](#), a [macro](#), or [Visual Basic](#).

The property can be set only in [form Design view](#) or [report Design view](#).

When you choose a font in Microsoft Access, you are choosing either a screen font or a printer font, depending on the setting of the **LayoutForPrint** property. Remember that printer fonts and screen fonts can differ, and characters on screen may not look exactly like those displayed on the printed page.



If you select a scalable font, such as a TrueType font, the screen and printer characters will look nearly the same.

Screen fonts are the images of letters, numbers, and symbols that are installed on your system to be displayed on the screen. If you installed a printer, additional screen fonts may have been installed automatically.

Printer fonts are the letters, numbers, and symbols that are produced when you print a report or a form. The available fonts are those fonts that were installed as part of your printer's setup, and depend on your printer.

If you set the **LayoutForPrint** property to Yes, the **Formatting (Form/Report)** toolbar displays the fonts and [point](#) sizes available for your printer.

If you design a form or report on a system with a different printer than the one you will use to print, Microsoft Access displays a message when you print the form or report to let you know that it was designed for another kind of printer. If

you print the form or report anyway, your printer may substitute different fonts. Similarly, Microsoft Access may substitute fonts if you change the **LayoutForPrint** property setting. For example, you might design a form or report with **LayoutForPrint** set to No, then change the setting to Yes. You can reselect the font for each control to specify the appearance of the form or report.

Example

The following example instructs Microsoft Access to use screen fonts for a given form.

```
Forms("Purchase Orders").LayoutForPrint = False
```



[Show All](#)

Left Property

You can use the **Left** property to specify an object's location on a [form](#) or [report](#). Read/write **Integer** for all of the items in the Applies To list except for the the **Report** object, which is read/write **Long**.

expression.**Left**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

A control's location is the distance measured from its left or top border to the left or top edge of the section containing the control. Setting the **Left** property to 0 places the control's edge at the very left of the section. To use a unit of measurement different from the setting in the **Regional Options** dialog box in Windows Control Panel, specify the unit, such as cm or in (for example, 3 cm or 2 in).

In Visual Basic, use a [numeric expression](#) to set the value of this property. Values are expressed in [twips](#).

For controls, you can set these properties by using a control's [property sheet](#), a [macro](#), or [Visual Basic](#).

For reports, you can set these properties only by using a macro or [event procedure](#) in Visual Basic while the report is in [Print Preview](#) or being printed.

When you move a control, its new **Left** property setting is automatically entered in the property sheet. When you view a form or report in Print Preview or when you print a form, a control's location is determined by its **Left** property setting along with the margin settings in the **Page Setup** dialog box, available by clicking **Page Setup** on the **File** menu.

For reports, the **Left** property setting is the amount the current section is offset from the left of the page. This property is expressed in twips. You can use this property to specify how far down the page you want a section to print in the section's [Format](#) event procedure.

Example

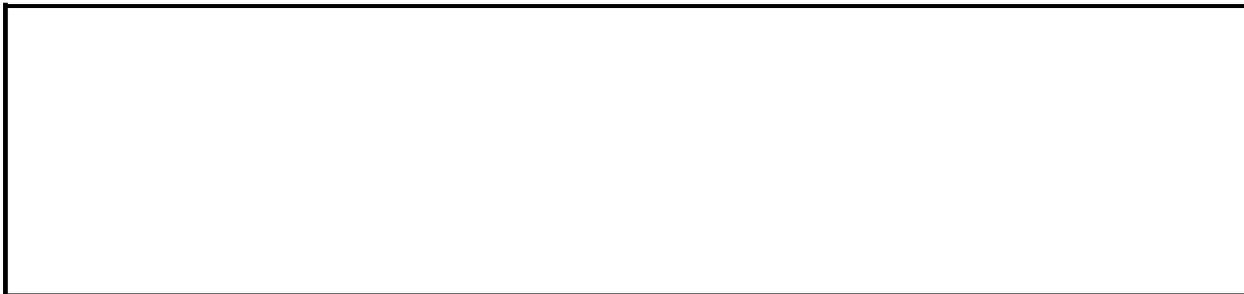
The following example checks the **Left** property setting for the current report. If the value is less than the minimum margin setting, the **NextRecord** and **PrintSection** properties are set to **False** (0). The section doesn't advance to the next record, and the next section isn't printed.

```
Sub Detail1_Format(Cancel As Integer, FormatCount As Integer)

    Const conLeftMargin = 1880

    ' Don't advance to next record or print next section
    ' if Left property setting is less than 1880 twips.
    If Me.Left < conLeftMargin Then
        Me.NextRecord = False
        Me.PrintSection = False
    End If

End Sub
```



[Show All](#)

LeftMargin Property

 [LeftMargin property as it applies to the **Label** and **TextBox** objects.](#)

Along with the **TopMargin**, **RightMargin**, and **BottomMargin** properties, specifies the location of information displayed within a [label](#) or [text box](#) control. Read/write **Integer**.

expression.**LeftMargin**

expression Required. An expression that returns one of the above objects.

Remarks

A control's displayed information location is measured from the control's left, top, right, or bottom border to the left, top, right, or bottom edge of the displayed information. Setting the **LeftMargin** or **TopMargin** property to 0 places the displayed information's edge at the very left or top of the control. To use a unit of measurement different from the setting in the regional settings of Windows, specify the unit (for example, cm or in).

In Visual Basic, use a numeric expression to set the value of this property. Values are expressed in [twips](#).

You can set these properties by using the [property sheet](#), a [macro](#), or [Visual Basic](#).



[LeftMargin property as it applies to the **Printer** object.](#)

Along with the **TopMargin**, **RightMargin**, and **BottomMargin** properties, specifies the margins for a printed page. Read/write **Long**.

expression.**LeftMargin**

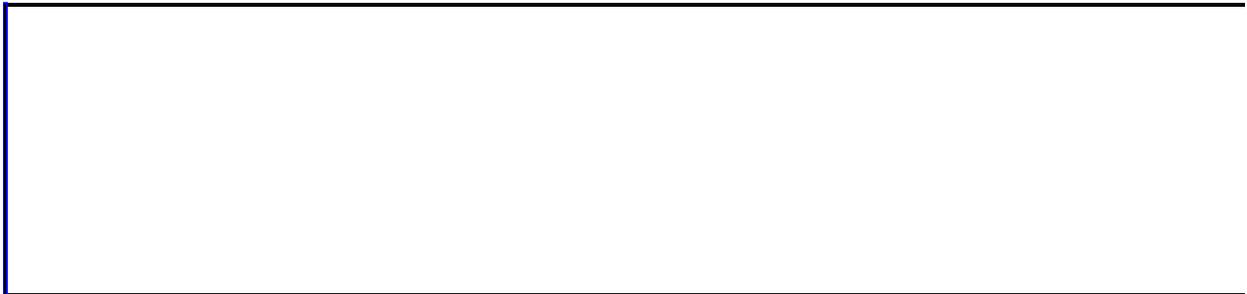
expression Required. An expression that returns a **Printer** object.

Example

 [As it applies to the **Label** and **TextBox** objects.](#)

The following example offsets the caption in the label "EmployeeID_Label" in the "Purchase Orders" form by 100 twips from the left of the label's border.

```
With Forms.Item("Purchase Orders").Controls.Item("EmployeeID_Label")  
    .LeftMargin = 100  
End With
```



[Show All](#)

LimitToList Property

You can use the **LimitToList** property to limit a [combo box's](#) values to the listed items. Read/write **Boolean**.

expression.**LimitToList**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **LimitToList** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	If the user selects an item from the list in the combo box or enters text that matches a listed item, Microsoft Access accepts it. If the entered text doesn't match a listed item, the text isn't accepted and the user must then retype the entry, select a listed item, press ESC, or click Undo on the Edit menu.
No	False	(Default) Microsoft Access accepts any text that conforms to the ValidationRule property.

You can set the **LimitToList** property by using the combo box's [property sheet](#), a [macro](#), or [Visual Basic](#).

For [table fields](#), you can set this property on the **Lookup** tab of the Field Properties section of [table Design view](#) for fields with the [DisplayControl](#) property set to Combo Box.



Microsoft Access sets the **LimitToList** property automatically when you select Lookup Wizard as the data type for a field in table Design view.

When the **LimitToList** property of a [bound](#) combo box is set to No, you can enter a value in the combo box that isn't included in the list. Microsoft Access stores the new value in the form's underlying [table](#) or [query](#) (in the field specified in the combo box's [ControlSource](#) property), not the table or query set for the combo box by the [RowSource](#) property. To have newly entered values appear in the combo box, you must add the new value to the table or query set in the [RowSource](#) property by using a macro or Visual Basic [event procedure](#) that runs when the [NotInList](#) event occurs.

Note If you set the combo box's [BoundColumn](#) property to any column other than the first visible column (or if you set **BoundColumn** to 0), the **LimitToList**

property is automatically set to Yes.

Setting both the **LimitToList** property and the **AutoExpand** property to Yes lets Microsoft Access find matching values from the list as the user enters characters in the text box portion of the combo box, and restricts the entries to only those values.

When the **LimitToList** property is set to Yes and the user clicks the arrow next to the combo box, Microsoft Access selects matching values in the list as the user enters characters in the text box portion of the combo box, even if the **AutoExpand** property is set to No. If the user presses ENTER or moves to another control or record, the selected value appears in the combo box.

Combo boxes accept **Null** values when the **LimitToList** property is set to Yes or **True**, whether or not the list contains **Null** values. If you want to prevent users from entering a **Null** value in a combo box, set the **Required** property of the field in the table to which the combo box is bound to Yes.

Example

The following example limits a given combo box's values to its listed items.

```
Forms("Order Entry").Controls("States").LimitToList = True
```



[Show All](#)

Lines Property

The **Lines** property returns a [string](#) containing the contents of a specified line or lines in a [standard module](#) or a [class module](#). Read-only **String**.

expression.Lines(Line, NumLines)

expression Required. An expression that returns one of the objects in the Applies To list.

Line Required **Long**. The line number of the first line to return.

NumLines Required **Long**. The number of lines to return.

Remarks

The **Lines** property is available only by using Visual Basic.

Lines in a module are numbered beginning with 1. For example, if you read the **Lines** property with a value of 1 for the *line* argument and 1 for the *numlines* argument, the **Lines** property returns a string containing the text of the first line in the module.

To insert a line of text into a module, use the [InsertLines](#) method.

Example

The following example deletes a specified line from a module.

```
Function DeleteWholeLine(strModuleName, strText As String) _
    As Boolean
    Dim mdl As Module, lngNumLines As Long
    Dim lngSLine As Long, lngSCol As Long
    Dim lngELine As Long, lngECol As Long
    Dim strTemp As String

    On Error GoTo Error_DeleteWholeLine
    DoCmd.OpenModule strModuleName
    Set mdl = Modules(strModuleName)

    If mdl.Find(strText, lngSLine, lngSCol, lngELine, lngECol) Then
        lngNumLines = Abs(lngELine - lngSLine) + 1
        strTemp = LTrim$(mdl.Lines(lngSLine, lngNumLines))
        strTemp = RTrim$(strTemp)
        If strTemp = strText Then
            mdl.DeleteLines lngSLine, lngNumLines
        Else
            MsgBox "Line contains text in addition to '" _
                & strText & "'."
        End If
    Else
        MsgBox "Text '" & strText & "' not found."
    End If
    DeleteWholeLine = True

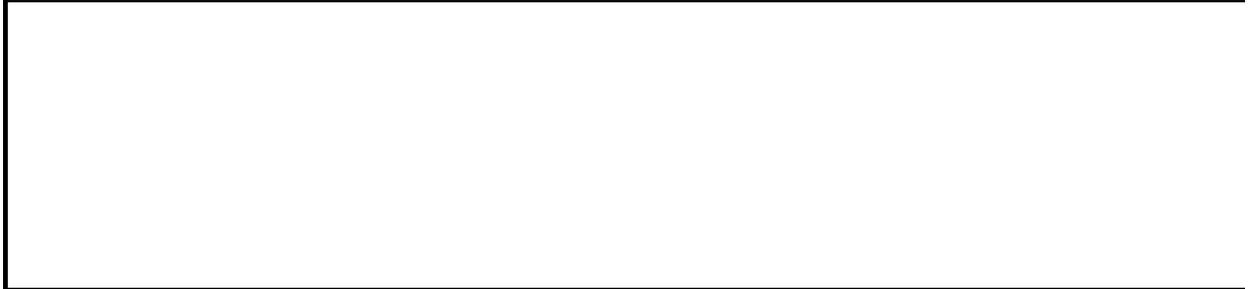
Exit_DeleteWholeLine:
    Exit Function

Error_DeleteWholeLine:
    MsgBox Err & " :" & Err.Description
    DeleteWholeLine = False
    Resume Exit_DeleteWholeLine
End Function
```

You could call this function from a procedure such as the following, which searches the module Module1 for a constant declaration and deletes it.

```
Sub DeletePiConst()
    If DeleteWholeLine("Module1", "Const conPi = 3.14") Then
```

```
        Debug.Print "Constant declaration deleted successfully."  
    Else  
        Debug.Print "Constant declaration not deleted."  
    End If  
End Sub
```



[Show All](#)

LineSlant Property

You use the **LineSlant** property to specify whether a [line control](#) slants from upper left to lower right or from upper right to lower left. Read/write **Boolean**.

expression.**LineSlant**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **LineSlant** property uses the following settings.

Setting	Visual Basic	Description
\	False	(Default) Upper left to lower right
/	True	Upper right to lower left

Note You can set this property by using the [control's property sheet](#), a [macro](#), or [Visual Basic](#).

Use the **LineSlant** property to change a line's direction. To position and size the line on your [form](#) or [report](#), use the mouse.

Example

The following example slants a line on a form from upper right to lower left.

```
Forms("Purchase Orders").Controls("Section Separator").LineSlant = T
```



[Show All](#)

LineSpacing Property

You can use the **LineSpacing** property to specify or determine the location of information displayed within a [label](#) or [text box](#) control. Read/write **Integer**.

expression.**LineSpacing**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

A control's displayed information location is the distance measured between each line of the displayed information. To use a unit of measurement different from the setting in the **Regional Options** dialog box in **Windows Control Panel**, specify the unit, such as cm or in (for example, 3 cm or 2 in).

In Visual Basic, use a [numeric expression](#) to set the value of this property. Values are expressed in [twips](#).

You can set these properties by using the [property sheet](#), a [macro](#), or [Visual Basic](#).

Example

The following example sets the line spacing to 0.25 inches for the text box "PurchaseOrderInformation" on the "Purchase Order Form"

```
' 0.25 inches = 360/1440 twips.  
Forms("Purchase  
Orders").Controls("PurchaseOrderDescription").LineSpacing = 360
```



[Show All](#)

LinkChildFields Property

You can use the **LinkChildFields** property (along with the **LinkMasterFields** property) together to specify how Microsoft Access links [records](#) in a [form](#) or [report](#) to records in a [subform](#), [subreport](#), or [embedded](#) object, such as a [chart](#). If these properties are set, Microsoft Access automatically updates the related record in the subform when you change to a new record in a [main form](#).
Read/write **String**.

expression.**LinkChildFields**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You can set the **LinkChildFields** and **LinkMasterFields** properties for the subform, subreport, or embedded object as follows:

- The **LinkChildFields** property. Enter the name of one or more linking fields in the subform, subreport, or embedded object.
- The **LinkMasterFields** property. Enter the name of one or more linking fields or [controls](#) in the main form or report.

You can use the Subform/Subreport Field Linker to set these properties by clicking the **Build** button to the right of the property box in the [property sheet](#).

You can also set these properties by using a [string expression](#) in a [macro](#) or [Visual Basic](#).

The properties can only be set in [Design view](#) or during the [Open](#) event of a form or report.

The fields or controls you use to set these properties don't need to have the same names, but they must contain the same kind of data and have the same or a compatible data type and field size. For example, an [AutoNumber](#) field is compatible with a [Number](#) field if the [FieldSize](#) property for the Number field is set to [Long Integer](#).

You can use the name of a control (including the name of a [calculated control](#)) to set the **LinkMasterFields** property, but you can't use the name of a control to set the **LinkChildFields** property. If you want to use a calculated value as the link for a subform, subreport, or embedded object, define a [calculated field](#) in the child object's underlying query and set the **LinkChildFields** property to the field.

When you specify more than one field or control name for these property settings, you must enter the same number of fields or controls for each property setting and [separate](#) the names with a semicolon (;).

When you create a subform or subreport by dragging a form or report from the

[Database window](#) onto another form or report or by using the Form Wizard, Microsoft Access automatically sets the **LinkChildFields** and **LinkMasterFields** properties under the following conditions:

- Both the main form or report and the child object are based on tables, and a [relationship](#) between those tables has been defined with the **Relationships** command. Microsoft Access uses the fields that relate the two tables as the linking fields.
- The main form or report is based on a table with a [primary key](#), and the subform or subreport is based on a table or query that contains a field with the same name and the same or a compatible data type as the primary key. Microsoft Access uses the primary key from the main object's underlying table and the identically named field from the child object's underlying table or query as the linking fields.

Note The linking fields don't have to be included in the main object or in the child object. As long as they are contained in the objects' underlying tables or queries, you can use the fields to link the objects. When you use a wizard, Microsoft Access automatically includes the linking fields.



[Show All](#)

LinkMasterFields Property

You can use the **LinkMasterFields** property (along with the **LinkChildFields** property) together to specify how Microsoft Access links [records](#) in a [form](#) or [report](#) to records in a [subform](#), [subreport](#), or [embedded](#) object, such as a [chart](#). If these properties are set, Microsoft Access automatically updates the related record in the subform when you change to a new record in a [main form](#).

Read/write **String**.

expression.**LinkMasterFields**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You can set the **LinkChildFields** and **LinkMasterFields** properties for the subform, subreport, or embedded object as follows:

- The **LinkChildFields** property. Enter the name of one or more linking fields in the subform, subreport, or embedded object.
- The **LinkMasterFields** property. Enter the name of one or more linking fields or [controls](#) in the main form or report.

You can use the Subform/Subreport Field Linker to set these properties by clicking the **Build** button to the right of the property box in the [property sheet](#).

You can also set these properties by using a [string expression](#) in a [macro](#) or [Visual Basic](#).

The properties can only be set in [Design view](#) or during the [Open](#) event of a form or report.

The fields or controls you use to set these properties don't need to have the same names, but they must contain the same kind of data and have the same or a compatible data type and field size. For example, an [AutoNumber](#) field is compatible with a [Number](#) field if the [FieldSize](#) property for the Number field is set to [Long Integer](#).

You can use the name of a control (including the name of a [calculated control](#)) to set the **LinkMasterFields** property, but you can't use the name of a control to set the **LinkChildFields** property. If you want to use a calculated value as the link for a subform, subreport, or embedded object, define a [calculated field](#) in the child object's underlying query and set the **LinkChildFields** property to the field.

When you specify more than one field or control name for these property settings, you must enter the same number of fields or controls for each property setting and [separate](#) the names with a semicolon (;).

When you create a subform or subreport by dragging a form or report from the

[Database window](#) onto another form or report or by using the Form Wizard, Microsoft Access automatically sets the **LinkChildFields** and **LinkMasterFields** properties under the following conditions:

- Both the main form or report and the child object are based on tables, and a [relationship](#) between those tables has been defined with the **Relationships** command. Microsoft Access uses the fields that relate the two tables as the linking fields.
- The main form or report is based on a table with a [primary key](#), and the subform or subreport is based on a table or query that contains a field with the same name and the same or a compatible data type as the primary key. Microsoft Access uses the primary key from the main object's underlying table and the identically named field from the child object's underlying table or query as the linking fields.

Note The linking fields don't have to be included in the main object or in the child object. As long as they are contained in the objects' underlying tables or queries, you can use the fields to link the objects. When you use a wizard, Microsoft Access automatically includes the linking fields.



[Show All](#)

ListCount Property

You can use the **ListCount** property to determine the number of rows in a [list box](#) or the list box portion of a [combo box](#). Read/write **Long**.

expression.**ListCount**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Microsoft Access sets the **ListCount** property to the number of rows in the list box or the list box portion of the combo box. The value of the **ListCount** property is read-only and can't be set by the user.

This property is available only by using a [macro](#) or [Visual Basic](#). You can read this property only in [Form view](#) and [Datasheet view](#).

The **ListCount** property setting contains the total number of rows in the combo box list or list box, as determined by the [control's RowSource](#) and [RowSourceType](#) properties. If the control is based on a table or query (the **RowSourceType** property is set to Table/Query and the **RowSource** property is set to a particular table or query), the **ListCount** property setting contains the number of records in the table or query [result set](#). If the **RowSourceType** property is set to Value List, the **ListCount** property setting contains the number of rows the value list specified in the **RowSource** property results in (this depends on the value list and the number of columns in the list box or combo box list, as set by the [ColumnCount](#) property).

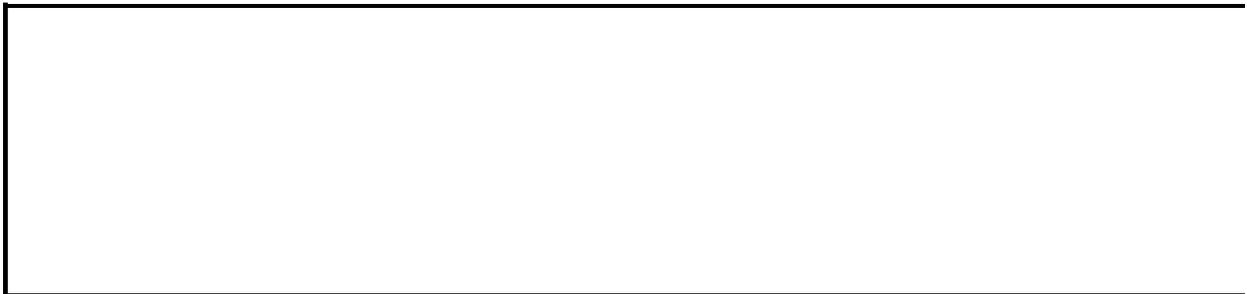
If you set the [ColumnHeads](#) property to Yes, the row of column headings is included in the number of rows returned by the **ListCount** property. For combo boxes and list boxes based on a table or query, adding column headings adds an additional row. For combo boxes and list boxes based on a value list, adding column headings leaves the number of rows unchanged (the first row of values becomes the column headings).

You can use the **ListCount** property with the [ListRows](#) property to specify how many rows you want to display in the list box portion of a combo box.

Example

The following example uses the **ListCount** property to find the number of rows in the list box portion of the CustomerList combo box on a Customers form. It then sets the **ListRows** property to display a specified number of rows in the list.

```
Public Sub SizeCustomerList()  
  
    Dim ListControl As Control  
  
    Set ListControl = Forms!Customers!CustomerList  
    With ListControl  
        If .ListCount < 8 Then  
            .ListRows = .ListCount  
        Else  
            .ListRows = 8  
        End If  
    End With  
  
End Sub
```



[Show All](#)

ListIndex Property

You can use the **ListIndex** property to determine which item is selected in a [list box](#) or [combo box](#). Read-only **Long**.

expression.**ListIndex**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **ListIndex** property is an integer from 0 to the total number of items in a list box or combo box minus 1. Microsoft Access sets the **ListIndex** property value when an item is selected in a list box or list box portion of a combo box. The **ListIndex** property value of the first item in a list is 0, the value of the second item is 1, and so on.

This property is available only by using a [macro](#) or [Visual Basic](#). You can read this property only in [Form view](#) and [Datasheet view](#). This property is read-only and isn't available in other views.

The **ListIndex** property value is also available by setting the [BoundColumn](#) property to 0 for a combo box or list box. If the **BoundColumn** property is set to 0, the underlying [table field](#) to which the combo box or list box is bound will contain the same value as the **ListIndex** property setting.

List boxes also have a [MultiSelect](#) property that allows the user to select multiple items from the control. When multiple selections are made in a list box, you can determine which items are selected by using the [Selected](#) property of the control. The **Selected** property is an array of values from 0 to the **ListCount** property value minus 1. For each item in the list box the **Selected** property will be **True** if the item is selected and **False** if it is not selected.

The [ItemsSelected](#) collection also provides a way to access data in the selected rows of a list box or combo box.

Example

To return the value of the **ListIndex** property, you can use the following:

```
Dim l As Long  
l = Forms(formname).Controls(controlname).ListIndex
```

To set the **ListIndex** property value, you can use the following:

```
Forms(formname).Controls(controlname).SetFocus  
Forms(formname).Controls(controlname).ListIndex = index
```

Where *formname* and *controlname* are the names of the form and list box or combo box control, respectively, expressed as **String** values, and *index* is the index value of the item.



[Show All](#)

ListRows Property

You can use the **ListRows** property to set the maximum number of rows to display in the [list box](#) portion of a [combo box](#). Read/write **Integer**.

expression.**ListRows**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **ListRows** property holds an integer that indicates the maximum number of rows to display. The default setting is 8. The setting for the **ListRows** property must be from 1 to 255.

You can set this property by using the combo box's [property sheet](#), a [macro](#), or [Visual Basic](#).

For [table fields](#), you can set this property on the **Lookup** tab of the Field Properties section of [table Design view](#) for fields with the **DisplayControl** property set to Combo Box.



Microsoft Access sets the **ListRows** property automatically when you select Lookup Wizard as the data type for a field in table Design view.

In Visual Basic, use a [numeric expression](#) to set the value of this property.

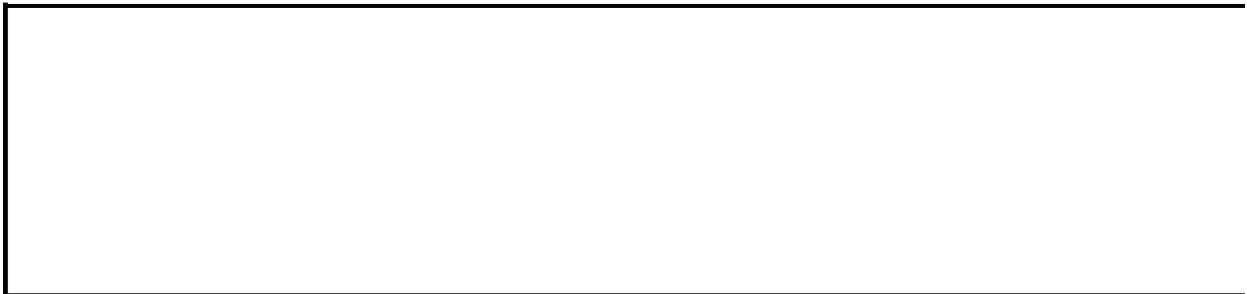
You can set the default for this property by using a combo box's [default control style](#) or the **DefaultControl** method in Visual Basic.

If the actual number of rows exceeds the number specified by the **ListRows** property setting, a vertical scroll bar appears in the list box portion of the combo box.

Example

The following example uses the **ListCount** property to find the number of rows in the list box portion of the CustomerList combo box on a Customers form. It then sets the **ListRows** property to display a specified number of rows in the list.

```
Public Sub SizeCustomerList()  
  
    Dim ListControl As Control  
  
    Set ListControl = Forms!Customers!CustomerList  
    With ListControl  
        If .ListCount < 8 Then  
            .ListRows = .ListCount  
        Else  
            .ListRows = 8  
        End If  
    End With  
  
End Sub
```



[Show All](#)

ListWidth Property

You can use the **ListWidth** property to set the width of the [list box](#) portion of a [combo box](#). Read/write **String**.

expression.**ListWidth**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **ListWidth** property holds a value specifying the width of the list box portion of a combo box in inches or centimeters, depending on the measurement system (U.S. or Metric) selected in the **Measurement system** box on the **Numbers** tab of the **Regional Options** dialog box of Windows Control Panel. To use a unit other than the default, include a measurement indicator, such as cm or in. The default setting (Auto) makes the list box portion of the combo box the same width as the combo box.

You can set the **ListWidth** property by using the combo box's [property sheet](#), a [macro](#), or [Visual Basic](#).

For [table fields](#), you can set this property on the **Lookup** tab of the Field Properties section of [table Design view](#) for fields with the [DisplayControl](#) property set to Combo Box.



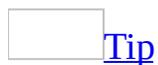
Microsoft Access sets the **ListWidth** property automatically when you select Lookup Wizard as the data type for a field in table Design view.

In Visual Basic, use a [numeric expression](#) to set the value of this property. The default unit of measurement in Visual Basic is [twips](#).

You can also set the default for this property by using a combo box's [default control style](#) or the [DefaultControl](#) method in Visual Basic.

The list portion of the combo box can be wider than the combo box but can't be narrower.

If you want to display a multiple-column list, enter a value that will make the list box wide enough to show all the columns.



When designing combo boxes, be sure to leave enough space to display your data and for Microsoft Access to insert a vertical scroll bar.

Example

The following example returns the value of the **ListWidth** property for the "States" combo box on the "Order Entry" form.

```
Dim str As String  
str = Forms("Order Entry").Controls("States").ListWidth
```



[Show All](#)

LocationOfComponents Property

You can use the **LocationOfComponents** property to specify or determine the central [URL](#) or path where Microsoft Office controls can be downloaded by authorized users viewing your saved database. Read/write **String**.

expression.**LocationOfComponents**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **LocationOfComponents** property is available only by using [Visual Basic](#) .

The Microsoft Office controls are automatically downloaded with the Web page if the [DownloadComponents](#) property is **True**, the components are not already installed, the path is valid and points to a location that contains the necessary components, and the user has a valid Microsoft Office license.

Example

This example sets the path where Office components are downloaded.

```
Application.DefaultWebOptions.LocationOfComponents = _  
    "\\Server1\CompLoc"
```



[Show All](#)

Locked Property

The **Locked** property specifies whether you can edit data in a control in Form view. Read/write **Boolean**.

expression.**Locked**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **Locked** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	(Default for unbound object frames) The control functions normally but doesn't allow editing, adding, or deleting data.
No	False	(Default for all controls except unbound object frames) The control functions normally and allows editing, adding, and deleting data.

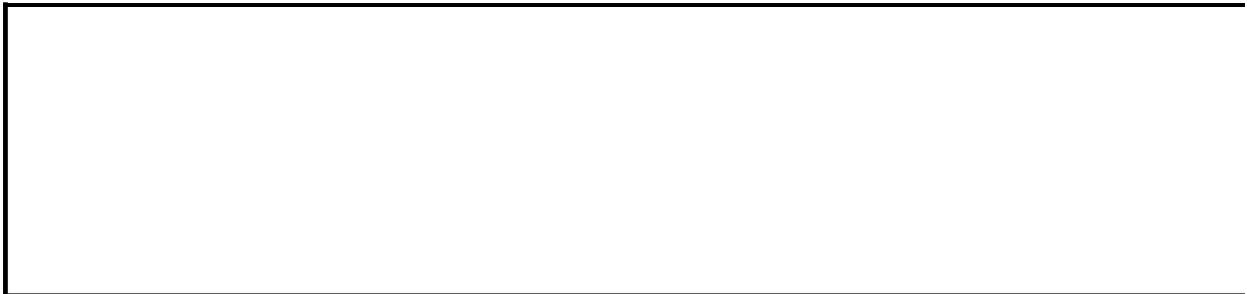
You can set these properties by using a form's [property sheet](#), a [macro](#), or [Visual Basic](#).

Use the **Locked** property to protect data in a [field](#) by making it read-only. For example, you might want a control to only display information without allowing editing, or you might want to lock a control until a specific condition is met.

Example

The following example toggles the **Enabled** property of a command button and the **Enabled** and **Locked** properties of a control, depending on the type of employee displayed in the current record. If the employee is a manager, then the SalaryDetails button is enabled and the PersonalInfo control is unlocked and enabled.

```
Sub Form_Current()  
    If Me!EmployeeType = "Manager" Then  
        Me!SalaryDetails.Enabled = True  
        Me!PersonalInfo.Enabled = True  
        Me!PersonalInfo.Locked = False  
    Else  
        Me!SalaryDetails.Enabled = False  
        Me!PersonalInfo.Enabled = False  
        Me!PersonalInfo.Locked = True  
    End If  
End Sub
```



MailEnvelope Property

Returns an [MsoEnvelope](#) object that represents an e-mail header for a data access page.

expression.**MailEnvelope**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

This example sets the comments for the e-mail header of the specified data access page.

```
Dim envDAP As MsoEnvelope
```

```
Set envDAP = DataAccessPages(0).MailEnvelope
```

```
envDAP.Introduction = _  
    "Please review this report and let me know " & _  
    "what you think. I need your input by Friday. " & _  
    "Thanks."
```



[Show All](#)

Major Property

The **Major** property of a [Reference](#) object returns a read-only **Long** value indicating the major version number of an application to which you have set a reference.

expression.**Major**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **Major** property is available only by using Visual Basic.

The **Major** property returns the value to the left of the decimal point in a version number. For example, if you've set a reference to an application whose version number is 2.5, the **Major** property returns 2.

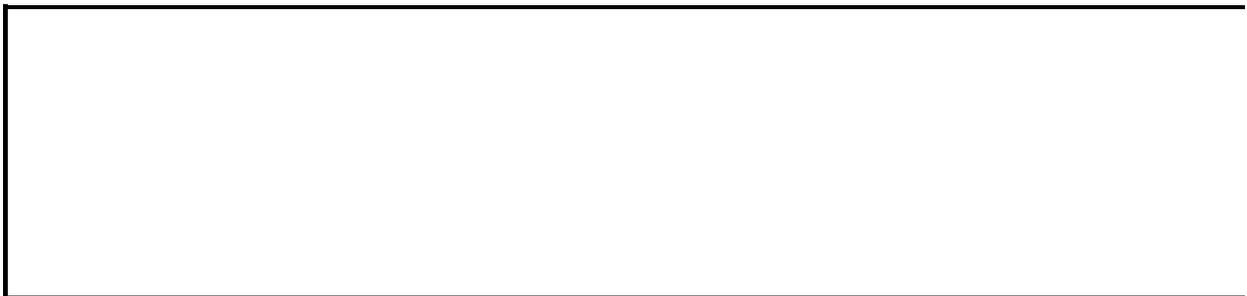
Example

The following example displays a message with information about all the references in the current project.

```
Dim r As Reference
Dim strInfo As String

For Each r In Application.References
    strInfo = strInfo & r.Name & " " & r.Major & "." & r.Minor & vbC
Next

MsgBox "Current References: " & vbCrLf & strInfo
```



[Show All](#)

MaxRecButton Property

You can use the **MaxRecButton** property to specify or determine if the [maximum record limit](#) button is available on the navigation bar of a [form](#) in [Datasheet view](#) or [Form view](#). This property is only available for forms within a [Microsoft Access project](#) (.adp). Read/write **Boolean**.

expression.**MaxRecButton**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **MaxRecButton** property uses the following settings.

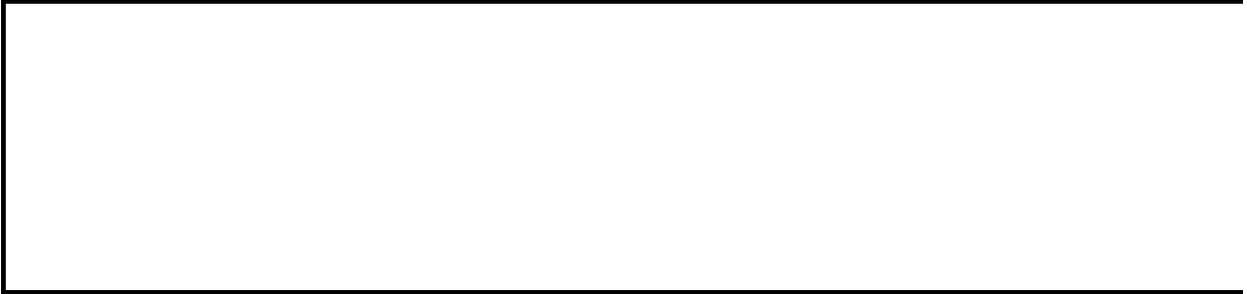
Setting	Visual Basic	Description
Yes	True	(Default) The maximum record limit button is available to the user.
No	False	The maximum record limit button is unavailable to the user.

Note You can set this property by using the [property sheet](#), or [Visual Basic](#).

Example

This example makes the maximum record limit button on the "Order Entry" form unavailable to the user.

```
Forms("Order Entry").MaxRecButton = False
```



[Show All](#)

MaxRecords Property

Specifies the maximum number of records that will be returned by:

- A [query](#) that returns data from an [ODBC database](#) to an [Microsoft Access database](#) (.mdb).
- A [view](#) that returns data from a [SQL database](#) to an [Access project](#) (.adp).

expression.**MaxRecords**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **MaxRecords** property setting is a [Long Integer](#) value representing the number of records that will be returned.

In a Microsoft Access database, you can set this property by using the query's [property sheet](#) or [Visual Basic](#).

When you set this property in Visual Basic you use the ADO [MaxRecords](#) property.

Records are returned in the order specified by the query's ORDER BY clause.

You can use the **MaxRecords** property in situations where limited system resources might prohibit a large number of returned records.

Example

To return the **MaxRecords** property for a form, you can use the following:

```
Dim l As Long  
l = Forms(formname).MaxRecords
```

To set the **MaxRecords** property, you can use the following:

```
Forms(formname).MaxRecords = numrecords
```

where *formname* is the name of the form expressed as a **String**, and *numrecords* is a **Long Integer** value representing the number of records that will be returned.



[Show All](#)

MenuBar Property

You can use the **MenuBar** property to specify the [menu bar](#) to use for a Microsoft Access [database](#) (.mdb), [Access project](#) (.adp), [form](#), or [report](#). You can also use the **MenuBar** property to specify the [menu bar macro](#) that will be used to display a custom menu bar for a database, form, or report. Read/write **String**.

expression.**MenuBar**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Enter the name of the menu bar you want to display. If you leave the **MenuBar** property setting blank, Microsoft Access displays the built-in (default) menu bar or the application's [global menu bar](#). If you set the **MenuBar** property to a value that is not the name of an existing menu bar or menu bar macro, the form or report will not have a menu bar (the default menu bar will not be shown).

You can set this property by using the object's [property sheet](#), a [macro](#), or [Visual Basic](#).

In Visual Basic, set this property by using a [string expression](#) that is the name of the menu bar you want to display.

To display the built-in menu bar or global menu bar for a database, form, or report by using a macro or Visual Basic, set the property to a [zero-length string](#) (" ").

When you use the **MenuBar** property with forms and reports, Microsoft Access displays the specified menu bar when the form or report is opened. This menu bar is displayed whenever the form or report has the [focus](#).

When used with the [Application](#) object, the **MenuBar** property enables you to display a custom menu bar throughout the database. However, if you've set the **MenuBar** property for a form or report in the database, the custom menu bar of the form or report will be displayed in place of the database's custom menu bar whenever the form or report has the focus. When the form or report loses the focus, the custom menu bar for the database is displayed.

Note You can switch between a database's custom menu bar and the built-in menu bar by pressing CTRL+F11.

Example

The following example sets the **MenuBar** property to a menu bar named CustomerMenu:

```
Forms!Customers.MenuBar = "CustomerMenu"
```

To display the built-in menu bar for the form or the application global menu bar, you set the **MenuBar** property to a zero-length string ("").

```
Forms!Customers.MenuBar = ""
```



[Show All](#)

MinMaxButtons Property

You can use the **MinMaxButtons** property to specify whether the **Maximize** and **Minimize** buttons will be visible on a [form](#). Read/write **Byte**.

expression.**MinMaxButtons**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **MinMaxButtons** property uses the following settings.

Setting	Visual Basic	Description
None	0	The Maximize and Minimize buttons aren't visible.
Min Enabled	1	Only the Minimize button is visible.
Max Enabled	2	Only the Maximize button is visible.
Both Enabled	3	(Default) Both the Minimize and Maximize buttons are visible.

Note You can set these properties by using the form's [property sheet](#), a [macro](#), or [Visual Basic](#).

You can set the **MinMaxButtons** property only in [form Design view](#).

Clicking a form's **Maximize** button enlarges the form so it fills the Microsoft Access window. Clicking a form's **Minimize** button reduces the form to a short title bar at the bottom of the Microsoft Access window.

To display the **Maximize** and **Minimize** buttons on a form, you must set the form's [BorderStyle](#) property to Thin or Sizable and the **ControlBox** property to Yes. If you set the **BorderStyle** property to None or Dialog, or if you set the **ControlBox** property to No, the form won't have **Maximize** or **Minimize** buttons, regardless of the **MinMaxButtons** property setting.

Even when the **MinMaxButtons** property is set to None, a form always has **Maximize** and **Minimize** buttons in Design view.

If a form's **MinMaxButtons** property is set to None, the **Maximize** and **Minimize** commands aren't available on the form's **Control** menu.

Example

The following example returns the value of the **MinMaxButtons** property for the "Order Entry" form.

```
Dim b As Byte  
b = Forms("Order Entry").MinMaxButtons
```



[Show All](#)

Minor Property

The **Minor** property of a [Reference](#) object returns a [Long](#) value indicating the minor version number of the application to which you have set a reference.

expression.**Minor**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **Minor** property is available only by using Visual Basic and is read-only.

The **Minor** property returns the value to the right of the decimal point in a version number. For example, if you've set a reference to an application whose version number is 2.5, the **Minor** property returns 5.

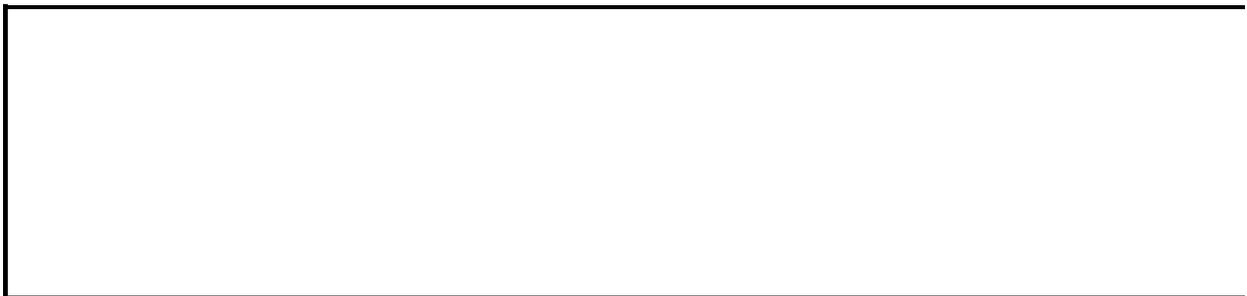
Example

The following example displays a message with information about all the references in the current project.

```
Dim r As Reference
Dim strInfo As String

For Each r In Application.References
    strInfo = strInfo & r.Name & " " & r.Major & "." & r.Minor & vbC
Next

MsgBox "Current References: " & vbCrLf & strInfo
```



[Show All](#)

Modal Property

You can use the **Modal** property to specify whether a [form](#) or report opens as a [modal](#) window. When a form or report opens as a modal window, you must close the window before you can move the [focus](#) to another object. Read/write **Boolean**.

expression.**Modal**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **Modal** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	The form or report opens as a modal window.
No	False	(Default) The form opens as a non-modal window.

You can set this property by using the form or report's [property sheet](#), a [macro](#), or [Visual Basic](#).

When you open a modal window, other windows in Microsoft Access are disabled until you close the form (although you can switch to windows in other applications). To disable menus and toolbars in addition to other windows, set both the **Modal** and [PopUp](#) properties to Yes.

You can use the [BorderStyle](#) property to specify the kind of border a form will have. Typically, modal forms have the **BorderStyle** property set to Dialog.



You can use the **Modal**, **PopUp**, and **BorderStyle** properties to create a [custom dialog box](#). You can set **Modal** to Yes, **PopUp** to Yes, and **BorderStyle** to Dialog for custom dialog boxes.

Setting the **Modal** property to Yes makes the form modal only when you:

- Open it in Form view from the [Database window](#).
- Open it in Form view by using a macro or Visual Basic.
- Switch from [Design view](#) to Form view.

When the form is modal, you can't switch to [Datasheet view](#) from Form view, although you can switch to Design view and then to Datasheet view.

The form isn't modal in Design view or Datasheet view and also isn't modal if you switch from Datasheet view to Form view.

Note You can use the Dialog setting of the Window Mode action argument of

the [OpenForm](#) action to open a form with its **Modal** and **PopUp** properties set to Yes.

Example

To return the value of the **Modal** property for the "Order Entry" form, you can use the following:

```
Dim b As Boolean  
b = Forms("Order Entry").Modal
```

To set the value of the **Modal** property, you can use the following:

```
Forms("Order Entry").Modal = True
```



[Show All](#)

Module Property

You can use the **Module** property to specify a [form module](#) or [report module](#).
Read-only **Module** object.

expression.**Module**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **Module** property is available only by using [Visual Basic](#) and is read-only in all views.

The **Module** property also returns a reference to a specified [Module](#) object.

Use the **Module** property to access the properties and methods of a **Module** object associated with a **Form** or **Report** object.

The setting of the [HasModule](#) property of a form or report determines whether it has an associated module. If the **HasModule** property is **False**, the form or report does not have an associated module. When you refer to the **Module** property of that form or report while in design view, Microsoft Access creates the associated module and sets the **HasModule** property to **True**. If you refer to the **Module** property of a form or report at run-time and the object has its **HasModule** property set to **False**, an error will occur.

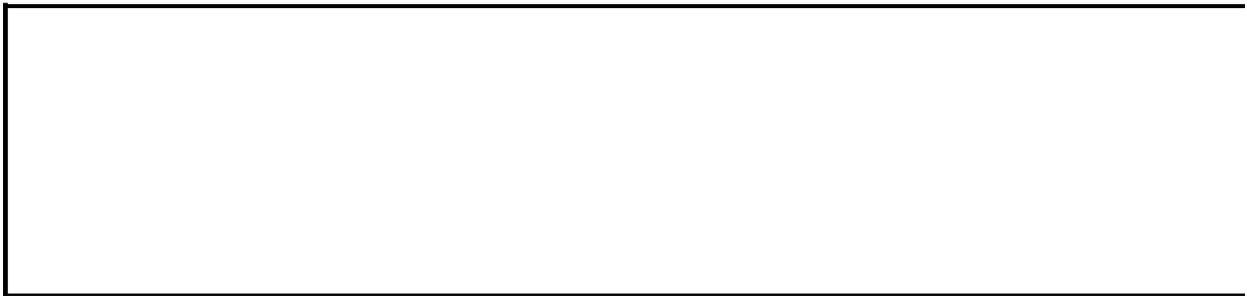
You could use this property with any of the properties and methods of the module object.

Example

The following example uses the **Module** property to insert the **Beep** method in a form's Open event.

```
Dim strFormOpenCode As String
Dim mdl As Module

Set mdl = Forms!MyForm.Module
strFormOpenCode = "Sub Form_Open(Cancel As Integer)" _
    & vbCrLf & "Beep" & vbCrLf & "End Sub"
With mdl
    .InsertText strFormOpenCode
End With
```



[Show All](#)

Modules Property

You can use the **Modules** property to access the [Modules](#) collection and its related properties. Read-only **Modules** object.

expression.**Modules**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is available only by using [Visual Basic](#).

Use the properties of the **Modules** collection in Visual Basic to refer to all open [standard modules](#) and [class modules](#).

Example

The following example uses the **Module** property to insert the **Beep** method in a form's Open event.

```
Dim strFormOpenCode As String
Dim mdl As Module

Set mdl = Forms!MyForm.Module
strFormOpenCode = "Sub Form_Open(Cancel As Integer)" _
    & vbCrLf & "Beep" & vbCrLf & "End Sub"
With mdl
    .InsertText strFormOpenCode
End With
```



[Show All](#)

MousePointer Property

You can use the **MousePointer** property together with the [Screen](#) object to specify or determine the type of mouse pointer currently displayed. Read/write **Integer**.

expression.**MousePointer**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The setting for the **MousePointer** property is an [Integer](#) value representing one of the following pointers.

Setting	Description
0	(Default) The shape is determined by Microsoft Access
1	Normal Select (Arrow)
3	Text Select (I-Beam)
7	Vertical Resize (Size N, S)
9	Horizontal Resize (Size E, W)
11	Busy (Hourglass)

Note Setting the **MousePointer** property to an integer other than one that appears in the preceding table will cause the property to be set to 0.

You can set the **MousePointer** property only by using [Visual Basic](#).

The **MousePointer** property affects the appearance of the mouse pointer over the entire screen. Some custom [controls](#) have a **MousePointer** property that, if set, will specify how the mouse pointer is displayed when it's positioned over the control.

You could use the **MousePointer** property to indicate that your application is busy by setting the property to 11 to display an hourglass icon. You can also read the **MousePointer** property to determine what's being displayed. This could be useful if you wanted to prevent a user from clicking a [command button](#) while the mouse pointer is displaying an hourglass icon.

Setting the **MousePointer** property to 11 is the same as passing the **True** (-1) argument to the [Hourglass](#) method of the [DoCmd](#) object. Conversely, passing the **True** argument to the [Hourglass](#) method also sets the **MousePointer** property to 11.

Example

The following example changes the mouse pointer to an hourglass.

```
Screen.MousePointer = 11
```



MouseWheel Property

Returns or sets a **String** indicating which macro, event procedure, or user-defined function runs when the [MouseWheel](#) event occurs. Read/write.

expression.**MouseWheel**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values for this property are "*macroname*" where *macroname* is the name of macro, "[Event Procedure]" which indicates the event procedure associated with the MouseWheel event for the specified object, or "*=functionname()*" where *functionname* is the name of a user-defined function. For a more detailed discussion of event properties, see "[Event Properties](#)."

Example

The following example specifies that when the MouseWheel event occurs on the first form of the current project, the associated event procedure should run.

```
Forms(0).MouseWheel = "[Event Procedure]"
```



Moveable Property

Returns or sets a **Boolean** indicating whether the specified form or report can be moved by the user; **True** if it can be moved. Read/write.

expression.**Moveable**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You can use the [Move](#) method to programmatically move a form or report regardless of the value of the **Moveable** property.

Example

The following example determines whether or not the first form in the current project can be moved.

```
If Forms(0).Moveable Then  
    MsgBox "You may move the form."  
Else  
    MsgBox "The form cannot be moved."  
End If
```



MoveLayout Property

The **MoveLayout** property specifies whether Microsoft Access should move to the next printing location on the page. Read/write **Boolean**.

expression.**MoveLayout**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **MoveLayout** property uses the following settings.

Setting	Description
True	(Default) The section's Left and Top properties are advanced to the next print location.
False	The section's Left and Top properties are unchanged.

To set this property, specify a [macro](#) or [event procedure](#) for a section's [OnFormat](#) property.

Microsoft Access sets this property to **True** before each section's [Format](#) event.

Example

The following example sets the **MoveLayout** property for the "Purchase Order" report to its default setting.

```
Reports("Purchase Order").MoveLayout = True
```



MSODSC Property

Returns a [DataSourceControl](#) object.

expression.MSODSC

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You must set a reference to the Microsoft Office Web Components type library in order to use this property.

Example

This example reports the version of Microsoft Office Web Components in use for the specified form. This example assumes that the current project contains a data access page, and that the data access page has a **Microsoft Office Data Source** control.

```
Dim objMSODSC As DataSourceControl
```

```
Set objMSODSC = DataAccessPages(0).MSODSC
```

```
MsgBox "Current version of Office Web Components: " _  
    & objMSODSC.Version
```



[Show All](#)

MultiRow Property

You can use the **MultiRow** property to specify or determine whether a [tab control](#) can display more than one row of tabs. Read/write **Boolean**.

expression.**MultiRow**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **MultiRow** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	Multiple rows are allowed.
No	False	(Default) Multiple rows aren't allowed.

Note You can set the **MultiRow** property by using the control's [property sheet](#), a [macro](#), or [Visual Basic](#).

You can also set the default for this property by using a control's [default control style](#) or the [DefaultControl](#) method in Visual Basic.

When the **MultiRow** property is set to **True**, the number of rows is determined by the width and number of tabs. The number of rows may change if the control is resized or if additional tabs are added to the control.

When the **MultiRow** property is set to **False** and the width of the tabs exceeds the width of the control, navigation buttons appear on the right side of the tab control. You can use the navigation buttons to scroll through all the tabs on the tab control.

Example

To return the value of the **MultiRow** property for a tab control named "Details" on the "Order Entry" form, you can use the following:

```
Dim b As Boolean  
b = Forms("Order Entry").Controls("Details").MultiRow
```

To set the value of the **MultiRow** property, you can use the following:

```
Forms("Order Entry").Controls("Details").MultiRow = True
```



[Show All](#)

MultiSelect Property

You can use the **MultiSelect** property to specify whether a user can make multiple selections in a [list box](#) on a [form](#) and how the multiple selections can be made. Read/write **Byte**.

expression.**MultiSelect**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **MultiSelect** property uses the following settings.

Setting	Visual Basic	Description
None	0	(Default) Multiple selection isn't allowed.
Simple	1	Multiple items are selected or deselected by clicking them with the mouse or pressing the SPACEBAR.
Extended	2	Multiple items are selected by holding down SHIFT and clicking them with the mouse or by holding down SHIFT and pressing an arrow key to extend the selection from the previously selected item to the current item. You can also select items by dragging with the mouse. Holding down CTRL and clicking an item selects or deselects that item.

Note You can set the **MultiSelect** property by using the list box's [property sheet](#), a [macro](#), or [Visual Basic](#).

This property can be set only in [form Design view](#).

You can use the [ListIndex](#) property to return the index number for the selected item. When the **MultiSelect** property is set to Extended or Simple, you can use the list box's [Selected](#) property or [ItemsSelected](#) collection to determine the items that are selected. In addition, when the **MultiSelect** property is set to Extended or Simple, the value of the list box control will always be [Null](#).

If the **MultiSelect** property is set to Extended, [requerying](#) the list box clears any selections made by the user.

Example

To return the value of the **MultiSelect** property for a list box named "Country" on the "Order Entry" form, you can use the following:

```
Dim b As Byte  
b = Forms("Order Entry").Controls("Country").MultiSelect
```

To set the **MultiSelect** property, you can use the following:

```
Forms("Order Entry").Controls("Country").MultiSelect = 2 ' Extended.
```



[Show All](#)

Name Property

You can use the **Name** property to specify or determine the [string expression](#) that identifies the name of an object. Read/write **String** for the following objects:

AdditionalData, BoundObjectFrame, CheckBox, ComboBox, CommandButton, CustomControl, Form, Image, Label, Line, ListBox, Module, ObjectFrame, OptionButton, OptionGroup, Page, PageBreak, Rectangle, Report, Section, SmartTagProperty, SubForm, TabControl, TextBox, and ToggleButton. Read-only **String** for the following objects: **AccessObject, AccessObjectProperty, Application, CodeProject, CurrentProject, DataAccessPage, Reference, SmartTag, and SmartTagAction.**

expression.Name

expression Required. An expression that returns one of the above objects.

Remarks

A valid name must conform to the standard naming conventions for Microsoft Access. For [Microsoft Access objects](#), the name may be up to 64 characters long. For controls, the name may be as long as 255 characters.

For objects, set the **Name** property by clicking **Save** on the **File** menu in [Design view](#) and entering a valid name. To change the name of an existing object in the [Database window](#), click the name, then either click **Rename** on the **Edit** menu or click the name again. You can also change the name by right-clicking it and clicking **Rename** on the [shortcut menu](#). To change the name of an existing object when the object is open, click **Save As** or **Export** on the **File** menu.

For a section or control, you can set this property by using the [property sheet](#), a [macro](#), or [Visual Basic](#). You can use the **Name** property in expressions for objects.

The default name for new objects is the object name plus a unique integer. For example, the first new form is Form1, the second new form is Form2, and so on. A form can't have the same name as another [system object](#), such as the [Screen](#) object.

For an [unbound control](#), the default name is the type of control plus a unique integer. For example, if the first control you add to a form is a text box, its **Name** property setting is Text1.

For a [bound control](#), the default name is the name of the field in the underlying source of data. If you create a control by dragging a field from the field list, the field's [FieldName](#) property setting is copied to the control's **Name** property box.

You can't use "Form" or "Report" to name a control or section.

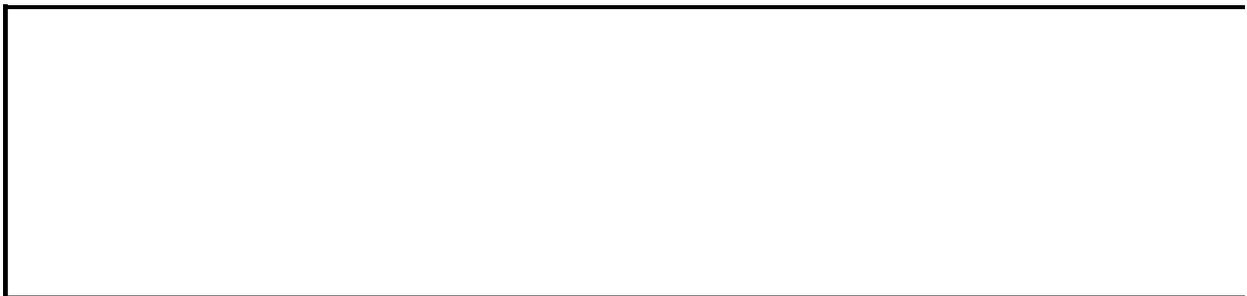
Controls on the same form, report, or data access page can't have the same name, but controls on different forms, reports or data access pages can have the same name. A control and a section on the same form can't share the same name.

Example

The following example returns the **Name** property for the first form in the **Forms** collection.

```
Dim strFormName As String
```

```
strFormName = Forms(0).Name
```



[Show All](#)

NavigationButtons Property

You can use the **NavigationButtons** property to specify whether [navigation buttons](#) and a [record number box](#) are displayed on a [form](#). Read/write **Boolean**.

expression.**NavigationButtons**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **NavigationButtons** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	(Default) The form has navigation buttons and a record number box.
No	False	The form doesn't have navigation buttons or a record number box.

Note You can set this property by using the form's [property sheet](#), a [macro](#), or [Visual Basic](#).

Navigation buttons provide an efficient way to move to the first, previous, next, last, or blank (new) record. The record number box displays the number of the current record. The total number of records is displayed next to the navigation buttons. You can enter a number in the record number box to move to a particular record.

If you remove the navigation buttons from a form and want to create your own means of navigation for the form, you can create custom navigation buttons and add them to the form.

Example

The following example returns the value of the **Navigation Buttons** property for the "Order Entry" form.

```
Dim b As Boolean  
b = Forms("Order Entry").NavigationButtons
```



NewFileTaskPane Property

Returns a [NewFile](#) object that represents a document listed on the **New File** task pane.

expression.**NewFile**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

This example creates a file list item on the **New File** task pane in the **New from existing file** section.

```
Dim nftpTemp As Office.NewFile
```

```
Set nftpTemp = Application.NewFileTaskPane
```

```
nftpTemp.Add FileName:="C:\Sales_Quarterly.mdb", _  
    Section:=msoNewfromExistingFile, DisplayName:="Quarterly Sales",  
    Action:=msoCreateNewFile
```



[Show All](#)

NewRecord Property

You can use the **NewRecord** property to determine whether the [current record](#) is a new record. Read-only **Integer**.

expression.**NewRecord**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **NewRecord** property uses the following settings.

Setting	Description
True	The current record is new.
False	The current record isn't new.

Note The **NewRecord** property is read-only in [Form view](#) and [Datasheet view](#). It isn't available in [Design view](#). This property is available only by using a [macro](#) or [Visual Basic](#).

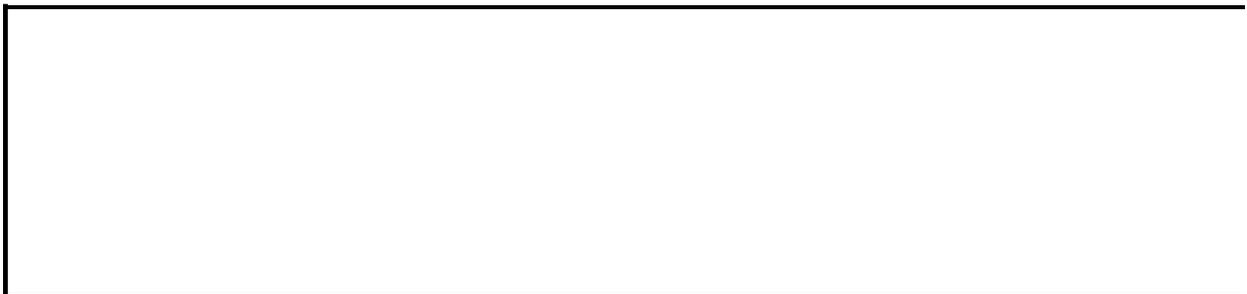
When a user has moved to a new record, the **NewRecord** property setting will be **True** whether the user has started to edit the record or not.

Example

The following example shows how to use the **NewRecord** property to determine if the current record is a new record. The `NewRecordMark` procedure sets the current record to the variable `intnewrec`. If the record is new, a message is displayed notifying the user of this. You could run this procedure when the `Current` event for a form occurs.

```
Sub NewRecordMark(frm As Form)
    Dim intnewrec As Integer

    intnewrec = frm.NewRecord
    If intnewrec = True Then
        MsgBox "You're in a new record." _
            & "@Do you want to add new data?" _
            & "@If not, move to an existing record."
    End If
End Sub
```



[Show All](#)

NewRowOrCol Property

You can use the **NewRowOrCol** property to specify whether a [section](#) and its associated data is printed in a new row or column within a [multiple-column report](#) or multiple-column form. Read/write **Byte**.

expression.**NewRowOrCol**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **NewRowOrCol** property uses the following settings.

Setting	Visual Basic	Description
None	0	(Default) The row or column breaks are determined by the settings in the Page Setup dialog box (available by clicking Page Setup on the File menu) and the available space on the page.
Before Section	1	Microsoft Access starts printing the current section (the section for which you're setting the property, such as a group header section) in a new row or column. It then prints the next section, such as a detail section, in that same row or column.
After Section	2	Microsoft Access starts printing the current section, such as a group header section, in the current row or column. It starts printing the next section, such as a detail section, in the next row or column.
Before & After	3	Microsoft Access starts printing the current section in a new row or column. It starts printing the following section in the next row or column.

You can set this property by using the section's [property sheet](#), a [macro](#), or [Visual Basic](#).

You can set the **NewRowOrCol** property only in [form Design view](#) or [report Design view](#).

The following items are some sample settings for a group header section in a multiple-column report. Make sure **Down, Then Across** is selected under **Column Layout** on the **Columns** tab of the **Page Setup** dialog box.

Sample setting	Result
Before Section	The group header is printed at the top of a new column.

After Section The detail section is printed at the top of a new column.

Before & After The group header is printed in a column by itself, and the detail section is printed at the top of a new column.

Sections in a form or report are normally printed vertically down a page. The default **Column Layout** option is **Across, then Down**. You can print the sections in multiple columns across a page by clicking **Down, then Across** under **Column Layout** on the **Columns** tab of the **Page Setup** dialog box.

If you set the **NewRowOrCol** property to **Before Section**, the vertical or horizontal orientation of the page affects how the section appears when printed. If you click **Across, then Down** under **Column Layout** on the **Columns** tab of the **Page Setup** dialog box, Microsoft Access starts printing the section at the beginning of a new row; if you click **Down, then Across**, Microsoft Access starts printing the section at the beginning of a new column.

Example

The following example returns the **NewRowOrCol** property setting and assigns it to the `intGetVal` variable.

```
Dim intGetVal As Integer  
intGetVal = Me.Section(1).NewRowOrCol
```

The next example presents two layouts for a report that divides data into four groups (Head1 to Head4). Each group includes three to six records, and each record has field a and field b. The layouts differ only in their settings under **Column Layout** on the **Columns** tab of the **Page Setup** dialog box and the values of their **NewRowOrCol** properties. Note that the **Width** box under **Column Size** on the **Columns** tab must be set to the actual width of the field. Also, the Before Section setting of the **NewRowOrCol** property requires a page header section greater than zero for the **Down, then Across** option to function correctly.

- **Column Layout— Across, then Down**

Head1

1a 1b 2a 2b 3a 3b 4a 4b

5a 5b

Head2

1a 1b 2a 2b 3a 3b 4a 4b

Head3

1a 1b 2a 2b 3a 3b

Head4

- **Column Layout— Down, then Across**

Head1 Head2 Head3 Head4

1a 1b 1a 1b 1a 1b 1a 1b

2a 2b 2a 2b 2a 2b 2a 2b

3a 3b 3a 3b 3a 3b 3a 3b

4a 4b 4a 4b 4a 4b

5a 5b 5a 5b

6a 6b

1a 1b 2a 2b 3a 3b 4a 4b

5a 5b 6a 6b

- **Grid Settings— Number of Columns** set to 4
- **NewRowOrCol** property setting for group header section— Before & After

- **Grid Settings— Number of Columns** set to 4
- **NewRowOrCol** property setting for group header section— Before Section



NextRecord Property

The **NextRecord** property specifies whether a section should advance to the next record. Read/write **Boolean**.

expression.**NextRecord**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **NextRecord** property uses the following settings.

Setting	Description
True	(Default) The section advances to the next record.
False	The section doesn't advance to the next record.

To set this property, specify a [macro](#) or event procedure for a section's [OnFormat](#) property.

Microsoft Access sets this property to **True** before each section's [Format](#) event.

Example

The following example sets the **NextRecord** property to **False** for a given report.

```
Public Sub ChangeNextRecord(r As Report)
    r.NextRecord = False
End Sub
```



[Show All](#)

NumeralShapes Property

[Language-specific information](#)

You can use the **NumeralShapes** property to specify or determine numeral shapes to be displayed and printed in a [combo box](#), [label](#), [list box](#), or [text box](#).
Read/write **Byte**.

expression.**NumeralShapes**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **NumeralShapes** property uses the following settings.

Setting	Visual Basic	Description
System	0	Numeral shapes determined by the Numeral Shapes system setting.
Arabic	1	Arabic digit shapes will be used to display and print numerals.
National	2	National digit shapes will be used to display and print numerals.
Context	3	Numeral shapes determined by Unicode context rules for adjacent text.

You can set this property by using the [property sheet](#) or [Visual Basic](#).

Example

The following example changes the **NumeralShapes** property for the selected control to 0 (numeral shapes will be determined by the **Numeral Shapes** system setting).

```
Public Sub ChangeNumeralShapes(ctrl As Control)
    ctrl.NumeralShapes = 0
End Sub
```



[Show All](#)

Object Property

You can use the **Object** property in Visual Basic to return a reference to the [ActiveX object](#) that is associated with a [linked](#) or [embedded OLE object](#) in a [control](#). By using this reference, you can access the properties or invoke the methods of the OLE object.

expression.**Object**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **Object** property returns a reference to an ActiveX object. You can use the **Set** statement to assign this ActiveX object to an object variable. The type of object reference returned depends on which application created the OLE object.

The **Object** property setting is read-only in all views.

When you embed or link an OLE object in a Microsoft Access form, you can set properties that determine the type of object and the behavior of the container control. However, you can't directly set or read the OLE object's properties or apply its methods, as you can when performing Automation. The **Object** property returns a reference to an Automation object that represents the linked or embedded OLE object. By using this reference, you can change the OLE object by setting or reading its properties or applying its methods. For example, Microsoft Excel is an [COM component](#) that supports [Automation](#). If you've embedded a Microsoft Excel worksheet in a Microsoft Access form, you can use the **Object** property to set a reference to the **Worksheet** object associated with that worksheet. You can then use any of the properties and methods of the **Worksheet** object.

For information on which properties and methods an ActiveX object supports, see the documentation for the application that was used to create the OLE object.

Example

The following example uses the **Object** property of an unbound object frame named OLE1. Customer name and address information is inserted in an embedded Microsoft Word document formatted as a form letter with placeholders for the name and address information and boilerplate text in the body of the letter. The procedure replaces the placeholder information for each record and prints the form letter. It doesn't save copies of the printed form letter.

```
Sub PrintFormLetter_Click()  
    Dim objWord As Object  
    Dim strCustomer As String, strAddress As String  
    Dim strCity As String, strRegion As String  
  
    ' Assign object property of control to variable.  
    Set objWord = Me!OLE1.Object.Application.Wordbasic  
    ' Assign customer address to variables.  
    strCustomer = Me!CompanyName  
    strAddress = Me!Address  
    strCity = Me!City & ", "  
    If Not IsNull(Me!Region) Then  
        strRegion = Me!Region  
    Else  
        strRegion = Me!Country  
    End If  
    ' Activate ActiveX control.  
    Me!OLE1.Action = acOLEActivate  
    With objWord  
        .StartOfDocument  
        ' Go to first placeholder.  
        .LineDown 2  
        ' Highlight placeholder text.  
        .EndOfLine 1  
        ' Insert customer name.  
        .Insert strCustomer  
        ' Go to next placeholder.  
        .LineDown  
        .StartOfLine  
        ' Highlight placeholder text.  
        .EndOfLine 1  
        ' Insert address.  
        .Insert strAddress  
        ' Go to last placeholder.  
        .LineDown  
        .StartOfLine
```

```
        ' Highlight placeholder text.
        .EndOfLine 1
        ' Insert City and Region.
        .Insert strCity & strRegion
        .FilePrint
        .FileClose
    End With
    Set objWord = Nothing
End Sub
```



[Show All](#)

ObjectPalette Property

The **ObjectPalette** property specifies the palette in the application used to create:

- An [OLE object](#) contained in a [bound object frame](#), [chart](#), or [unbound object frame](#).
- A [bitmap](#) or other graphic that is loaded into a [command button](#), image control, or [toggle button](#) by using the **Picture** property.

expression.**ObjectPalette**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Microsoft Access sets the value of the **ObjectPalette** property to a **String** data type containing the palette information. You can use this setting to set the value of the **PaintPalette** property for a [form](#) or [report](#).

For the following objects, views, and [controls](#), the **ObjectPalette** property setting is read-only. This property setting is unavailable for these controls in other views.

Object	View	Control
Forms	Form	Command button, chart, image control, toggle button, and unbound object frame.
	Design view and Form view	
	Form view	
Reports	Report Design view	Bound object frame.
		Command button, chart, image control, toggle button, and unbound object frame. This property setting is unavailable for a bound object frame in all views on a report.

Note You can use the setting of this property only in a [macro](#) or [Visual Basic](#).

If the application associated with the OLE object, bitmap, or other graphic doesn't have an associated palette, the **ObjectPalette** property is set to an [zero-length string](#).

The setting of the **ObjectPalette** property makes the palette of the application associated with the OLE object, bitmap, or other graphic contained in a control available to the **PaintPalette** property of a form or report. For example, to make the palette used in Microsoft Graph available when you're designing a form in Microsoft Access, you set the form's **PaintPalette** property to the **ObjectPalette** value of an existing chart control.

Note Windows can have only one color palette active at a time. Microsoft Access allows you to have multiple graphics on a form, each using a different color palette. The **PaintPalette** and [PaletteSource](#) properties let you specify

which color palette a form should use when displaying graphics.

Example

The following example sets the **PaintPalette** property of the Seascape form to the **ObjectPalette** property of the Ocean control on the DisplayPictures form. (Ocean can be a bound object frame, command button, chart, toggle button, or unbound object frame.)

```
Forms!Seascape.PaintPalette = _  
    Forms!DisplayPictures!Ocean.ObjectPalette
```



[Show All](#)

ObjectVerbs Property

You can use the **ObjectVerbs** property in Visual Basic to determine the list of [verbs](#) an [OLE object](#) supports. Read-only **String**.

expression.**ObjectVerbs**(*Index*)

expression Required. An expression that returns one of the objects in the Applies To list.

Index Required **Long**. An element in the array of supported verbs. This is a zero-based index, meaning zero (0) represents the first verb in the array, one (1) represents the second verb in the array, and so on.

Remarks

This property setting isn't available in [Design view](#).

You can use the **ObjectVerbs** property with the [ObjectVerbsCount](#) property to display a list of the verbs supported by an OLE object. The [Verb](#) property uses this list of verbs to determine which operation to perform when an OLE object is activated (when the [Action](#) property is set to **acOLEActivate**).

The **Verb** property setting is the position of a particular verb in the list of verbs returned by the **ObjectVerbs** property. For example, 1 specifies the first verb in the list (the Visual Basic command `ObjectVerbs(0)`, or the first verb in the **ObjectVerbs** property array), 2 specifies the second verb in the list (the Visual Basic command `ObjectVerbs(1)`, or the second verb in the **ObjectVerbs** property array), and so on.

The first verb in the **ObjectVerbs** property array, called by the Visual Basic command `ObjectVerbs(0)`, is the default verb. If the **Verb** property hasn't been set, this verb specifies the operation performed when the OLE object is activated.

Applications that expose OLE objects typically include the **Object** command on the **Edit** menu. When the user points to the **Object** command, a submenu displays the object's verbs. You can use the **ObjectVerbs** and **ObjectVerbsCount** properties to display a list of verbs in a form or report instead of on a menu.

The list of verbs an object supports varies, depending on the state of the object. To update the list of verbs an object supports, set the [control's Action](#) property to **acOLEFetchVerbs**. Be sure to update the list of verbs before presenting it to the user.

Example

The following example returns the verbs supported by the OLE object in the OLE1 control and displays each verb in a message box.

```
Sub GetVerbList(frm As Form, OLE1 As Control)
    Dim intX As Integer, intNumVerbs As Integer
    Dim strVerbList As String

    ' Update verb list.
    With frm!OLE1
        .Action = acOLEFetchVerbs
        intNumVerbs = .ObjectVerbsCount
        For intX = 0 To intNumVerbs - 1
            strVerbList = strVerbList & .ObjectVerbs(intX) & "; "
        Next intX
    End With

    ' Display verbs in message box.
    MsgBox Left(strVerbList, Len(strVerbList) - 2)
End Sub
```



[Show All](#)

ObjectVerbsCount Property

You can use the **ObjectVerbsCount** property in Visual Basic to determine the number of [verbs](#) supported by an [OLE object](#). Read/write **Long**.

expression.**ObjectVerbsCount**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **ObjectVerbsCount** property setting is a value that specifies the number of elements in the **ObjectVerbs** property [array](#).

This property setting isn't available in [Design view](#).

The list of verbs an OLE object supports may vary, depending on the state of the object. To update the list of supported verbs, set the [control's Action](#) property to **acOLEFetchVerbs**.

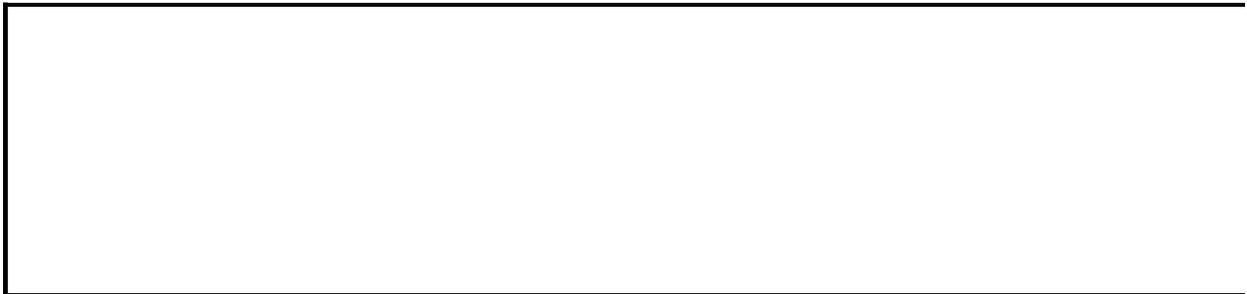
Example

The following example returns the verbs supported by the OLE object in the OLE1 control and displays each verb in a message box.

```
Sub GetVerbList(frm As Form, OLE1 As Control)
    Dim intX As Integer, intNumVerbs As Integer
    Dim strVerbList As String

    ' Update verb list.
    With frm!OLE1
        .Action = acOLEFetchVerbs
        intNumVerbs = .ObjectVerbsCount
        For intX = 0 To intNumVerbs - 1
            strVerbList = strVerbList & .ObjectVerbs(intX) & "; "
        Next intX
    End With

    ' Display verbs in message box.
    MsgBox Left(strVerbList, Len(strVerbList) - 2)
End Sub
```



[Show All](#)

OldBorderStyle Property

You can use this property to set or returns the unedited value of the **BorderStyle** property for a form or control. This property is useful if you need to revert to an unedited or preferred border style. Read/write **Byte**.

expression.**OldBorderStyle**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

For forms, the **BorderStyle** property uses the following settings.

Setting	Visual Basic	Description
None	0	The form has no border or related border elements. The form isn't resizable.
Thin	1	The form has a thin border and can include any of the border elements. The form isn't resizable (the Size command on the Control menu isn't available). You often use this setting for pop-up forms. (If you want a form to remain on top of all Microsoft Access windows, you must also set its PopUp property to Yes.) (Default) The form has the default border for Microsoft Access forms, can include any of the border elements, and can be resized. You often use this setting for normal Microsoft Access forms.
Sizable	2	The form has a thick (double) border and can include only a title bar, a Close button, and a Control menu. The form can't be maximized, minimized, or resized (the Maximize , Minimize , and Size commands aren't available on the Control menu). You often use this setting for custom dialog boxes. (If you want a form to be modal , however, you must also set its Modal property to Yes. If you want it to be a modal pop-up form, which dialog boxes typically are, you must set both its PopUp and Modal properties to Yes.)

For controls, the **OldBorderStyle** property uses the following settings.

Setting	Visual Basic	Description
Transparent	0	(Default only for label , chart , and subreport) Transparent
Solid	1	(Default) Solid line
Dashes	2	Dashed line
Short	3	Dashed line with short dashes

dashes		
Dots	4	Dotted line
Sparse dots	5	Dotted line with dots spaced far apart
Dash dot	6	Line with a dash-dot combination
Dash dot dot	7	Line with a dash-dot-dot combination
Double solid	8	Double solid lines

- If the **OldBorderStyle** property is set to None or Dialog, the form doesn't have **Maximize** or **Minimize** buttons, regardless of its **MinMaxButtons** property setting.
- If the **OldBorderStyle** property is set to None, the form doesn't have a **Control** menu, regardless of its **ControlBox** property setting.
- The **OldBorderStyle** property setting doesn't affect the display of the scroll bars, [navigation buttons](#), the [record number box](#), or [record selectors](#).

Example

The following example demonstrates the effect of changing a control's **BorderStyle** property, while leaving the **OldBorderStyle** unaffected. The example concludes with setting the **BorderStyle** property to its original unedited value.

```
With Forms("Order Entry").Controls("Zip Code")
```

```
    .BorderStyle = 3 ' Short dashed border.
```

```
    MsgBox "BorderStyle = " & .BorderStyle & vbCrLf & _  
        "OldBorderStyle = " & .OldBorderStyle ' Prints 3, 1.
```

```
    .BorderStyle = 2 ' Dashed border.
```

```
    MsgBox "BorderStyle = " & .BorderStyle & vbCrLf & _  
        "OldBorderStyle = " & .OldBorderStyle ' Prints 2, 1
```

```
    .BorderStyle = .OldBorderStyle ' Solid (default) border.
```

```
    MsgBox "BorderStyle = " & .BorderStyle & vbCrLf & _  
        "OldBorderStyle = " & .OldBorderStyle ' Prints 1, 1
```

```
End With
```



[Show All](#)

OldValue Property

You can use the **OldValue** property to determine the unedited value of a [bound control](#). Read-only **Variant**.

expression.**OldValue**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **OldValue** property contains the unedited data from a bound control and is read-only in all views.

You can access this property only by using a [macro](#) or [Visual Basic](#).

The **OldValue** property can be assigned to a variable by using the following syntax:

```
OriginalValue = Forms!Customers!AmountPaid.OldValue
```

Microsoft Access uses the **OldValue** property to store the original value of a bound control. When you edit a bound control on a form, your changes aren't saved until you move to another record. The **OldValue** property contains the unedited version of the underlying data.

You can provide your own undo capability by assigning the **OldValue** property setting to a [control](#). The following example shows how you can undo any changes to [text box](#) controls on a form:

```
Private Sub btnUndo_Click()  
    Dim ctlTextbox As Control  
  
    For Each ctlTextbox in Me.Controls  
        If ctlTextbox.ControlType = acTextBox Then  
            ctlTextbox.Value = ctl.OldValue  
        End If  
    Next ctlTextbox  
  
End Sub
```

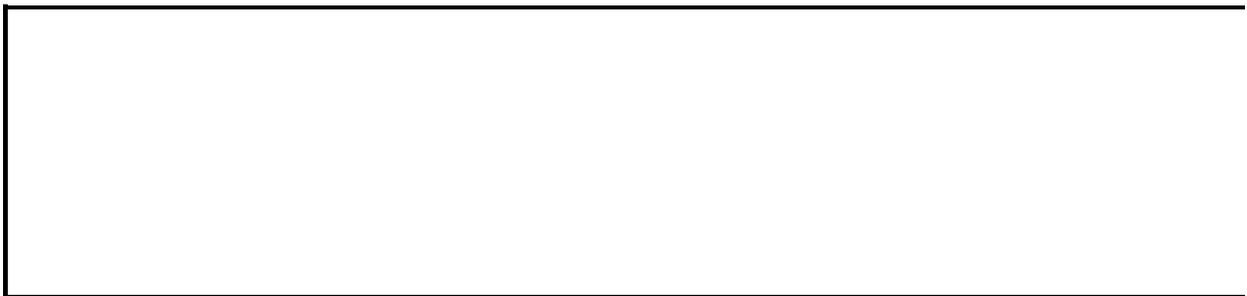
If the control hasn't been edited, this code has no effect. When you move to another record, the record source is updated, so the current value and the **OldValue** property will be the same.

The **OldValue** property setting has the same data type as the field to which the control is bound.

Example

The following example checks to determine if new data entered in a field is within 10 percent of the value of the original data. If the change is greater than 10 percent, the **OldValue** property is used to restore the original value. This procedure could be called from the BeforeUpdate event of the control that contains data you want to validate.

```
Public Sub Validate_Field()  
  
    Dim curNewValue As Currency  
    Dim curOriginalValue As Currency  
    Dim curChange As Currency  
    Dim strMsg As String  
  
    curNewValue = Forms!Products!UnitPrice  
    curOriginalValue = Forms!Products!UnitPrice.OldValue  
    curChange = Abs(curNewValue - curOriginalValue)  
  
    If curChange > (curOriginalValue * .1) Then  
        strMsg = "Change is more than 10% of original unit price. "  
        & "Restoring original unit price."  
        MsgBox strMsg, vbExclamation, "Invalid change."  
        Forms!Products!UnitPrice = curOriginalValue  
    End If  
  
End Sub
```



[Show All](#)

OLEClass Property

You can use the **OLEClass** property to obtain a description of the kind of [OLE object](#) contained in a [chart control](#) or an [unbound object frame](#). Read/write **String**.

expression.**OLEClass**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is set automatically in the [control's](#) property sheet to a [string expression](#) when you click **Object** on the **Insert** menu to add an OLE object to a form. The **OLEClass** property setting is read-only in all views.

Note If you are using [Automation](#) (formerly called OLE Automation) and need to specify a name to refer to the OLE object, use the [Class](#) property.

The **OLEClass** property and the **Class** property are similar but not identical. The **OLEClass** property setting is a general description of the OLE object whereas the **Class** property setting is the name used to refer to the OLE object in Visual Basic. Examples of **OLEClass** property settings are Microsoft Excel Chart, Microsoft Word Document, and Paintbrush Picture.

Example

The following example displays a message indicating the OLE class for the "Customer Picture" unbound object frame on the "Order Entry" form.

```
MsgBox "The OLE class = " & Forms("Order Entry").Controls("Customer
```



OnActivate Property

Sets or returns the value of the **On Activate** box in the **Properties** window of a form or report. Read/write **String**.

expression.**OnActivate**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **Activate** event occurs when the form or report receives the focus and becomes the active window.

The **OnActivate** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Activate** box in the form or report's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Activate** box is blank, the property value is an empty string.

Example

The following example associates the **Activate** event with the macro "Activate_Macro" for the "Order Entry" form.

```
Forms("Order Entry").OnActivate = "Activate_Macro"
```



OnApplyFilter Property

Sets or returns the value of the **On Apply Filter** box in the **Properties** window of a form. Read/write **String**.

expression.**OnApplyFilter**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **Apply Filter** event occurs when a filter is applied or removed.

The **OnApplyFilter** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Apply Filter** box in the form's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Apply Filter** box is blank, the property value is an empty string.

Example

The following example associates the **OnApplyFilter** property for the "Order Entry" form to the event "Form_ApplyFilter".

```
Forms("Order Entry").OnFilter = "[Event Procedure]"
```



OnChange Property

Sets or returns the value of the **On Change** box in the **Properties** window of one of the objects in the Applies To list. Read/write **String**.

expression.**OnChange**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **Change** event occurs when the contents of a text box or the text portion of a combo box changes. It also occurs when you move from one page to another page in a tab control.

The **OnChange** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Change** box in the object's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Change** box is blank, the property value is an empty string.

Example

The following example prints the value of the **OnChange** property in the Immediate window for the "Address" text box on the "Order Entry" form.

```
Debug.Print Forms("Order Entry").Controls("Address").OnChange
```



OnClick Property

Sets or returns the value of the **On Click** box in the **Properties** window of one of the objects in the Applies To list. Read/write **String**.

expression.**OnClick**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **Click** event occurs when a user presses and releases the left mouse button over an object.

The **OnClick** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Click** box in the object's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Click** box is blank, the property value is an empty string.

Example

The following example associates the **Click** event with the "OK_Click" event procedure for the button named "OK" on the "Order Entry" form, if there is currently no association.

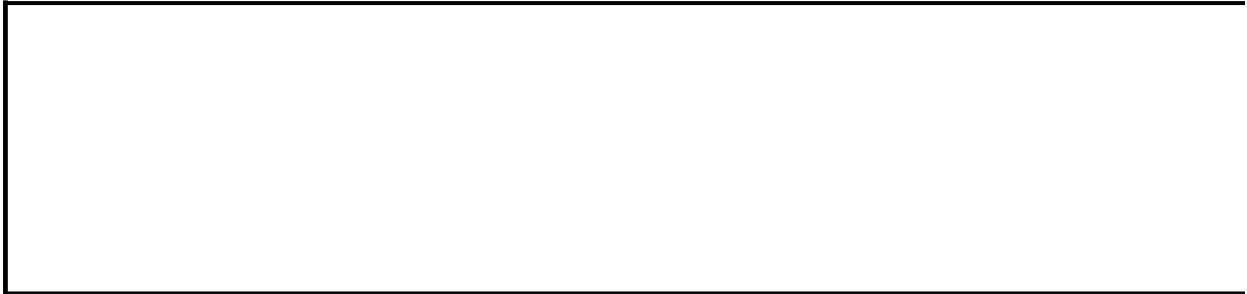
```
With Forms("Order Entry").Controls("OK")
```

```
If .OnClick = "" Then
```

```
  .OnClick = "[Event Procedure]"
```

```
End If
```

```
End With
```



OnClose Property

Sets or returns the value of the **On Close** box in the **Properties** window of a form or report. Read/write **String**.

expression.**OnClose**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **Close** event occurs when a form or report is closed and removed from the screen.

The **OnClose** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Close** box in the form or report's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Close** box is blank, the property value is an empty string.

Example

The following example prints the value of the **OnOpen** property in the Immediate window for the "Purchase Order" report.

```
Debug.Print Reports("Purchase Order").OnClose
```



OnConnect Property

Returns or sets a **String** indicating which macro, event procedure, or user-defined function runs when the [OnConnect](#) event occurs. Read/write.

expression.**OnConnect**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values for this property are "*macroname*" where *macroname* is the name of macro, "[Event Procedure]" which indicates the event procedure associated with the OnConnect event for the specified object, or "*=functionname()*" where *functionname* is the name of a user-defined function. For a more detailed discussion of event properties, see "[Event Properties](#)."

Example

The following example specifies that when the OnConnect event occurs on the first form of the current project, the associated event procedure should run.

```
Forms(0).OnConnect = "[Event Procedure]"
```



OnCurrent Property

Sets or returns the value of the **On Current** box in the **Properties** window of a form. Read/write **String**.

expression.**OnCurrent**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **Current** event occurs when the focus moves to a record, making it the current record, or when the form is refreshed or requeryed.

The **OnCurrent** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Current** box in the form or report's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Current** box is blank, the property value is an empty string.

Example

The following example associates the **Current** event with the macro "Current_Macro" for the "Order Entry" form.

```
Forms("Order Entry").OnDeactivate = "Current_Macro"
```



OnDbClick Property

Sets or returns the value of the **On Dbl Click** box in the **Properties** window of one of the objects in the Applies To list. Read/write **String**.

expression.**OnDbClick**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **DbClick** event occurs when a user presses and releases the left mouse button twice over an object within the double-click time limit of the system.

The **OnDbClick** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Db Click** box in the object's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Db Click** box is blank, the property value is an empty string.

Example

The following example associates the **DbClick** event with the "OK_DbClick" event procedure for the button named "OK" on the "Order Entry" form, if there is currently no association.

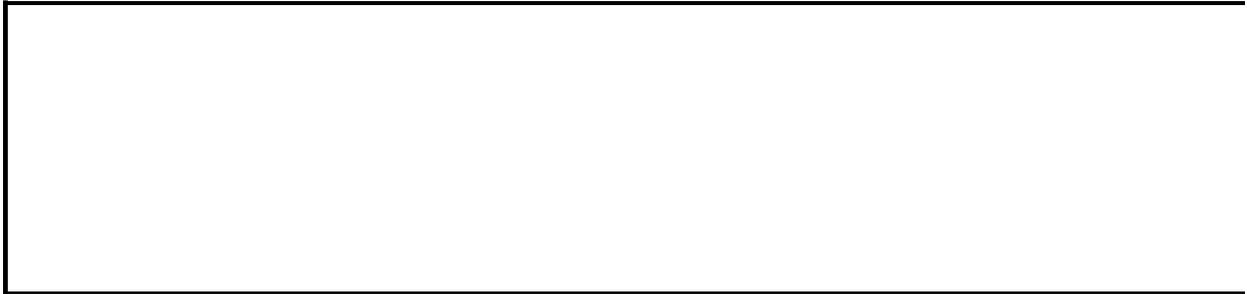
```
With Forms("Order Entry").Controls("OK")
```

```
If .OnDbClick = "" Then
```

```
    .OnDbClick = "[Event Procedure]"
```

```
End If
```

```
End With
```



OnDeactivate Property

Sets or returns the value of the **On Deactivate** box in the **Properties** window of a form or report. Read/write **String**.

expression.**OnDeactivate**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **Deactivate** event occurs when the form or report loses the focus to a Table, Query, Form, Report, Macro, or Module window, or to the Database window.

The **OnDeactivate** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Deactivate** box in the form or report's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Deactivate** box is blank, the property value is an empty string.

Example

The following example associates the **Deactivate** event with the macro "Deactivate_Macro" for the "Order Entry" form.

```
Forms("Order Entry").OnDeactivate = "Deactivate_Macro"
```



OnDelete Property

Sets or returns the value of the **On Delete** box in the **Properties** window of a form. Read/write **String**.

expression.**OnDelete**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **Delete** event occurs when the user performs some action, such as pressing the DEL key to delete a record, but before the record is actually deleted.

The **OnDelete** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Delete** box in the form's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Delete** box is blank, the property value is an empty string.

Example

The following example associates the **Delete** event with the "Form_Delete" event for the "Order Entry" form.

```
Forms("Order Entry").onDelete = "[Event Procedure]"
```



OnDirty Property

Sets or returns the value of the **On Dirty** box in the **Properties** window of one of the objects in the Applies To list. Read/write **String**.

expression.**OnDirty**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **Dirty** event occurs when the contents of a form or the text portion of a combo box changes. It also occurs when you move from one page to another page in a tab control.

The **OnDirty** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking **Build** in the object's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Dirty** box is blank, the property value is an empty string.

Example

The following example prints the value of the **OnDirty** property in the Immediate window for the "Order Entry" form.

```
Debug.Print Forms("Order Entry").OnDirty
```



OnDisconnect Property

Returns or sets a **String** indicating which macro, event procedure, or user-defined function runs when the [OnDisconnect](#) event occurs. Read/write.

expression.**OnDisconnect**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values for this property are "*macroname*" where *macroname* is the name of macro, "[Event Procedure]" which indicates the event procedure associated with the OnDisconnect event for the specified object, or "*=functionname()*" where *functionname* is the name of a user-defined function. For a more detailed discussion of event properties, see "[Event Properties](#)."

Example

The following example specifies that when the OnDisconnect event occurs on the first form of the current project, the associated event procedure should run.

```
Forms(0).OnDisconnect = "[Event Procedure]"
```



OnEnter Property

Sets or returns the value of the **On Enter** box in the **Properties** window of one of the objects in the Applies To list. Read/write **String**.

expression.**OnEnter**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **Enter** event occurs before a control actually receives the focus from a control on the same form.

The **OnEnter** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Enter** box in the object's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Enter** box is blank, the property value is an empty string.

Example

The following example associates the **Enter** event with the macro "Enter_Macro" for the button named "OK" on the "Order Entry" form.

```
Forms("Order Entry").Controls("OK").OnEnter = "Enter_Macro"
```



OnError Property

Sets or returns the value of the **OnError** box in the **Properties** window for a form or report. Read/write **String**.

expression.**OnError**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **Error** event occurs when a run-time error is produced in Microsoft Access when a form or report has the focus. This includes Microsoft Jet database engine errors, but not run-time errors in Visual Basic.

The **OnError** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Error** box in the form or report's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Error** box is blank, the property value is an empty string.

Example

The following example associates the **Error** event with the macro "Error_Handler_Macro" for the "Order Entry" form.

```
Forms("Order Entry").OnError = "Error_Handler_Macro"
```



OnExit Property

Sets or returns the value of the **On Exit** box in the **Properties** window of one of the objects in the Applies To list. Read/write **String**.

expression.**OnExit**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **Exit** event occurs just before a control loses the focus to another control on the same form.

The **OnExit** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Exit** box in the object's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Exit** box is blank, the property value is an empty string.

Example

The following example associates the **Exit** event with the macro "Exit_Macro" for the button named "OK" on the "Order Entry" form.

```
Forms("Order Entry").Controls("OK").OnExit = "Exit_Macro"
```



OnFilter Property

Sets or returns the value of the **On Filter** box in the **Properties** window of a form. Read/write **String**.

expression.**OnFilter**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **Filter** event occurs when a form is opened and its records are displayed.

The **OnFilter** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Filter** box in the form's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Filter** box is blank, the property value is an empty string.

Example

The following example associates the **Filter** property for the "Order Entry" form to the event "Form_Filter".

```
Forms("Order Entry").OnFilter = "[Event Procedure]"
```



OnFormat Property

Sets or returns the value of the **On Format** box in the **Properties** window of a report section. Read/write **String**.

expression.**OnFormat**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **Format** event occurs when Microsoft Access determines which data belongs in a report section, but before Access formats the section for previewing or printing.

The **OnFormat** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Format** box in the report section's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Format** box is blank, the property value is an empty string.

Example

The following example prints the value of the **OnFormat** property in the Immediate window for the "GroupHeader0" section in the "Purchase Order" report.

```
Debug.Print Reports("Purchase Order").Section("GroupHeader0").OnForm
```



OnGotFocus Property

Sets or returns the value of the **On Got Focus** box in the **Properties** window of one of the objects in the Applies To list. Read/write **String**.

expression.**OnGotFocus**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **GotFocus** event occurs when the object receives the focus.

The **OnGotFocus** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Got Focus** box in the object's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Got Focus** box is blank, the property value is an empty string.

Example

The following example prints the value of the **OnGotFocus** property in the Immediate window for the button named "OK" on the "Order Entry" form.

```
Debug.Print Forms("Order Entry").Controls("OK").OnGotFocus
```



OnInsert Property

Sets or returns the value of the **Before Insert** box in the **Properties** window of a form. Read/write **String**.

expression.**OnInsert**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

Although the name of this property is **OnInsert**, setting this property actually sets the value of the **Before Insert** box.

The **BeforeInsert** event occurs when the user types the first character in a new record, but before the record is actually created.

The **OnInsert** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **Before Insert** box in the form's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **Before Insert** box is blank, the property value is an empty string.

Example

The following example prints the value of the **OnInsert** property in the Immediate window for the "Order Entry" form.

```
Debug.Print Forms("Order Entry").OnInsert
```



OnKeyDown Property

Sets or returns the value of the **On Key Down** box in the **Properties** window of one of the objects in the Applies To list. Read/write **String**.

expression.**OnKeyDown**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **KeyDown** event occurs when a user presses a key while a form or control has the focus. This event also occurs if you send a keystroke to a form or control by using the SendKeys action in a macro or the **SendKeys** statement in Visual Basic.

The **OnKeyDown** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Key Down** box in the object's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Key Down** box is blank, the property value is an empty string.

Example

The following example prints the value of the **OnKeyDown** property in the Immediate window for the button named "OK" on the "Order Entry" form.

```
Debug.Print Forms("Order Entry").Controls("OK").OnKeyDown
```



OnKeyPress Property

Sets or returns the value of the **On Key Press** box in the **Properties** window of one of the objects in the Applies To list. Read/write **String**.

expression.**OnKeyPress**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **KeyPress** event occurs when a user presses and releases a key or key combination that corresponds to an ANSI code while a form or control has the focus. This event also occurs if you send an ANSI keystroke to a form or control by using the SendKeys action in a macro or the **SendKeys** statement in Visual Basic.

The **OnKeyPress** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Key Press** box in the object's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Key Press** box is blank, the property value is an empty string.

Example

The following example prints the value of the **OnKeyPress** property in the Immediate window for the button named "OK" on the "Order Entry" form.

```
Debug.Print Forms("Order Entry").Controls("OK").OnKeyPress
```



OnKeyUp Property

Sets or returns the value of the **On Key Up** box in the **Properties** window of one of the objects in the Applies To list. Read/write **String**.

expression.**OnKeyUp**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **KeyUp** event occurs when a user releases a key while a form or control has the focus. This event also occurs if you send a keystroke to a form or control by using the SendKeys action in a macro or the **SendKeys** statement in Visual Basic.

The **OnKeyUp** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Key Up** box in the object's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Key Up** box is blank, the property value is an empty string.

Example

The following example prints the value of the **OnKeyUp** property in the Immediate window for the button named "OK" on the "Order Entry" form.

```
Debug.Print Forms("Order Entry").Controls("OK").OnKeyUp
```



OnLoad Property

Sets or returns the value of the **On Load** box in the **Properties** window of a form. Read/write **String**.

expression.**OnLoad**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **Load** event occurs when a form is opened and its records are displayed.

The **OnLoad** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Load** box in the form's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Load** box is blank, the property value is an empty string.

Example

The following example prints the value of the **OnLoad** property in the Immediate window for the "Order Entry" form.

```
Debug.Print Forms("Order Entry").OnLoad
```



OnLostFocus Property

Sets or returns the value of the **On Lost Focus** box in the **Properties** window of one of the objects in the Applies To list. Read/write **String**.

expression.**OnLostFocus**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **LostFocus** event occurs when the object loses the focus.

The **OnLostFocus** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Lost Focus** box in the object's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Lost Focus** box is blank, the property value is an empty string.

Example

The following example prints the value of the **OnLostFocus** property in the Immediate window for the button named "OK" on the "Order Entry" form.

```
Debug.Print Forms("Order Entry").Controls("OK").OnLostFocus
```



OnMenu Property

Sets or returns the value of the **On Menu** box in the **Properties** window of a form or report. Read/write **String**.

expression.**OnMenu**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **OnMenu** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Menu** box in the form or report's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Menu** box is blank, the property value is an empty string.

Example

The following example prints the value of the **OnMenu** property in the Immediate window for the "Purchase Order" report.

```
Debug.Print Reports("Purchase Order").OnMenu
```



OnMouseDown Property

Sets or returns the value of the **On Mouse Down** box in the **Properties** window of one of the objects in the Applies To list. Read/write **String**.

expression.**OnMouseDown**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **MouseDown** event occurs when the user clicks the mouse button while the mouse pointer rests over the object.

The **OnMouseDown** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Mouse Down** box in the object's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Mouse Down** box is blank, the property value is an empty string.

Example

The following example prints the value of the **OnMouseDown** property in the Immediate window for the button named "OK" on the "Order Entry" form.

```
Debug.Print Forms("Order Entry").Controls("OK").OnMouseDown
```



OnMouseMove Property

Sets or returns the value of the **On Mouse Move** box in the **Properties** window of one of the objects in the Applies To list. Read/write **String**.

expression.**OnMouseMove**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **MouseMove** event occurs when the user moves the mouse over the object.

The **OnMouseMove** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Mouse Move** box in the object's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Mouse Move** box is blank, the property value is an empty string.

Example

The following example prints the value of the **OnMouseMove** property in the Immediate window for the button named "OK" on the "Order Entry" form.

```
Debug.Print Forms("Order Entry").Controls("OK").OnMouseMove
```



OnMouseUp Property

Sets or returns the value of the **On Mouse Up** box in the **Properties** window of one of the objects in the Applies To list. Read/write **String**.

expression.**OnMouseUp**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **MouseUp** event occurs when the user releases a mouse button.

The **OnMouseUp** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Mouse Up** box in the object's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Mouse Up** box is blank, the property value is an empty string.

Example

The following example prints the value of the **OnMouseUp** property in the Immediate window for the button named "OK" on the "Order Entry" form.

```
Debug.Print Forms("Order Entry").Controls("OK").OnMouseUp
```



OnNoData Property

Sets or returns the value of the **On No Data** box in the **Properties** window of a report. Read/write **String**.

expression.**OnNoData**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **NoData** event occurs after Microsoft Access formats a report for printing that has no data (the report is bound to an empty recordset), but before the report is printed.

The **OnNoData** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On No Data** box in the report's **Properties** window):

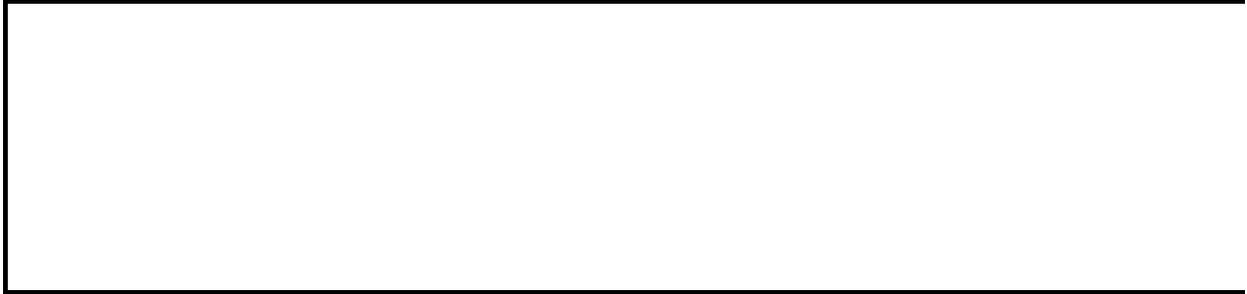
- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On No Data** box is blank, the property value is an empty string.

Example

The following example prints the value of the **OnNoData** property in the Immediate window for the "Purchase Order" report.

```
Debug.Print Reports("Purchase Order").OnNoData
```



OnNotInList Property

Sets or returns the value of the **On Not in List** box in the **Properties** window of a combo box. Read/write **String**.

expression.**OnNotInList**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **NotInList** event occurs when the user enters a value in the text box portion of a combo box that isn't in the combo box list.

The **OnNotInList** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Not in List** box in the combo box's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Not in List** box is blank, the property value is an empty string.

Example

The following example prints the value of the **OnNotInList** property in the Immediate window for the "State" combo box in the "Order Entry" form.

```
Debug.Print Forms("Order Entry").Controls("State").OnNotInList
```



OnOpen Property

Sets or returns the value of the **On Open** box in the **Properties** window of a form or report. Read/write **String**.

expression.**OnOpen**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **Open** event occurs when a form is opened, but before the first record is displayed. For reports, the event occurs before a report is previewed or printed.

The **OnOpen** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Open** box in the form or report's **Properties** window):

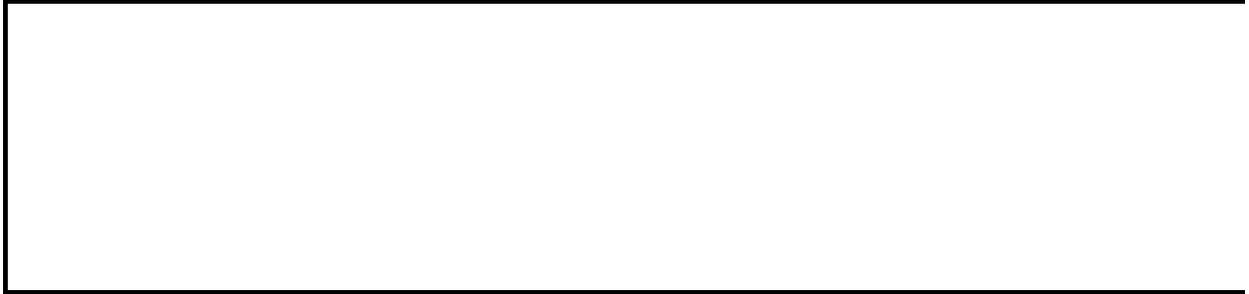
- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Open** box is blank, the property value is an empty string.

Example

The following example prints the value of the **OnOpen** property in the Immediate window for the "Purchase Order" report.

```
Debug.Print Reports("Purchase Order").OnOpen
```



OnPage Property

Sets or returns the value of the **On Page** box in the **Properties** window of a report. Read/write **String**.

expression.**OnPage**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **Page** event occurs after Microsoft Access formats a page of a report for printing, but before the page is printed.

The **OnPage** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Page** box in the report's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Page** box is blank, the property value is an empty string.

Example

The following example prints the value of the **OnPage** property in the Immediate window for the "Purchase Order" report.

```
Debug.Print Reports("Purchase Order").OnPage
```



OnPrint Property

Sets or returns the value of the **On Print** box in the **Properties** window of a report section. Read/write **String**.

expression.**OnPrint**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **Print** event occurs after data in a report section is formatted for printing, but before the section is printed.

The **OnPrint** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Print** box in the report section's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Print** box is blank, the property value is an empty string.

Example

The following example prints the value of the **OnPrint** property in the Immediate window for the "GroupHeader0" section in the "Purchase Order" report.

```
Debug.Print Reports("Purchase Order").Section("GroupHeader0").OnPrint
```



OnPush Property

Sets or returns the value of the **On Click** box in the **Properties** window of a command button. Read/write **String**.

expression.**OnPush**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

Although the name of this property is **OnPush**, setting this property actually sets the value of the **On Click** box.

The **OnPush** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Click** box in the command button's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Click** box is blank, the property value is an empty string.

Example

The following example prints the value of the **OnPush** property in the Immediate window for the "OK" button on the "Order Entry" form.

```
Debug.Print Forms("Order Entry").Controls("OK").OnResize
```



OnResize Property

Sets or returns the value of the **On Resize** box in the **Properties** window of a form. Read/write **String**.

expression.**OnResize**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **Resize** event occurs when a form is opened and whenever the size of a form changes.

The **OnResize** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Resize** box in the form's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Resize** box is blank, the property value is an empty string.

Example

The following example prints the value of the **OnResize** property in the Immediate window for the "Order Entry" form.

```
Debug.Print Forms("Order Entry").OnResize
```



OnRetreat Property

Sets or returns the value of the **On Retreat** box in the **Properties** window of a report section. Read/write **String**.

expression.**OnRetreat**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **Retreat** event occurs when Microsoft Access returns to a previous report section during report formatting.

The **OnRetreat** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Retreat** box in the report section's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Retreat** box is blank, the property value is an empty string.

Example

The following example prints the value of the **OnRetreat** property in the Immediate window for the "GroupHeader0" section in the "Purchase Order" report.

```
Debug.Print Reports("Purchase Order").Section("GroupHeader0").OnRetr
```



OnTimer Property

Sets or returns the value of the **On Timer** box in the **Properties** window of a form. Read/write **String**.

expression.**OnTimer**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **Timer** event occurs for a form at regular intervals as specified by the form's **TimerInterval** property.

The **OnTimer** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Timer** box in the form's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Timer** box is blank, the property value is an empty string.

Example

The following example prints the value of the **OnTimer** property in the Immediate window for the "Order Entry" form.

```
Debug.Print Forms("Order Entry").OnTimer
```



OnUndo Property

Returns or sets a **String** indicating which macro, event procedure, or user-defined function runs when the [Undo](#) event occurs. Read/write.

expression.**OnUndo**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values for this property are "*macroname*" where *macroname* is the name of macro, "[Event Procedure]" which indicates the event procedure associated with the Undo event for the specified object, or "*=functionname()*" where *functionname* is the name of a user-defined function. For a more detailed discussion of event properties, see "[Event Properties](#)."

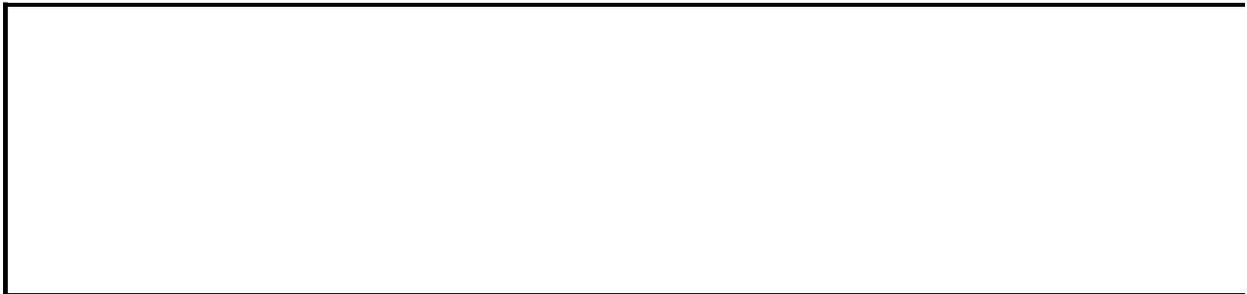
Example

The following example specifies that when the Undo event occurs on the first form of the current project, the associated event procedure should run.

```
Forms(0).OnUndo = "[Event Procedure]"
```

The following example specifies that when the Undo event occurs in any text box on the first form of the current project, the associated event procedure should run.

```
Dim ctlLoop As Control  
  
For Each ctlLoop In Forms(0).Controls  
    If ctlLoop.Type = acTextBox Then  
        ctlLoop.OnUndo = "[Event Procedure]"  
    End If  
Next ctlLoop
```



OnUnload Property

Sets or returns the value of the **On Unload** box in the **Properties** window of a form. Read/write **String**.

expression.**OnUnload**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **Unload** event occurs after a form is closed but before it's removed from the screen.

The **OnUnload** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Unload** box in the form's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Unload** box is blank, the property value is an empty string.

Example

The following example prints the value of the **OnUnload** property in the Immediate window for the "Order Entry" form.

```
Debug.Print Forms("Order Entry").OnUnload
```



OnUpdated Property

Sets or returns the value of the **On Updated** box in the **Properties** window of an OLE container control (such as a bound or unbound object frame or custom control). Read/write **String**.

expression.**OnUpdated**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is helpful for programmatically changing the action Microsoft Access takes when an event is triggered. For example, between event calls you may want to change an expression's parameters, or switch from an event procedure to an expression or macro, depending on the circumstances under which the event was triggered.

The **OnUpdated** value will be one of the following, depending on the selection chosen in the **Choose Builder** window (accessed by clicking the **Build** button next to the **On Updated** box in the control's **Properties** window):

- If Expression Builder is chosen, the value will be "*=expression*", where *expression* is the expression from the Expression Builder window.
- If Macro Builder is chosen, the value is the name of the macro.
- If Code Builder is chosen, the value will be "[Event Procedure]".

If the **On Updated** box is blank, the property value is an empty string.

Example

The following example prints the value of the **OnUpdated** property in the Immediate window for the "Customer Picture" control on the "Order Entry" form.

```
Debug.Print Forms("Order Entry").Controls("Customer Picture").OnUpda
```



[Show All](#)

OpenArgs Property

Determines the [string expression](#) specified by the **OpenArgs** argument of the **OpenForm** method that opened a form. Read/write **Variant**.

expression.**OpenArgs**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is available only by using a [macro](#) or by using [Visual Basic](#) with the **OpenForm** method of the [DoCmd](#) object. This property setting is read-only in all views.

To use the **OpenArgs** property, open a form by using the **OpenForm** method of the **DoCmd** object and set the *OpenArgs* argument to the desired string expression. The **OpenArgs** property setting can then be used in code for the form, such as in an [Open event procedure](#). You can also refer to the property setting in a macro, such as an Open macro, or an expression, such as an expression that sets the [ControlSource](#) property for a [control](#) on the form.

For example, suppose that the form you open is a [continuous-form](#) list of clients. If you want the [focus](#) to move to a specific client record when the form opens, you can set the **OpenArgs** property to the client's name, and then use the [FindRecord](#) action in an Open macro to move the focus to the record for the client with the specified name.

Example

The following example uses the **OpenArgs** property to open the Employees form to a specific employee record and demonstrates how the **OpenForm** method sets the **OpenArgs** property. You can run this procedure as appropriate — for example, when the AfterUpdate event occurs for a custom dialog box used to enter new information about an employee.

```
Sub OpenToCallahan()  
    DoCmd.OpenForm "Employees", acNormal, , , acReadOnly, _  
        , "Callahan"  
End Sub  
  
Sub Form_Open(Cancel As Integer)  
    Dim strEmployeeName As String  
    ' If OpenArgs property contains employee name, find  
    ' corresponding employee record and display it on form. For  
    ' example, if the OpenArgs property contains "Callahan",  
    ' move to first "Callahan" record.  
    strEmployeeName = Forms!Employees.OpenArgs  
    If Len(strEmployeeName) > 0 Then  
        DoCmd.GoToControl "LastName"  
        DoCmd.FindRecord strEmployeeName, , True, , True, , True  
    End If  
End Sub
```

The next example uses the **FindFirst** method to locate the employee named in the **OpenArgs** property.

```
Private Sub Form_Open(Cancel As Integer)  
    If Not IsNull(Me.OpenArgs) Then  
        Dim strEmployeeName As String  
        strEmployeeName = Me.OpenArgs  
        Dim RS As DAO.Recordset  
        Set RS = Me.RecordsetClone  
        RS.FindFirst "LastName = '" & strEmployeeName & "'"  
        If Not RS.NoMatch Then  
            Me.Bookmark = RS.Bookmark  
        End If  
    End If  
End Sub
```



[Show All](#)

Operator Property

You can use the **Operator** property to return the operator value for the conditional format or data validation of a [FormatCondition](#) object. Read-only [AcFormatConditionOperator](#).

AcFormatConditionOperator can be one of these AcFormatConditionOperator constants.

acBetween

acEqual

acGreaterThan

acGreaterThanOrEqual

acLessThan

acLessThanOrEqual

acNotBetween

acNotEqual

expression.**Operator**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **Operator** property is available only by using [Visual Basic](#).

The **Operator** property's intrinsic constants are used in conjunction with the **Expression1** and **Expression2** properties and the [Add](#) method of the **FormatConditions** object for conditional formatting and data validation.

[Show All](#)

OptionValue Property

Each [control](#) in an [option group](#) has a numeric value that you can set with the **OptionValue** property. Read/write **Long**.

expression.**OptionValue**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

When the control is selected, the number is assigned to the option group. If the option group is [bound](#) to a field, the value of the selected control's **OptionValue** property is stored in the field.

For example, this **Region** option group is bound to the Region field in a [table](#). The **Europe** button has an **OptionValue** property setting of 1, the **Asia** button has a setting of 2, and the **Africa** button has a setting of 3. When one of these buttons is selected, the **Region** option group value will be the same as the **OptionValue** property setting for the selected control. In this case, because the **Region** option group is bound to the Region field, the value of this field in the table also equals 2.

Note The **OptionValue** property applies only to the [check box](#), [option button](#), and [toggle button](#) controls in an option group.

You can set the **OptionValue** property by using the control's [property sheet](#), a [macro](#), or [Visual Basic](#).

Unless you change the **OptionValue** property yourself, the first control you place in an option group has a value of 1, the second control has a value of 2, and so on.

The **OptionValue** property is only available when the control is placed inside an option group control. When a check box, a toggle button, or an option button isn't in an option group, the control has no **OptionValue** property. Instead, each such control has a [ControlSource](#) property, and the value of each control will be either **True** if selected or **False** if not selected.

Example

The following example sets the **OptionValue** property for three option buttons in the "Ship Method Group" option group when a form opens. When an option button is selected in the option group, a message displays indicating the shipper's assigned ID number.

```
Private Sub Form_Open(Cancel As Integer)

    Me.Controls("ABC Couriers").OptionValue = 15876
    Me.Controls("Speedy Delivery").OptionValue = 742
    Me.Controls("Lightning Express").OptionValue = 1256

End Sub

Private Sub Ship_Method_Group_Click()

    MsgBox "The ID for the selected shipper is " &
Me.Controls("Ship Method Group").Value

End Sub
```



[Show All](#)

OrderBy Property

You can use the **OrderBy** property to specify how you want to sort records in a [form](#), [query](#), [report](#), or [table](#). Read/write **String**.

expression.**OrderBy**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **OrderBy** property is a [string expression](#) that is the name of the field or fields on which you want to sort records. When you use more than one field name, separate the names with a comma (.). Use the **OrderBy** property to save an ordering value and apply it at a later time. **OrderBy** values are saved with the objects in which they are created. They are automatically loaded when the object is opened, but they aren't automatically applied.

When you set the **OrderBy** property by entering one or more field names, the records are sorted in ascending order. Similarly, Visual Basic sorts these fields in ascending order by default.

If you want to sort records in descending order, type **DESC** at the end of the string expression. For example, to sort customer records in descending order by contact name, set the **OrderBy** property to "ContactName DESC".

You can set the **OrderBy** property by using the object's [property sheet](#), a [macro](#), or [Visual Basic](#).

For reports, the **OrderByOn** property must be set to Yes to apply the sort order specified by the object's **OrderBy** property. For forms, select the field by which you want to sort the records and either click the appropriate Sort button on the [toolbar](#), or point to **Sort** on the **Records** menu and click the appropriate command on the submenu. You can also set the **OrderByOn** property for either forms or reports by using Visual Basic.

Setting the **OrderBy** property for an open report will run the report's Close and Open event procedures.

Note When a new object is created, it inherits the [RecordSource](#), [Filter](#), **OrderBy**, and **OrderByOn** properties of the table or query it was created from. For forms and reports, inherited filters aren't automatically applied when an object is opened.



[Show All](#)

OrderByOn Property

You can use the **OrderByOn** property to specify whether an object's [OrderBy](#) property setting is applied. Read/write **Boolean**.

expression.**OrderByOn**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **OrderByOn** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	The OrderBy property setting is applied when the object is opened.
No	False	(Default) The OrderBy property setting isn't applied when the object is opened.

Note For reports, you can set the **OrderByOn** property by using the report's [property sheet](#), a [macro](#), or [Visual Basic](#).

For all other objects, you can set the **OrderByOn** property by clicking a Sort button on the [toolbar](#) or by using Visual Basic.

When a new object is created, it inherits the [RecordSource](#), [Filter](#), **OrderBy**, **OrderByOn**, and [FilterOn](#) properties of the table or query it was created from.

Example

The following example displays a message indicating the state of the **OrderByOn** property for the "Mailing List" form.

```
MsgBox "OrderByOn property is " & Forms("Mailing List").OrderByOn
```



[Show All](#)

OrganizeInFolder Property

You can use the **OrganizeInFolder** property to specify or determine if all supporting files, such as image files are stored in their own folder or with the [data access page](#). Read/write **Boolean**.

expression.**OrganizeInFolder**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **OrganizeInFolder** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	(Default) The supporting files are organized in a folder when you save the document as a data access page.
No	False	The supporting files are saved in the same folder as the data access page.

Note The **OrganizeInFolder** property is available only by using [Visual Basic](#).

The new folder is created in the folder where you have saved the Web page, and is named after the document. If long file names are used, a suffix is added to the folder name. The [FolderSuffix](#) property returns the folder suffix for the language support you have selected or installed, or the default folder suffix.

If you save a document that was previously saved with the **OrganizeInFolder** property set to a different value, Microsoft Access automatically moves the supporting files into or out of the folder, as appropriate.

If you don't use long file names (that is, if the [UseLongFileNames](#) property is set to **False**), Microsoft Access automatically saves any supporting files in a separate folder. The files cannot be saved in the same folder as the Web page.

Example

This example specifies that all image files are saved in the same folder when the document is saved as a Web page.

```
Application.DefaultWebOptions.OrganizeInFolder = False
```



[Show All](#)

Orientation Property

 [Orientation property as it applies to the **Printer** object.](#)

You can use the **Orientation** property to specify or determine the print orientation. Read/write [AcPrintOrientation](#).

AcPrintOrientation can be one of these AcPrintOrientation constants.

acPRORLandscape

acPRORPortrait

expression.**Orientation**

expression Required. An expression that returns one of the above objects.

 [Orientation property as it applies to the **Form** and **Report** objects.](#)

You can use the **Orientation** property to specify or determine the view orientation. Read/write **Byte**.

expression.**Orientation**

expression Required. An expression that returns one of the above objects.

Remarks

The **Orientation** property uses the following settings.

Setting	Visual Basic	Description
Left-to-Right	0	Sets the view orientation to left to right.
Right-to-Left	1	Sets the view orientation to right to left.

You can set this property by using the [property sheet](#) or [Visual Basic](#)

Example

[As it applies to the **Printer** object.](#)

The following example sets the print orientation to landscape.

```
Printer.Orientation = acPROLandscape
```

[As it applies to the **Form** and **Report** objects.](#)

The following example sets the view orientation to right-to-left for the "Purchase Order" report.

```
Reports("Purchase Order").Orientation = 1
```



OutOfDateObjects Property

Returns a [DependencyObjects](#) collection that represents the [AccessObject](#) objects for which the dependency information is outdated.

expression.**OutOfDateObjects**

expression Required. An expression that returns a **DependencyInfo** object.

Remarks

You can use the following code to update the dependency information for all of the objects in the database:

```
Application.CurrentProject.UpdateDependencyInfo
```

[Show All](#)

Page Property

The **Page** property specifies the current page number when a form or report is being printed. Read/write **Long**.

expression.**Page**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Although you can set the **Page** property to a value, you most often use this property to return information about page numbers.

You can use the **Page** property in an expression, a [macro](#), or [Visual Basic](#).

This property is only available in [Print Preview](#) or when printing.

Example

The following example updates the report's caption to display the current position in the report as the user pages back and forth in the report.

```
Private Sub Report_Page()  
Me.Caption = "Now Viewing Page " & Me.Page & " Of " & Me.Pages & "  
Page(s)"  
End Sub
```



[Show All](#)

PageFooter Property

You can use the **PageFooter** property to specify whether a report's page footer is printed on the same page as a report footer. Read/write **Byte**.

expression.**PageFooter**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **PageHeader** and **PageFooter** properties use the following settings.

Setting	Visual Basic	Description
All Pages	0	(Default) The page footer is printed on all pages of a report.
Not With Rpt Hdr	1	The page footer isn't printed on the same page as the report header.
Not With Rpt Ftr	2	The page footer isn't printed on the same page as the report footer. Microsoft Access prints the report footer on a new page.
Not With Rpt Hdr/Ftr	3	The page footer isn't printed on a page that has either a report header or a report footer. Microsoft Access prints the report footer on a new page.

Note You can set these properties by using the report's [property sheet](#), a [macro](#), or [Visual Basic](#).

You can set the **PageFooter** property only in [report Design view](#).

Microsoft Access normally prints report page footers on every page in a report, including the first and last.

In report Design view, click **Page Header/Footer** on the **View** menu to display the page footer sections.

Note When forms are printed, page footers are always printed on all pages.

Example

The following example sets the **PageFooter** property for a report to Not With Rpt Hdr. To run this example, type the following line in the Debug window for a report named Report1.

```
Reports!Report1.PageFooter = 1
```



[Show All](#)

PageHeader Property

You can use the **PageHeader** property to specify whether a report's page header is printed on the same page as a report header. Read/write **Byte**.

expression.**PageHeader**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **PageHeader** property use the following settings.

Setting	Visual Basic	Description
All Pages	0	(Default) The page header is printed on all pages of a report.
Not With Rpt Hdr	1	The page header isn't printed on the same page as the report header.
Not With Rpt Ftr	2	The page header isn't printed on the same page as the report footer. Microsoft Access prints the report footer on a new page.
Not With Rpt Hdr/Ftr	3	The page header isn't printed on a page that has either a report header or a report footer. Microsoft Access prints the report footer on a new page.

Note You can set these properties by using the report's [property sheet](#), a [macro](#), or [Visual Basic](#).

You can set the **PageHeader** property only in [report Design view](#).

Microsoft Access normally prints report page headers on every page in a report, including the first and last.

In report Design view, click **Page Header/Footer** on the **View** menu to display the page header and page footer sections.

Note When forms are printed, page headers are always printed on all pages.

Example

The following example sets the **PageHeader** property for a report to Not With Rpt Hdr. To run this example, type the following line in the Debug window for a report named Report1.

```
Reports!Report1.PageHeader = 1
```



[Show All](#)

PageIndex Property

You can use the **PageIndex** property to specify or determine the position of a **Page** object within a **Pages** collection. The **PageIndex** property specifies the order in which the pages on a [tab control](#) appear. Read/write **Integer**.

expression.**PageIndex**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **PageIndex** property setting is an [Integer](#) value between 0 and the **Pages** collection [Count](#) property setting minus 1.

You can set the **PageIndex** property by using a **Page** object's [property sheet](#), a [macro](#), or [Visual Basic](#).

The **PageIndex** property can be set in any view.

Changing the value of the **PageIndex** property changes the location of a **Page** object in the **Pages** collection and visually changes the order of pages on a tab control.

You can also change the order of **Page** objects in the **Pages** collection by using the **Page Order** dialog box available by right-clicking the tab control in [Design view](#) and then clicking **Page Order**.

Example

The following example moves the page named "Notes" on the tab control named "Information" on the "Order Entry" form to the first page.

```
Forms("Order Entry").Controls("Information").Pages("Notes").PageInde
```



[Show All](#)

Pages Property

 [Pages property as it applies to the **Form** and **Report** objects.](#)

You can use the **Pages** property to return information needed to print page numbers in a form or report. Read/write **Integer**.

expression.**Pages**

expression Required. An expression that returns one of the above objects.

Remarks

You can use the **Pages** properties in an expression, a [macro](#), or [Visual Basic](#).

This property is only available in [Print Preview](#) or when printing.

To refer to the **Pages** property in a macro or Visual Basic, the form or report must include a text box whose [ControlSource](#) property is set to an expression that uses **Pages**. For example, you can use the following expressions as the **ControlSource** property setting for a text box in a page footer.

This expression	Prints
=Page	A page number (for example, 1, 2, 3) in the page footer.
="Page " & Page & " of " "Page <i>n</i> of <i>nn</i> " (for example, Page 1 of 5, Page 2 of 5) & Pages	in the page footer.
=Pages	The total number pages in the form or report (for example, 5).

 [Pages property as it applies to the **Control** and **TabControl** objects.](#)

Returns the number of pages in a control that supports tabbed pages (for example, a **TabControl** object). Read-only.

expression.**Pages**

expression Required. An expression that returns one of the above objects.

Example

[As it applies to the **Form** and **Report** objects.](#)

The following example displays a message that tells how many pages the report contains. For this example to work, the report must include a text box for which the **ControlSource** property is set to the expression =Pages. To test this example, paste the following code into the Page Event for the Alphabetical List of Products form.

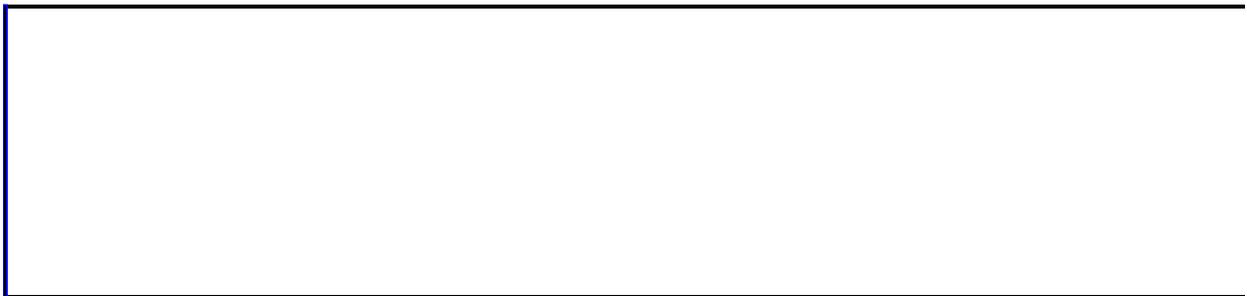
```
Dim intTotalPages As Integer
Dim strMsg As String

intTotalPages = Me.Pages
strMsg = "This report contains " & intTotalPages & " pages."
MsgBox strMsg
```

[As it applies to the **Control** and **TabControl** objects.](#)

The following example displays a message indicating the number of tabbed pages on tab control TabCtl1.

```
MsgBox "Number of pages in TabCtl1:" & TabCtl1.Pages.Count
```



[Show All](#)

Painting Property

You can use the **Painting** property to specify whether [forms](#) or [reports](#) are [repainted](#). Read/write **Boolean**.

expression.**Painting**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **Painting** property uses the following settings.

Setting	Description
True	(Default) The form or report is repainted.
False	The form or report isn't repainted.

Note You can set this property by using a [macro](#) or [Visual Basic](#).

This property can be set and applies only in [Form view](#) and is unavailable in other views.

The **Painting** property is similar to the [Echo](#) action. However, the **Painting** property prevents repainting of a single form or report, whereas the Echo action prevents repainting of all open windows in an application.

Setting the **Painting** property for a form or report to **False** also prevents all [controls](#) (except [subform](#) or [subreport](#) controls) on a form or report from being repainted. To prevent a subform or subreport control from being repainted, you must set the **Painting** property for the subform or subreport to **False**. (Note that you set the **Painting** property for the subform or subreport, not the subform or subreport control.)

The **Painting** property is automatically set to **True** whenever the form or report gets or loses the [focus](#). You can set this property to **False** while you are working on a form or report if you don't want to see changes to the form or report or to its controls. For example, if a form has a set of controls that are automatically resized when the form is resized and you don't want the user to see each individual control move, you can turn **Painting** off, and then move all of the controls, then turn **Painting** back on.

Example

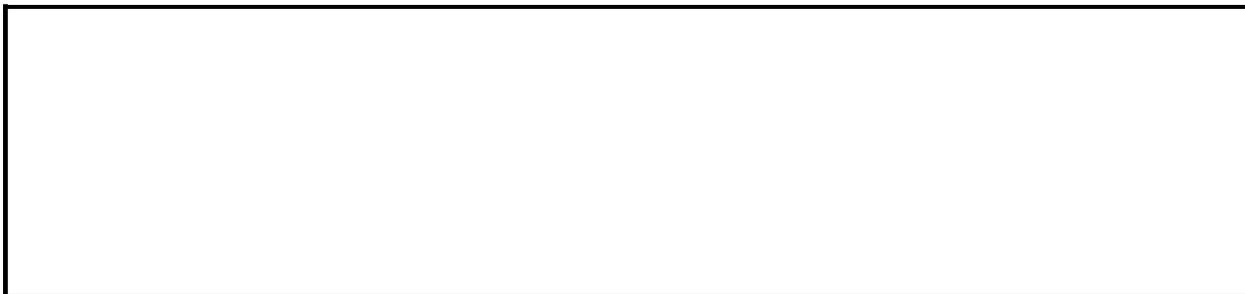
The following example uses the **Painting** property to enable or disable form painting depending on whether the `SetPainting` variable is set to **True** or **False**. If form painting is turned off, Microsoft Access displays the hourglass icon while painting is turned off.

```
Public Sub EnablePaint(ByRef frmName As Form, _
    ByVal SetPainting As Integer)

    frmName.Painting = SetPainting

    ' Form painting is turned off.
    If SetPainting = False Then
        DoCmd.Hourglass True
    Else
        DoCmd.Hourglass False
    End If

End Sub
```



[Show All](#)

PaintPalette Property

You can use the **PaintPalette** property to specify a palette to be used by a [form](#) or [report](#). Read/write **Variant**.

expression.**PaintPalette**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You can set the **PaintPalette** property by using a [macro](#) or [Visual Basic](#). The property setting must be a [String](#) data type containing the palette information.

You can set the **PaintPalette** property by assigning the value of the [ObjectPalette](#) property to the **PaintPalette** property in a macro or Visual Basic, by setting the [PaletteSource](#) property (in which case Microsoft Access automatically sets the **PaintPalette** property to this **PaletteSource**), or by setting the **PaintPalette** property of one form or report to the **PaintPalette** property of another form or report.

For a form, you can set the **PaintPalette** property in [form Design view](#) and [Form view](#).

For a report, you can set the **PaintPalette** property in [report Design view](#) only.

When you set the **PaintPalette** property, Microsoft Access makes a copy of the palette that you specify and saves it with the form or report. The palette is then available if you modify that form or report.

Changes to the palette you specified when you set the **PaintPalette** property don't affect the copy of the palette stored with the form or report. If you want to update the copy of the palette stored with the form or report, you must rerun the code or macro that sets the **PaintPalette** property or reset the **PaletteSource** property when the form or report is open.

When you set the **PaintPalette** property for a form or report, Microsoft Access automatically updates its **PaletteSource** property. Conversely, when you set the **PaletteSource** property for a form or report, the **PaintPalette** property is also updated. For example, when you specify a custom palette with the **PaintPalette** property, the **PaletteSource** property setting is changed to (Custom). The **PaintPalette** property (which is available only in a macro or Visual Basic) is used to set the palette for the form or report. The **PaletteSource** property gives you a way to set the palette for the form or report in the property sheet by using an existing graphics file.

Note Windows can have only one color palette active at a time. Microsoft

Access allows you to have multiple graphics on a form, each using a different color palette. The **PaintPalette** and **PaletteSource** properties let you specify which color palette a form should use when displaying graphics.

You can use the **ObjectPalette** property to make the palette of an application associated with an [OLE object](#), [bitmap](#), or other graphic contained in a [control](#) on a form or report available to the **PaintPalette** property. For example, to make the palette used in Microsoft Graph available when you're designing a form in Microsoft Access, you set the form's **PaintPalette** property to the **ObjectPalette** value of an existing chart control.

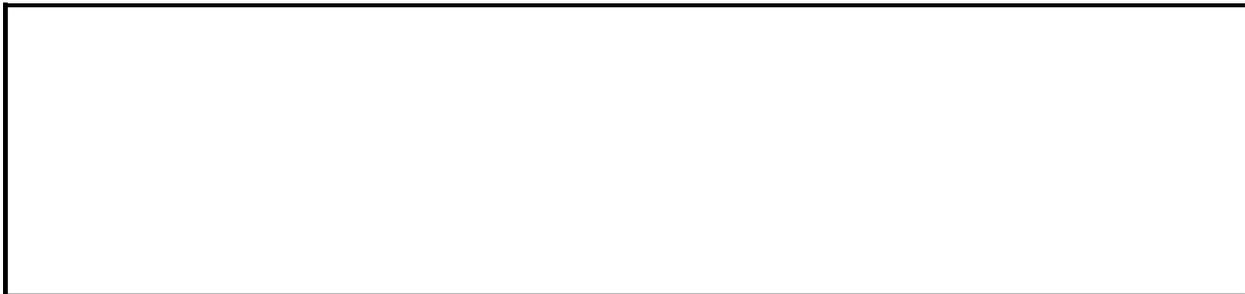
Example

The **ObjectPalette** and **PaintPalette** properties are useful for programmatically altering the color palette in use by an open form at run time. A common use of these properties is to set the current form's **PaintPalette** property to the palette of a graphic displayed in a control that has the focus.

For example, you can have a form with an ocean picture, showing many shades of blue, and a sunset picture, showing many shades of red. Since Windows only allows one color palette active at a time, one picture will look much better than the other. The following example uses a control's Enter event for setting the form's **PaintPalette** property to the control's **ObjectPalette** property so the graphic that has the focus will have an optimal appearance.

```
Sub OceanPicture_Enter()  
    Me.PaintPalette = Me!OceanPicture.ObjectPalette  
End Sub
```

```
Sub SunsetPicture_Enter()  
    Me.PaintPalette = Me!SunsetPicture.ObjectPalette  
End Sub
```



[Show All](#)

PaletteSource Property

You can use the **PaletteSource** property to specify the palette for a [form](#) or [report](#). Read/write **String**.

expression.**PaletteSource**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Enter the path and file name of one of the following file types:

- .dib (device-independent [bitmap](#) file)
- .pal (Windows palette file)
- .ico (Windows icon file)
- .bmp (Windows bitmap file)
- .wmf or .emf file, or other graphics file for which you have a graphics filter

The default setting is (Default), which specifies the palette included with Microsoft Access. If you change this setting by entering a path and file name, the property setting displays (Custom).

You can set this property by using the form's or report's [property sheet](#), a [macro](#), or [Visual Basic](#).

For a form, you can set the **PaletteSource** property in [form Design view](#) and [Form view](#). The property setting is unavailable in other views.

For a report, you can set the **PaletteSource** property only in [report Design view](#). The property setting is unavailable in other views.

Windows can have only one color palette active at a time. Microsoft Access allows you to have multiple graphics on a form, each using a different color palette. The **PaletteSource** and [PaintPalette](#) properties let you specify which color palette a form uses when displaying graphics.

When you set the **PaletteSource** property for a form or report, Microsoft Access automatically updates its **PaintPalette** property. Conversely, when you set a form's or report's **PaintPalette** property, the **PaletteSource** property is also updated. For example, when you specify a custom palette with the **PaintPalette** property, the **PaletteSource** property setting changes to (Custom). The **PaintPalette** property (which is available only in a macro or Visual Basic) is

used to set the palette for the form or report. The **PaletteSource** property gives you a way to set the palette for the form or report in the property sheet by using an existing graphics file.

Example

The following example sets the **PaintPalette** property of the Seascape form to the **ObjectPalette** property of the Ocean control on the DisplayPictures form. (Ocean can be a bound object frame, command button, chart, toggle button, or unbound object frame.)

```
Forms!Seascape.PaintPalette = _  
    Forms!DisplayPictures!Ocean.ObjectPalette
```

The **ObjectPalette** and **PaintPalette** properties are useful for programmatically altering the color palette in use by an open form at run time. A common use of these properties is to set the current form's **PaintPalette** property to the palette of a graphic displayed in a control that has the focus.

For example, you can have a form with an ocean picture, showing many shades of blue, and a sunset picture, showing many shades of red. Since Windows only allows one color palette active at a time, one picture will look much better than the other. The following example uses a control's Enter event for setting the form's **PaintPalette** property to the control's **ObjectPalette** property so the graphic that has the focus will have an optimal appearance.

```
Sub OceanPicture_Enter()  
    Me.PaintPalette = Me!OceanPicture.ObjectPalette  
End Sub  
  
Sub SunsetPicture_Enter()  
    Me.PaintPalette = Me!SunsetPicture.ObjectPalette  
End Sub
```



[Show All](#)

PaperBin Property

Returns or sets an [AcPrintPaperBin](#) constant indicating which paper bin the specified printer should use. Read/write.

AcPrintPaperBin can be one of these AcPrintPaperBin constants.

acPRBNAuto

acPRBNCassette

acPRBNEvelope

acPRBNEnvManual

acPRBNFormSource

acPRBNLargeCapacity

acPRBNLargeFmt

acPRBNLower

acPRBNManual

acPRBNMiddle

acPRBNSmallFmt

acPRBNTractor

acPRBNUpper

expression.**PaperBin**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

The following example sets a variety of printer settings for the form specified in the **strFormname** argument of the procedure.

```
Sub SetPrinter(strFormname As String)

    DoCmd.OpenForm FormName:=strFormname, view:=acDesign, _
        datamode:=acFormEdit, windowmode:=acHidden

    With Forms(form1).Printer

        .TopMargin = 1440
        .BottomMargin = 1440
        .LeftMargin = 1440
        .RightMargin = 1440

        .ColumnSpacing = 360
        .RowSpacing = 360

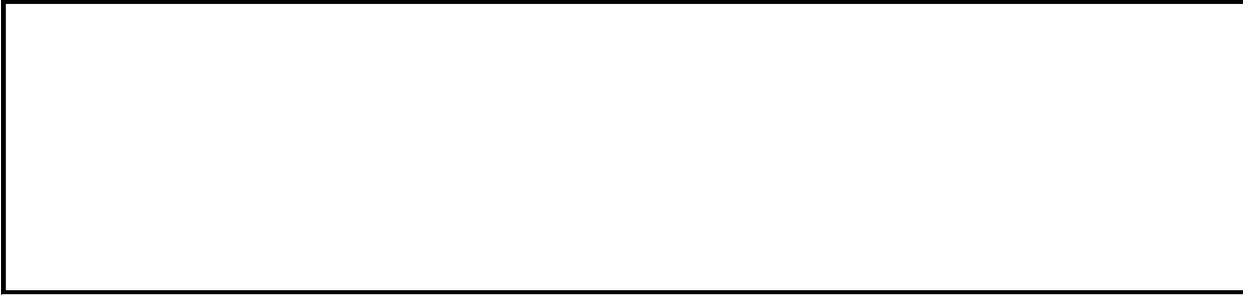
        .ColorMode = acPRCMColor
        .DataOnly = False
        .DefaultSize = False
        .ItemSizeHeight = 2880
        .ItemSizeWidth = 2880
        .ItemLayout = acPRVerticalColumnLayout
        .ItemsAcross = 6

        .Copies = 1
        .Orientation = acPRORLandscape
        .Duplex = acPRDPVertical
        .PaperBin = acPRBNAuto
        .PaperSize = acPRPSLetter
        .PrintQuality = acPRPQMedium

    End With

    DoCmd.Close objecttype:=acForm, objectname:=strFormname, _
        Save:=acSaveYes

End Sub
```



[Show All](#)

PaperSize Property

Returns or sets an [AcPrintPaperSize](#) constant indicating the paper size to use when printing. Read/write.

AcPrintPaperSize can be one of these AcPrintPaperSize constants.

acPRPS10x14

acPRPS11x17

acPRPSA3

acPRPSA4

acPRPSA4Small

acPRPSA5

acPRPSB4

acPRPSB5

acPRPSCSheet

acPRPSDSheet

acPRPSEnv10

acPRPSEnv11

acPRPSEnv12

acPRPSEnv14

acPRPSEnv9

acPRPSEnvB4

acPRPSEnvB5

acPRPSEnvB6

acPRPSEnvC3

acPRPSEnvC4

acPRPSEnvC5

acPRPSEnvC6

acPRPSEnvC65

acPRPSEnvDL

acPRPSEnvItaly

acPRPSEnvMonarch

acPRPSEnvPersonal
acPRPSESheet
acPRPSExecutive
acPRPSFanfoldLglGerman
acPRPSFanfoldStdGerman
acPRPSFanfoldUS
acPRPSFolio
acPRPSLedger
acPRPSLegal
acPRPSLetter
acPRPSLetterSmall
acPRPSNote
acPRPSQuarto
acPRPSStatement
acPRPSTabloid
acPRPSUser

expression.**PaperSize**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

The following example sets a variety of printer settings for the form specified in the **strFormname** argument of the procedure.

```
Sub SetPrinter(strFormname As String)

    DoCmd.OpenForm FormName:=strFormname, view:=acDesign, _
        datamode:=acFormEdit, windowmode:=acHidden

    With Forms(form1).Printer

        .TopMargin = 1440
        .BottomMargin = 1440
        .LeftMargin = 1440
        .RightMargin = 1440

        .ColumnSpacing = 360
        .RowSpacing = 360

        .ColorMode = acPRCMColor
        .DataOnly = False
        .DefaultSize = False
        .ItemSizeHeight = 2880
        .ItemSizeWidth = 2880
        .ItemLayout = acPRVerticalColumnLayout
        .ItemsAcross = 6

        .Copies = 1
        .Orientation = acPRORLandscape
        .Duplex = acPRDPVertical
        .PaperBin = acPRBNAuto
        .PaperSize = acPRPSLetter
        .PrintQuality = acPRPQMedium

    End With

    DoCmd.Close objecttype:=acForm, objectname:=strFormname, _
        Save:=acSaveYes

End Sub
```



[Show All](#)

Parent Property

You can use the **Parent** property to refer to the parent of a [control](#), [section](#), or control that contains other controls. The **Parent** property returns a control object if the parent is a control; it returns a [AccessObject](#) object if the parent is an [Microsoft Access object](#). Read-only.

expression.**Parent**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You can use the **Parent** property to determine which form or report is currently the parent when you have a [subform](#) or [subreport](#) that has been inserted in multiple forms or reports.

For example, you might insert an OrderDetails subform into both a form and a report. The following example uses the **Parent** property to refer to the OrderID field, which is present on the [main form](#) and report. You can enter this expression in a [bound control](#) on the subform.

```
=Parent!OrderID
```

The **Parent** property of a label control is the control the label is linked to. The **Parent** property for a check box, option button, or toggle button in an option group is the name of the option group control. The **Parent** property of an option group control is the name of the form.

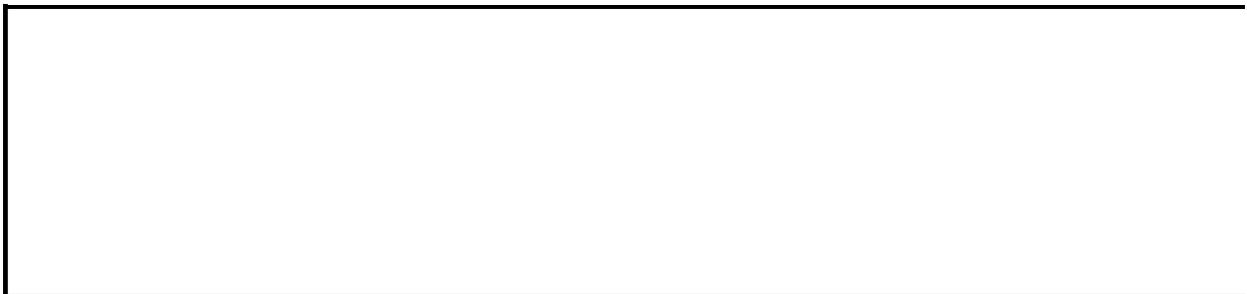
Example

The following example uses the **Parent** property to examine the parent of the Speedy Label label control, the Speedy check box control, and the ShipVia option group. To run this example, open the Orders form in the Northwind sample database then run this code.

```
Public Sub ShowParent()  
  
    Dim frm As Form  
    Dim ctl As Control  
  
    Set frm = Forms!Orders  
    Set ctl = frm.[Speedy Label]  
  
    ' Returns name of control attached to label.  
    MsgBox "The parent control is " & ctl.Parent.Name  
    Set ctl = frm.Speedy  
  
    ' Returns name of control containing control.  
    MsgBox "The parent control is " & ctl.Parent.Name  
    Set ctl = frm.ShipVia  
  
    ' Returns name of form containing option group control.  
    MsgBox "The parent control is " & ctl.Parent.Name  
  
End Sub
```

The next example also returns the name of the form containing the option group control.

```
MsgBox Forms!Orders![Speedy Label].Parent.Parent.Parent.Name
```



[Show All](#)

Path Property

You can use the **Path** property to determine the location where data is stored for a [Microsoft Access project](#) (.adp) or [Microsoft Access database](#) (.mdb). Read-only **String**.

expression.**Path**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **Path** property is a [string expression](#) that is the pathname to the disk location where data is stored for an Access database.

This property is available only by using [Visual Basic](#).

You can use the **Path** property to determine the location of information stored through the [CurrentProject](#) or [CodeProject](#) objects of a project or database.

Example

The following example displays a message indicating the disk location of the current Access project or database.

```
MsgBox "The current database is located at " & Application.CurrentPr
```



[Show All](#)

Picture Property

You can use the **Picture** property to specify a [bitmap](#) or other type of graphic to be displayed on a [command button](#), [image control](#), [toggle button](#), page on a [tab control](#) or as a background picture on a [form](#) or [report](#). Read/write **String**.

expression.**Picture**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **Picture** property contains (bitmap) or the path and file name of a bitmap or other type of graphic to be displayed.

You can set this property by using:

- The [property sheet](#). Click the **Build** button to the right of the property box (for command buttons and toggle buttons). When you select one of the bitmap files from the **Available Pictures** list, the property setting is (bitmap).
- A [macro](#).
- [Visual Basic](#). You can use a [string expression](#) that includes the path and the name of the graphic, as in the following example:

```
btnShowLogo.Picture = "C:\Windows\Winlogo.bmp"
```

- The **Picture** command on the **Insert** menu (for image controls or background pictures on forms and reports) to select a bitmap or other type of graphic.

The default setting is (none). After the graphic is loaded into the object, the property setting is (bitmap) or the path and file name of the graphic. If you delete (bitmap) or the path and file name of the graphic from the property setting, the picture is deleted from the object and the property setting is again (none).

If the [PictureType](#) property is set to Embedded, the graphic is stored with the object.

You can create custom bitmaps by using Microsoft Paintbrush or another application that creates bitmap files. A bitmap file must have a .bmp, .ico, or .dib extension. You can also use graphics files in the .wmf or .emf formats, or any other graphic file type for which you have a graphics filter. Forms, reports, and image controls support all graphics. Command buttons and toggle buttons only support bitmaps.

Buttons can display either a caption or a picture. If you assign both to a button, the picture will be visible, the caption won't. If the picture is deleted, the caption reappears. Microsoft Access displays the picture centered on the button and clipped if the picture is larger than the button.



Tip

To create a command button or toggle button with a caption and a picture, you could include the desired caption as part of the bitmap and assign the bitmap to the **Picture** property of the control.

Example

The following example sets the background picture "Logo.gif" for the "Purchase Order" report.

```
Reports("Purchase Order").Picture = "C:\Picture Files\Logo.gif"
```



[Show All](#)

PictureAlignment Property

You can use the **PictureAlignment** property to specify where a background picture will appear in an [image control](#) or on a form or report. Read/write **Byte**.

expression.**PictureAlignment**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **PictureAlignment** property uses the following settings.

Setting	Visual Basic	Description
Top Left	0	The picture is displayed in the top-left corner of the image control, Form window, or page of a report.
Top Right	1	The picture is displayed in the top-right corner of the image control, Form window, or page of a report.
Center	2	(Default) The picture is centered in the image control, Form window, or page of a report.
Bottom Left	3	The picture is displayed in the bottom-left corner of the image control, Form window, or page of a report.
Bottom Right	4	The picture is displayed in the bottom-right corner of the image control, Form window, or page of a report.
Form Center	5	(Forms only) The form's picture is centered horizontally in relation to the width of the form and vertically in relation to the height the entire form.

Note You can set the **PictureAlignment** property by using a form's or report's [property sheet](#), a [macro](#), or [Visual Basic](#).

You can also set the default for this property by using a control's [default control style](#) or the [DefaultControl](#) method in Visual Basic.

This property can be set in any view.

The Form Center setting aligns a form's picture in the center of the form itself. All other **PictureAlignment** property settings align a form's picture in relation to the Form window. If you want to make sure that a form's picture is displayed only on the form or tiled across only the form, set the **PictureAlignment** property to Form Center.

For reports, the picture appears relative to a full page and not in relation to the size of the actual report. If your report is less than a full page and you want a picture to appear at a location not available through the **PictureAlignment**

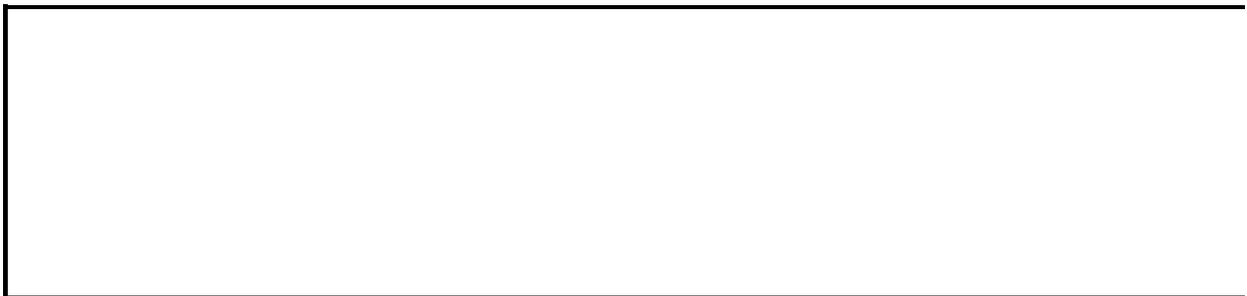
property settings, use an image control instead.

When you set the **PictureTiling** property to Yes, tiling of the picture will begin from the **PictureAlignment** property setting.

Example

The following example displays the picture "Logo.gif" in the top left corner of the "Purchase Order" report.

```
With Reports("Purchase Order")  
    .Picture = "C:\Picture Files\Logo.gif"  
    .PictureAlignment = 0  
End With
```



[Show All](#)

PictureData Property

You can use the **PictureData** property to copy the picture in a form, report, or [control](#) to another object that supports the [Picture](#) property. Read/write **Variant**.

expression.**PictureData**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **PictureData** property setting is the **PictureData** property of another [image control](#), [command button](#), [toggle button](#), form, or report.

You set this property by using [Visual Basic](#).

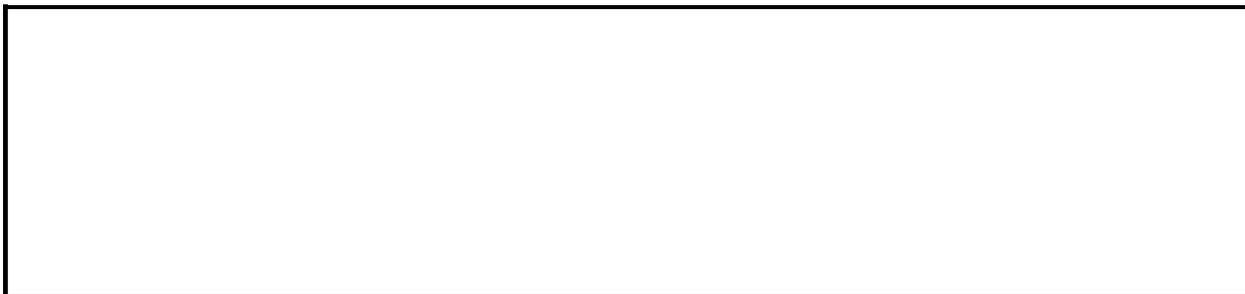
You can use this property to display different background pictures in a form, depending on actions taken by the user. For example, you might open a Customers form using a different background picture depending on whether the form is opened for data entry or for browsing.

You can also use the **PictureData** property together with the [Timer](#) event and the [TimerInterval](#) property to perform simple animation on a form.

Example

The following example uses three image controls to animate a butterfly image across a form. The Hidden1 image control contains a picture of a butterfly with its wings up and the Hidden2 image control contains a picture of the same butterfly with its wings down. Both image controls have their **Visible** property set to **False**. The **TimerInterval** property is set to 200. Each time the Timer event occurs, the picture in the image control Visible1 is changed by using the **PictureData** property of the hidden image controls, and the visible image control is moved 200 twips to the right. The visible image control is moved back to the left side of the form when its **Left** property value is greater than the width of the form stored in the public variable gfrmWidth. The value of gfrmWidth is set to Me.Width in the form's open event.

```
Private Sub Form_Timer()  
  
    Static intPic As Integer  
  
    Select Case intPic  
        Case Is = 1  
            Me!Visible1.PictureData = Me!Hidden1.PictureData  
        Case Is = 2  
            Me!Visible1.PictureData = Me!Hidden2.PictureData  
        Case Else  
    End Select  
  
    If intPic = 2 Then intPic = 0  
    intPic = intPic + 1  
    If (Me!Visible1.Left > gfrmWidth) Then Me!Visible1.Left = 0  
    Me!Visible1.Left = Me!Visible1.Left + 200  
  
End Sub
```



PicturePages Property

You can use the **PicturePages** property to specify on which page or pages of a report a picture will be displayed. Read/write **Byte**.

expression.**PicturePages**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **PicturePages** property uses the following settings.

Setting	Visual Basic	Description
All Pages	0	(Default) The picture appears on all pages of the report.
First Page	1	The picture appears only on the first page of the report.
No Pages	2	The picture doesn't appear on the report.

You can set the **PicturePages** property by using a report's [property sheet](#), a [macro](#), or [Visual Basic](#).

Example

The following example prints a stretched version of the picture "Logo.gif" on only the first page of the "Purchase Order" report.

```
With Reports("Purchase Order")  
    .Picture = "C:\Picture Files\Logo.gif"  
    .PictureSizeMode = 1  
    .PicturePages = 1  
End With
```



PictureSizeMode Property

You can use the **PictureSizeMode** property to specify how a picture for a form or report is sized. Read/write.

expression.**PictureSizeMode**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **PictureSizeMode** property uses the following settings.

Setting	Visual Basic	Description
Clip	0	(Default) The picture is displayed in its actual size. If the picture is larger than the form or report, then the picture is clipped.
Stretch	1	The picture is stretched horizontally and vertically to fill the entire form, even if its original ratio of height to width is distorted.
Zoom	3	The picture is enlarged to the maximum extent possible while keeping its original ratio of height to width.

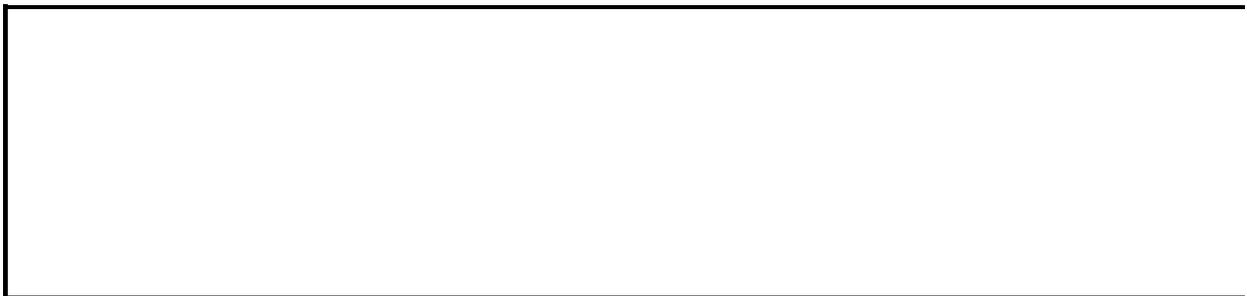
Note You can set the **PictureSizeMode** property by using a form's or report's [property sheet](#), a [macro](#), or [Visual Basic](#).

When a small picture is used for the [Picture](#) property of a form or report, setting the **PictureSizeMode** property to Stretch or Zoom can cause substantial distortion of its resolution. Smaller pictures can be tiled across the entire form or report by using the [PictureTiling](#) property.

Example

The following example sets the background picture of the "Order Entry" form to "Contacts.gif", and stretches the picture to fit the entire form's background.

```
With Forms("Order Entry")  
    .Picture = "C:\Picture Files\Contacts.gif"  
    .PictureSizeMode = 1  
End With
```



[Show All](#)

PictureTiling Property

You can use the **PictureTiling** property to specify whether a background picture is tiled across the entire [image control](#), Form window, form, or page of a report. Read/write **Boolean**.

expression.**PictureTiling**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **PictureTiling** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	The picture is tiled.
No	False	(Default) The picture isn't tiled.

Note You can set the **PictureTiling** property by using the object's [property sheet](#), a [macro](#), or [Visual Basic](#).

You can also set the default for this property by using a control's [default control style](#) or the [DefaultControl](#) method in Visual Basic.

You can create interesting effects by placing a picture on a form or report and setting the **PictureTiling** property to Yes. The alignment of the tiled images is affected by the [PictureAlignment](#) property setting. For example, if the **PictureAlignment** property is set to Top Left, tiling begins at the top left of the image control, Form window, or page of a report.

Note If the **PictureAlignment** property is set to Form Center and the **PictureTiling** property is set to Yes, the background picture of a form will be tiled across the form, not across the Form window.

Example

The following example tiles the picture in the "CustomerPhoto" image control on the "Order Entry" form.

```
Forms("Order Entry").Controls("CustomerPhoto").PictureTiling = True
```



[Show All](#)

PictureType Property

You can use the **PictureType** property to specify whether Microsoft Access stores an object's picture as a [linked](#) or an [embedded](#) object. Read/write.

expression.**PictureType**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **PictureType** property uses the following settings.

Setting	Visual Basic	Description
Embedded	0	(Default) The picture is embedded in the object and becomes part of the database file.
Linked	1	The picture is linked to the object. Microsoft Access stores a pointer to the location of the picture on the disk.

Note You can set the **PictureType** property by using the object's [property sheet](#), a [macro](#), or [Visual Basic](#).

This property can be set only in [form Design view](#) or [report Design view](#).

For [controls](#), you can set the default for this property by using the [default control style](#) or the [DefaultControl](#) method in Visual Basic.

When this property is set to Embedded, the size of the database increases by the size of the picture file and, with some .wmf files, the size may increase as much as twice the size of the picture file. When this property is set to Linked, there is no increase in the size of the database because Microsoft Access only saves a pointer to the picture's location on the disk.

Note If a linked file is moved to another location on the disk, you must re-establish the link by using the object's [Picture](#) property.

For embedded pictures, the object's [PictureData](#) property stores the individual bits that make up a picture's image. For linked pictures, this property stores the path to the picture's file.

You can modify a linked picture by using a separate application and changes to the picture will appear the next time the object containing that picture is displayed in the database.

Example

The following example links the picture in the "Customer Photo" image control on the "Order Entry" form to the picture on the disk. The picture is not part of the database file.

```
Forms("Order Entry").Controls("Customer Photo").PictureType = 1
```



PivotTable Property

Returns a [PivotTable](#) object representing a PivotTable View on a form.

expression.**PivotTable**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

This example reports the version of Microsoft Office Web Components in use for the specified form, assuming that there is a PivotTable View on the form.

```
Dim objChartSpace As PivotTable
```

```
Set objChartSpace = Forms(0).PivotTable
```

```
MsgBox "Current version of Office Web Components: " _  
    & objChartSpace.Version
```



PivotTableChange Property

Returns or sets a **String** indicating which macro, event procedure, or user-defined function runs when the [PivotTableChange](#) event occurs. Read/write.

expression.**PivotTableChange**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values for this property are "*macroname*" where *macroname* is the name of macro, "[**Event Procedure**]" which indicates the event procedure associated with the **PivotTableChange** event for the specified object, or "*=functionname()*" where *functionname* is the name of a user-defined function. For a more detailed discussion of event properties, see "[Event Properties](#)."

Example

The following example specifies that when the **PivotTableChange** event occurs on the first form of the current project, the associated event procedure should run.

```
Forms(0).PivotTableChange = "[Event Procedure]"
```



[Show All](#)

PopUp Property

Specifies whether a [form](#) or report opens as a [pop-up](#) window. Read/write **Boolean**.

expression.**PopUp**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **PopUp** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	The form opens as a pop-up window. It remains on top of all other Microsoft Access windows.
No	False	(Default) The form or report isn't a pop-up window.

You can set this property by using the [property sheet](#), a [macro](#), or [Visual Basic](#).

The **PopUp** property can be set only in [form Design view](#).

To specify the type of border you want on a pop-up window, use the **BorderStyle** property. You typically set the **BorderStyle** property to Thin for pop-up windows.



To create a custom dialog box, set the **Modal** property to Yes, the **PopUp** property to Yes, and the **BorderStyle** property to Dialog.

Setting the **PopUp** property to Yes makes the form or report a pop-up window only when you do one of the following:

- Open it in Form view from the [Database window](#).
- Open it in Form view by using a macro or Visual Basic.
- Switch from [Design view](#) to Form view.

When the **PopUp** property is set to Yes, you can't switch to other views from Form view because the form's toolbar isn't available. (You can't switch a pop-up form from Form view to [Datasheet view](#), even in a macro or Visual Basic.) You must close the form and reopen it in Design or Datasheet view.

The form isn't a pop-up form in Design or Datasheet view, and also isn't if you switch from Datasheet to Form view.

Note You can use the Dialog setting of the Window Mode argument of the [OpenForm](#) action to open a form with its **PopUp** and **Modal** properties set to Yes.



When you maximize a window in Microsoft Access, all other windows are also maximized when you open them or switch to them. However, pop-up forms aren't maximized. If you want a form to maintain its size when other windows are maximized, set its **PopUp** property to Yes.

Example

The following example sets the "Switchboard" form to be a modal pop-up form that has just a Close button.

```
With Forms("Switchboard")  
    .PopUp = True  
    .Modal = True  
    .BorderStyle = 3 ' Dialog style.  
End With
```



Port Property

Returns a **String** indicating the port name of the specified printer. Read-only.

expression.**Port**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

The following example displays information about all the printers available to the system.

```
Dim prtLoop As Printer

For Each prtLoop In Application.Printers
    With prtLoop
        MsgBox "Device name: " & .DeviceName & vbCr _
            & "Driver name: " & .DriverName & vbCr _
            & "Port: " & .Port
    End With
Next prtLoop
```



PostalAddress Property

You can use the **PostalAddress Property** property to specify or determine the postal code and the Customer Barcode data corresponding to the address information displayed in a specified field/textbox. The PostalAddress Property wizard enables the setting of these properties. Read/write **String**.

expression.PostalAddress Property

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

For processing the conversion, correct settings are necessary for all properties of field/textbox that will contain postal code, address, Customer Barcode data.

For settings, use section 1 to 3, delimiting with semicolon (;).

Setting for field/textbox for Postal code

Specifies the type of postal code for the field/textbox.

Section	Description
1	Specifies field/textbox for Prefecture names
2	Specifies field/textbox for City/Ward/County
3	Specifies field/textbox for Street/Town/Village

Setting for field/textbox for address

Specifies the field/textbox contains a postal code or Customer Barcode data.

Section	Description
1	Specifies field/textbox for postal code
2	Specifies field/textbox for Customer Barcode data

Note Two semicolons are required at the end of the value.

Setting for field/textbox for Customer Barcode data

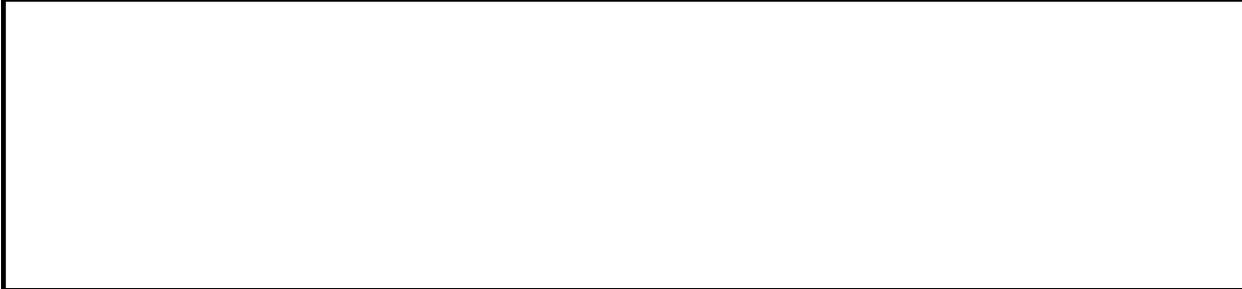
Specifies the type of Customer Barcode data in the field/textbox. This setting is the same as the field/textbox for postal code.

Section	Description
1	Specifies field/textbox for Prefecture names
2	Specifies field/textbox for City/Ward/County
3	Specifies field/textbox for Street/Town/Village

The postal code consists of 3 address items; Prefecture, City/Ward/County, Street/Town/Village. Sections in **PostalAddress Property** property of field/textbox for a postal code can be omitted. The following table shows how to omit sections from the property setting.

Property Settings	Address input in field/textbox Address1
Address1	Prefecture+City/Ward/County+Street/Town/Village
Address1;	Prefecture
;Address1	City/Ward/County+Street/Town/Village
;Address1;	City/Ward/County
::Address1	Street/Town/Village
Address1;Address2	Prefecture
Address1;Address1	Prefecture+City/Ward/County+Street/Town/Village
Address1;Address2;	Prefecture
Address1;Address1;	Prefecture+City/Ward/County
;Address1;Address2	City/Ward/County
;Address1;Address1	City/Ward/County+Street/Town/Village
Address1;Address2;Address3	Prefecture
Address1;Address2;Address2	Prefecture
Address1;Address1;Address2	Prefecture+City/Ward/County
Address1;Address1;Address1	Prefecture+City/Ward/County+Street/Town/Village

The postal code converter program has been developed and licensed by
Advanced Giken Corporation for Microsoft Corporation.



[Show All](#)

PreviousControl Property

You can use the **PreviousControl** property with the [Screen](#) object to return a reference to the [control](#) that last received the [focus](#). Read-only.

expression.**PreviousControl**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **PreviousControl** property contains a reference to the control that last had the focus. Once you establish a reference to the control, you can access all the properties and methods of the control.

This property is available only by using a [macro](#) or [Visual Basic](#).

You can't use the **PreviousControl** property until more than one control on any form has received the focus after a form is opened. Microsoft Access generates an error if you attempt to use this property when only one control on a form has received the focus.

Example

The following example displays a message if the control that last received the focus wasn't the txtFinalEntry text box.

```
Public Function ProcessData() As Integer

    ' No previous control error.
    Const conNoPreviousControl = 2483
    Dim ctlPrevious As Control

    On Error GoTo Process_Err

    Set ctlPrevious = Screen.PreviousControl
    If ctlPrevious.Name = "txtFinalEntry" Then
        ' Process Data Here.
        ProcessData = True
    Else
        ' Set focus to txtFinalEntry and display message.
        Me!txtFinalEntry.SetFocus
        MsgBox "Please enter a value here."
        ProcessData = False
    End If

Process_Exit:
    Set ctlPrevious = Nothing
    Exit Function

Process_Err:
    If Err = conNoPreviousControl Then
        Me!txtFinalEntry.SetFocus
        MsgBox "Please enter a value to process.", vbInformation
        ProcessData = False
    End If
    Resume Process_Exit

End Function
```



[Show All](#)

PrintCount Property

You can use the **PrintCount** property to identify the number of times the [OnPrint](#) property has been evaluated for the current section of a report.
Read/write **Integer**.

expression.**PrintCount**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You can use this property only in a [macro](#) or an [event procedure](#) specified by a section's **OnPrint** property setting.

This property isn't available in [report Design view](#).

Microsoft Access increments the **PrintCount** property each time the **OnPrint** property setting is evaluated for the current section. As the next section is printed, Microsoft Access resets the **PrintCount** property to 0.

The **PrintCount** property is incremented, for example, when the [KeepTogether](#) property is set to No for the current section and the section is printed on more than one page. If you print a report containing order information, you might keep a running total of the order amounts.

Example

The following example shows how you can use the **PrintCount** property to make sure the value in the OrderAmount [control](#) is added only once to the running total:

```
Private Sub Detail_Format(Cancel As Integer, FormatCount As Integer)
    If PrintCount = 1 Then
        RunningTotal = RunningTotal + OrderAmount
    End If
End Sub
```

In the previous example, RunningTotal can be a [public variable](#) or the name of an [unbound control](#) that is incremented each time a section is printed.



Printer Property

Returns or sets a [Printer](#) object representing the default printer on the current system. Read/write.

expression.**Printer**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

The following example makes the first printer in the [Printers](#) collection the default printer for the system, and then reports its name, driver information, and port information.

```
Dim prtDefault As Printer
Set Application.Printer = Application.Printers(0)
Set prtDefault = Application.Printer
With prtDefault
    MsgBox "Device name: " & .DeviceName & vbCr _
        & "Driver name: " & .DriverName & vbCr _
        & "Port: " & .Port
End With
```



Printers Property

Returns the [Printers](#) collection representing all the available printers on the current system.

expression.**Printers**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

The following example displays information about all the printers available on the current system.

```
Dim prtLoop As Printer

For Each prtLoop In Application.Printers
    With prtLoop
        MsgBox "Device name: " & .DeviceName & vbCr _
            & "Driver name: " & .DriverName & vbCr _
            & "Port: " & .Port
    End With
Next prtLoop
```



[Show All](#)

PrintQuality Property

Returns or sets an [AcPrintObjQuality](#) constant indicating the resolution at which the specified printer should print jobs. Read/write.

AcPrintObjQuality can be one of these AcPrintObjQuality constants.

acPRPQDraft

acPRPQHigh

acPRPQLow

acPRPQMedium

expression.**PrintQuality**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

The following example sets a variety of printer settings for the form specified in the **strFormname** argument of the procedure.

```
Sub SetPrinter(strFormname As String)

    DoCmd.OpenForm FormName:=strFormname, view:=acDesign, _
        datamode:=acFormEdit, windowmode:=acHidden

    With Forms(form1).Printer

        .TopMargin = 1440
        .BottomMargin = 1440
        .LeftMargin = 1440
        .RightMargin = 1440

        .ColumnSpacing = 360
        .RowSpacing = 360

        .ColorMode = acPRCMColor
        .DataOnly = False
        .DefaultSize = False
        .ItemSizeHeight = 2880
        .ItemSizeWidth = 2880
        .ItemLayout = acPRVerticalColumnLayout
        .ItemsAcross = 6

        .Copies = 1
        .Orientation = acPRORLandscape
        .Duplex = acPRDPVertical
        .PaperBin = acPRBNAuto
        .PaperSize = acPRPSLetter
        .PrintQuality = acPRPQMedium

    End With

    DoCmd.Close objecttype:=acForm, objectname:=strFormname, _
        Save:=acSaveYes

End Sub
```



PrintSection Property

The **PrintSection** property specifies whether a section should be printed.
Read/write **Boolean**.

expression.**PrintSection**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **PrintSection** property uses the following settings.

Setting	Description
True	(Default) The section is printed.
False	The section isn't printed.

Note To set this property, specify a [macro](#) or event procedure for a section's [OnFormat](#) property.

Microsoft Access sets this property to **True** before each section's [Format](#) event.

Example

The following example does not print the section "PageHeaderSection" of the "Product Summary" report.

```
Private Sub PageHeaderSection_Format(Cancel As Integer, FormatCount As Integer)
    Reports("Product Summary").PrintSection = False
End Sub
```



[Show All](#)

ProcBodyLine Property

The **ProcBodyLine** property returns a **Long** value containing the number of the line at which the body of a specified [procedure](#) begins in a [standard module](#) or a [class module](#). Read-only.

expression.**ProcBodyLine**(*ProcName*, *ProcKind*)

expression Required. An expression that returns one of the objects in the Applies To list.

ProcName Required **String**. The name of a procedure in the module.

ProcKind Required **vbext_ProcKind**. The type of procedure. The constant may be one of the following values.

Constant	Description
vbext_pk_Get	A Property Get procedure.
vbext_pk_Let	A Property Let procedure.
vbext_pk_Proc	A Sub or Function procedure.
vbext_pk_Set	A Property Set procedure.

Remarks

The **ProcBodyLine** property is available only by using Visual Basic.

The body of a procedure begins with the procedure definition, denoted by one of the following:

- A **Sub** statement.
- A **Function** statement.
- A **Property Get** statement.
- A **Property Let** statement.
- A **Property Set** statement.

The **ProcBodyLine** property returns a number that identifies the line on which the procedure definition begins. In contrast, the [ProcStartLine](#) property returns a number that identifies the line at which a procedure is separated from the preceding procedure in a module. Any comments or compilation constants that precede the procedure definition (the body of a procedure) are considered part of the procedure, but the **ProcBodyLine** property ignores them.

Note The **ProcBodyLine** property treats **Sub** and **Function** procedures similarly, but distinguishes between each type of Property procedure.

Example

The following example displays a message indicating on which line the procedure definition begins.

```
Dim strForm As String  
Dim strProc As String
```

```
strForm = "Products"  
strProc = "Products_Subform_Enter"
```

```
MsgBox "The definition of the " & strProc & " procedure begins on li  
Forms(strForm).Module.ProcStartLine(strProc, vbext_pk_Proc) & ".
```



[Show All](#)

ProcCountLines Property

The **ProcCountLines** property returns a **Long** value containing the number of lines in a specified [procedure](#) in a [standard module](#) or a [class module](#). Read-only.

expression.**ProcCountLines**(*ProcName*, *ProcKind*)

expression Required. An expression that returns one of the objects in the Applies To list.

ProcName Required **String**. The name of a procedure in the module.

ProcKind Required **vbext_ProcKind**. The type of procedure. The constant may be one of the following values.

Constant	Description
vbext_pk_Get	A Property Get procedure.
vbext_pk_Let	A Property Let procedure.
vbext_pk_Proc	A Sub or Function procedure.
vbext_pk_Set	A Property Set procedure.

Remarks

The **ProcCountLines** property is available only by using Visual Basic.

The procedure begins with any comments and compilation constants that immediately precede the procedure definition, denoted by one of the following:

- A **Sub** statement.
- A **Function** statement.
- A **Property Get** statement.
- A **Property Let** statement.
- A **Property Set** statement.

The **ProcCountLines** property returns the number of lines in a procedure, beginning with the line returned by the **ProcStartLine** property and ending with the line that ends the procedure. The procedure may be ended with `End Sub`, `End Function`, or `End Property`.

Note The **ProcCountLines** property treats **Sub** and **Function** procedures similarly, but distinguishes between each type of Property procedure.

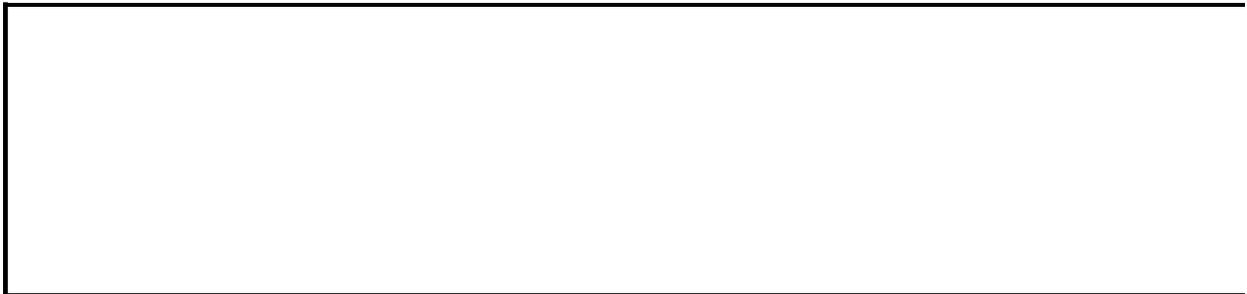
Example

The following example displays a message indicating the number of lines in a given procedure.

```
Dim strForm As String  
Dim strProc As String
```

```
strForm = "Products"  
strProc = "Form_Activate"
```

```
MsgBox "There are " & Forms(strForm).Module.ProcCountLines(strProc,  
    " lines in the " & strProc & " procedure."
```



[Show All](#)

ProcOfLine Property

The **ProcOfLine** property returns a read-only [string](#) containing the name of the [procedure](#) that contains a specified line in a [standard module](#) or a [class module](#).

expression.**ProcOfLine**(*Line*, *pprockind*)

expression Required. An expression that returns one of the objects in the Applies To list.

Line Required **Long**. The number of a line in the module.

pprockind Required **vbext_ProcKind**. The type of procedure containing the line specified by the *Line* argument. The constant may be one of the following values.

Constant	Description
vbext_pk_Get	A Property Get procedure.
vbext_pk_Let	A Property Let procedure.
vbext_pk_Proc	A Sub or Function procedure.
vbext_pk_Set	A Property Set procedure.

Remarks

The **ProcOfLine** property is available only by using Visual Basic.

For any given line number, the **ProcOfLine** property returns the name of the procedure that contains that line. Since comments and compilation constants immediately preceding a procedure definition are considered part of that procedure, the **ProcOfLine** property may return the name of a procedure for a line that isn't within the body of the procedure. The [ProcStartLine](#) property indicates the line on which a procedure begins; the [ProcBodyLine](#) property indicates the line on which the procedure definition begins (the body of the procedure).

Note that the *pprockind* argument indicates whether the line belongs to a **Sub** or **Function** procedure, a **Property Get** procedure, a **Property Let** procedure, or a **Property Set** procedure. To determine what type of procedure a line is in, pass a variable of type **Long** to the **ProcOfLine** property, then check the value of that variable.

Note The **ProcBodyLine** property treats **Sub** and **Function** procedures similarly, but distinguishes between each type of **Property** procedure.

Example

The following function procedure lists the names of all procedures in a specified module:

```
Public Function AllProcs(ByVal strModuleName As String)

    Dim mdl As Module
    Dim lngCount As Long
    Dim lngCountDecl As Long
    Dim lngI As Long
    Dim strProcName As String
    Dim astrProcNames() As String
    Dim intI As Integer
    Dim strMsg As String
    Dim lngR As Long

    ' Open specified Module object.
    DoCmd.OpenModule strModuleName

    ' Return reference to Module object.
    Set mdl = Modules(strModuleName)

    ' Count lines in module.
    lngCount = mdl.CountOfLines

    ' Count lines in Declaration section in module.
    lngCountDecl = mdl.CountOfDeclarationLines

    ' Determine name of first procedure.
    strProcName = mdl.ProcOfLine(lngCountDecl + 1, lngR)

    ' Initialize counter variable.
    intI = 0

    ' Redimension array.
    ReDim Preserve astrProcNames(intI)

    ' Store name of first procedure in array.
    astrProcNames(intI) = strProcName

    ' Determine procedure name for each line after declarations.
    For lngI = lngCountDecl + 1 To lngCount
        ' Compare procedure name with ProcOfLine property value.
        If strProcName <> mdl.ProcOfLine(lngI, lngR) Then
            ' Increment counter.
        End If
    Next lngI
End Function
```

```

        intI = intI + 1
        strProcName = mdl.ProcOfLine(lngI, lngR)
        ReDim Preserve astrProcNames(intI)
        ' Assign unique procedure names to array.
        astrProcNames(intI) = strProcName
    End If
Next lngI

strMsg = "Procedures in module '" & strModuleName & "': " & vbCr
For intI = 0 To UBound(astrProcNames)
    strMsg = strMsg & astrProcNames(intI) & vbCrLf
Next intI

' Message box listing all procedures in module.
MsgBox strMsg
End Function

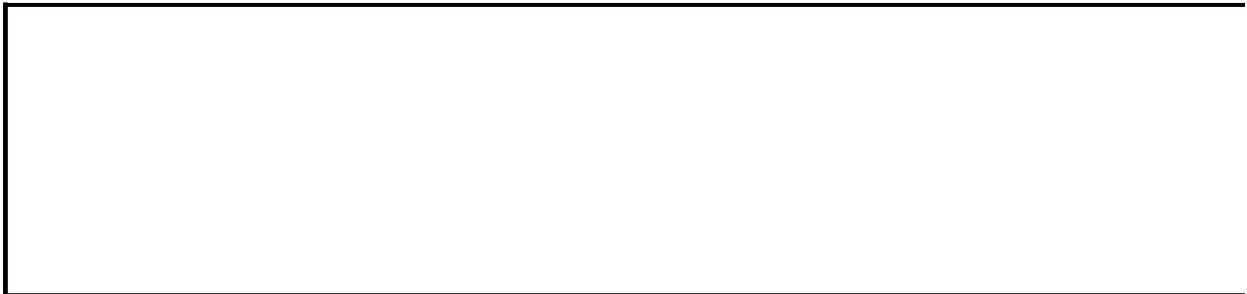
```

You could call this function with a procedure such as the following:

```

Public Sub GetAllProcs()
    AllProcs "Utility Functions"
End Sub

```



[Show All](#)

ProcStartLine Property

The **ProcStartLine** property returns a read-only **Long** value identifying the line at which a specified [procedure](#) begins in a [standard module](#) or a [class module](#).

expression.**ProcStartLine**(*ProcName*, *ProcKind*)

expression Required. An expression that returns one of the objects in the Applies To list.

ProcName Required **String**. The name of a procedure in the module.

ProcKind Required **vbext_ProcKind**. An [intrinsic constant](#) that specifies the type of procedure. The constant may be one of the following values.

Constant	Description
vbext_pk_Get	A Property Get procedure.
vbext_pk_Let	A Property Let procedure.
vbext_pk_Proc	A Sub or Function procedure.
vbext_pk_Set	A Property Set procedure.

Remarks

The **ProcStartLine** property is available only by using Visual Basic.

A procedure begins with any comments and compilation constants that immediately precede the procedure definition, denoted by one of the following:

- A **Sub** statement.
- A **Function** statement.
- A **Property Get** statement.
- A **Property Let** statement.
- A **Property Set** statement.

The **ProcStartLine** property returns the number of the line on which the specified procedure begins. The beginning of the procedure may include comments or compilation constants that precede the procedure definition.

To determine the line on which the procedure definition begins, use the [ProcBodyLine](#) property. This property returns the number of the line that begins with a **Sub**, **Function**, **Property Get**, **Property Let**, or **Property Set** statement.

The **ProcStartLine** and **ProcBodyLine** properties can have the same value, if the procedure definition is the first line of the procedure. If the procedure definition isn't the first line of the procedure, the **ProcBodyLine** property will have a greater value than the **ProcStartLine** property.

It may be easier to determine where a procedure begins if you have the **Procedure Separator** option selected. With this option selected, there is a line between the end of a procedure and the beginning of the next procedure. The first line of code (or blank line) below the procedure separator is the first line of the following procedure, which is the line returned by the **ProcStartLine** property. The **Procedure Separator** option is located on the **Editor** tab of the **Options** dialog box, available by clicking **Options** on the **Tools** menu.

The **ProcStartLine** property treats **Sub** and **Function** procedures similarly, but distinguishes between each type of Property procedure.

Example

The following example displays a message indicating where a particular procedure starts in a particular form module.

```
Dim strForm As String  
Dim strProc As String
```

```
strForm = "Products"  
strProc = "Form_Activate"
```

```
MsgBox "The procedure " & strProc & " starts on line " & _
```

```
Forms(strForm).Module.ProcStartLine(strProc, vbext_pk_Proc) & "."
```



[Show All](#)

ProductCode Property

You can use the **ProductCode** property to determine the Microsoft Access [globally unique identifier](#) (GUID). Read-only **String**.

expression.**ProductCode**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **ProductCode** property is a [string expression](#) that is the GUID of the Microsoft Access product.

This property is available only by using [Visual Basic](#).

Example

The following example displays a message indicating the GUID for Microsoft Access for the user's computer.

```
MsgBox "The GUID for Microsoft Access on this computer is " & Applic
```



[Show All](#)

ProjectType Property

You can use the **ProjectType** property to determine the type of project that is currently open through the [CurrentProject](#) or [CodeProject](#) objects. Read-only [AcProjectType](#).

AcProjectType can be one of these AcProjectType constants.

acADP

acMDB

acNull

expression.**ProjectType**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **ProjectType** property is available only by using [Visual Basic](#).

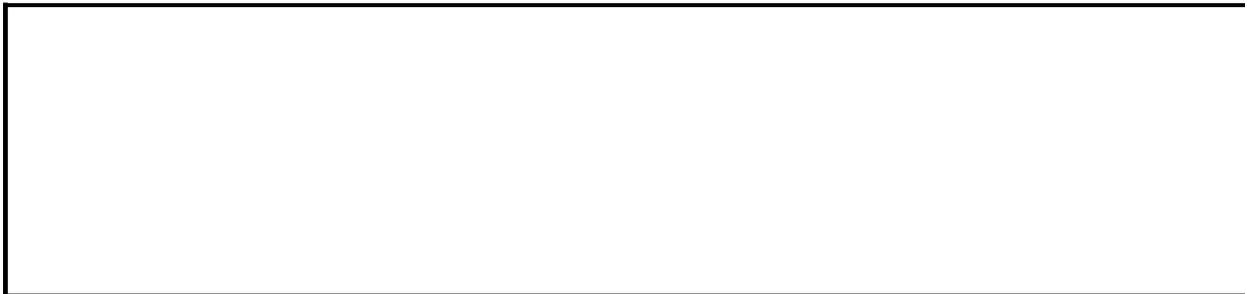
Example

The following example displays a message with details about the type of project that is currently open.

```
Dim intProjType As Integer

intProjType = Application.CurrentProject.ProjectType

Select Case intProjType
    Case 0 ' acNull
        MsgBox "ProjectType is acNull"
    Case 1 ' acADP
        MsgBox "ProjectType is acADP"
    Case 2 ' acMDB
        MsgBox "ProjectType is acMDB"
    Case Else
        MsgBox "Can't determine ProjectType"
End Select
```



[Show All](#)

Properties Property

 [Properties property as it applies to the **AccessObject**, **CodeProject**, and **CurrentProject** objects.](#)

Returns a reference to an [AccessObject](#), [CurrentProject](#), or [CodeProject](#) object's [AccessObjectProperties](#) collection.

expression.**Properties**

expression Required. An expression that returns one of the above objects.

Remarks

The **AccessObjectProperties** collection object is the collection of all the properties related to an **AccessObject**, **CurrentProject**, or **CodeProject** object. You can refer to individual members of the collection by using the member object's index or a string expression that is the name of the member object. The first member object in the collection has an index value of 0 and the total number of member objects in the collection is the value of the **AccessObjectProperties** collection's **Count** property minus 1.

You cannot use the **Properties** property to return properties from an **AccessObject** object which is a member of a collection accessed from a **CurrentData** object.

 [Properties property as it applies to the SmartTag object.](#)

Returns a **SmartTagProperties** collection that represents the collection of properties for a particular smart tag.

expression.**Properties**()

expression Required. An expression that returns a **SmartTag** object.

 [Properties property as it applies to all other objects in the Applies To list.](#)

Return a reference to a [control's Properties](#) collection object.

expression.**Properties**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **Properties** collection object is the collection of all the properties related to a control. You can refer to individual members of the collection by using the member object's index or a string expression that is the name of the member object. The first member object in the collection has an index value of 0 and the total number of member objects in the collection is the value of the **Properties** collection's [Count](#) property minus 1.

Example

The following procedure uses the **Properties** property to print all the properties associated with the controls on a form to the Debug window. To run this code, place a command button named cmdListProperties on a form and paste the following code into the form's Declarations section. Click the command button to print the list of properties in the Debug window.

```
Private Sub cmdListProperties_Click()  
    ListControlProps Me  
End Sub  
  
Public Sub ListControlProps(ByRef frm As Form)  
    Dim ctl As Control  
    Dim prp As Property  
  
    On Error GoTo props_err  
  
    For Each ctl In frm.Controls  
        Debug.Print ctl.Properties("Name")  
        For Each prp In ctl.Properties  
            Debug.Print vbTab & prp.Name & " = " & prp.Value  
        Next prp  
    Next ctl  
  
props_exit:  
    Set ctl = Nothing  
    Set prp = Nothing  
Exit Sub  
  
props_err:  
    If Err = 2187 Then  
        Debug.Print vbTab & prp.Name & " = Only available at design  
        Resume Next  
    Else  
        Debug.Print vbTab & prp.Name & " = Error Occurred: " & Err.D  
        Resume Next  
    End If  
End Sub
```



[Show All](#)

PrtDevMode Property

You can use the **PrtDevMode** property to set or return printing device mode information specified for a form or report in the **Print** dialog box. Read/write **Variant**.

expression.**PrtDevMode**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

It is strongly recommended that you consult the Win32 Software Development Kit for complete documentation on the **PrtDevMode**, **PrtDevNames**, and **PrtMip** properties.

The **PrtDevMode** property setting is a 94-byte structure that mirrors the DEVMODE structure defined in the Win32 Software Development Kit. For complete information on the **PrtDevMode** property members, consult the Win32 Software Development Kit.

The **PrtDevMode** property uses the following members.

Member	Description
DeviceName	A string with a maximum of 32 bytes that specifies the name of the device the driver supports— for example, "HP LaserJet IIISi" if the Hewlett-Packard LaserJet IIISi is the specified printer. Each printer driver has a unique string.
SpecVersion	An Integer that specifies the version number of the DEVMODE structure in the Win32 Software Development Kit.
DriverVersion	An Integer that specifies the printer driver version number assigned by the printer driver developer.
Size	An Integer that specifies the size, in bytes, of the DEVMODE structure. (This value doesn't include the optional dmDriverData member for device-specific data, which can follow this structure.) If an application manipulates only the driver-independent portion of the data, you can use this member to find out the length of this structure without having to account for different versions.
DriverExtra	An Integer that specifies the size, in bytes, of the optional dmDriverData member for device-specific data, which can follow this structure. If an application doesn't use device-specific information, you set this member to 0.
Fields	A Long value that specifies which of the remaining members in the DEVMODE structure have been initialized. An Integer that specifies the orientation of the paper. It can be

Orientation	either 1 (portrait) or 2 (landscape).
PaperSize	An Integer that specifies the size of the paper to print on. If you set this member to 0 or 256, the length and width of the paper are specified by the PaperLength and PaperWidth members, respectively. Otherwise, you can set the PaperSize member to a predefined value. For available values, see the PaperSize member values .
PaperLength	An Integer that specifies the paper length in units of 1/10 of a millimeter. This member overrides the paper length specified by the PaperSize member for custom paper sizes or for devices such as dot-matrix printers that can print on a variety of paper sizes.
PaperWidth	An Integer that specifies the paper width in units of 1/10 of a millimeter. This member overrides the paper width specified by the PaperSize member.
Scale	An Integer that specifies the factor by which the printed output will be scaled. The apparent page size is scaled from the physical page size by a factor of <i>scale</i> /100. For example, a piece of paper measuring 8.5 by 11 inches (letter-size) with a Scale value of 50 would contain as much data as a page measuring 17 by 22 inches because the output text and graphics would be half their original height and width.
Copies	An Integer that specifies the number of copies printed if the printing device supports multiple-page copies.
DefaultSource	An Integer that specifies the default bin from which the paper is fed. For available values, see the DefaultSource member values .
PrintQuality	An Integer that specifies the printer resolution. The values are –4 (high), –3 (medium), –2 (low), and –1 (draft).
Color	An Integer . For a color printer, specifies whether the output is printed in color. The values are 1 (color) and 2 (monochrome).
Duplex	An Integer . For a printer capable of duplex printing, specifies whether the output is printed on both sides of the paper. The values are 1 (simplex), 2 (horizontal), and 3 (vertical).
YResolution	An Integer that specifies the y-resolution of the printer in dots per inch (dpi). If the printer initializes this member, the PrintQuality member specifies the x-resolution of the printer in dpi.

TTOption	An Integer that specifies how TrueType fonts will be printed. For available values, see the TTOption member values .
Collate	An Integer that specifies whether collation should be used when printing multiple copies. Using uncollated copies provides faster, more efficient output, since the data is sent to the printer just once.
FormName	A string with a maximum of 16 characters that specifies the size of paper to use; for example, "Letter" or "Legal".
Pad	A Long value that is used to pad out spaces, characters, or values for future versions.
Bits	A Long value that specifies in bits per pixel the color resolution of the display device.
PW	A Long value that specifies the width, in pixels, of the visible device surface (screen or printer).
PH	A Long value that specifies the height, in pixels, of the visible device surface (screen or printer).
DFI	A Long value that specifies the device's display mode.
DFR	A Long value that specifies the frequency, in hertz (cycles per second), of the display device in a particular mode.

Note You can set the **PrtDevMode** property using [Visual Basic](#).

This property setting is read/write in [Design view](#) and read-only in other views.

Caution Printer drivers can add device-specific data immediately following the 94 bytes of the DEVMODE structure. For this reason, it is important that the DEVMODE data outlined above not exceed 94 bytes.

Only printer drivers that export the **ExtDeviceMode** function use the DEVMODE structure.

An application can retrieve the paper sizes and names supported by a printer by using the DC_PAPERS, DC_PAPERSIZE, and DC_PAPER NAMES values to call the **DeviceCapabilities** function.

Before setting the value of the TTOption member, applications should find out how a printer driver can use TrueType fonts by using the DC_TRUETYPE value to call the **DeviceCapabilities** function.

Example

The following example uses the **PrtDevMode** property to check the user-defined page size for a report:

```
Private Type str_DEVMODE
    RGB As String * 94
End Type

Private Type type_DEVMODE
    strDeviceName As String * 32
    intSpecVersion As Integer
    intDriverVersion As Integer
    intSize As Integer
    intDriverExtra As Integer
    lngFields As Long
    intOrientation As Integer
    intPaperSize As Integer
    intPaperLength As Integer
    intPaperWidth As Integer
    intScale As Integer
    intCopies As Integer
    intDefaultSource As Integer
    intPrintQuality As Integer
    intColor As Integer
    intDuplex As Integer
    intResolution As Integer
    intTTOption As Integer
    intCollate As Integer
    strFormName As String * 32
    lngPad As Long
    lngBits As Long
    lngPW As Long
    lngPH As Long
    lngDFI As Long
    lngDFr As Long
End Type

Public Sub CheckCustomPage(ByVal rptName As String)

    Dim DevString As str_DEVMODE
    Dim DM As type_DEVMODE
    Dim strDevModeExtra As String
    Dim rpt As Report
    Dim intResponse As Integer
```

```

' Opens report in Design view.
DoCmd.OpenReport rptName, acDesign
Set rpt = Reports(rptName)

If Not IsNull(rpt.PrtDevMode) Then
    strDevModeExtra = rpt.PrtDevMode

    ' Gets current DEVMODE structure.
    DevString.RGB = strDevModeExtra
    LSet DM = DevString
    If DM.intPaperSize = 256 Then

        ' Display user-defined size.
        intResponse = MsgBox("The current custom page size is "
            & DM.intPaperWidth / 254 & " inches wide by "
            & DM.intPaperLength / 254 & " inches long. D
            & "to change the settings?", vbYesNo + vbQue

    Else
        ' Currently not user-defined.
        intResponse = MsgBox("The report does not have a custom
            & "Do you want to define one?", vbYesNo + vb

    End If

    If intResponse = vbYes Then
        ' User wants to change settings. Initialize fields.
        DM.lngFields = DM.lngFields Or DM.intPaperSize Or _
            DM.intPaperLength Or DM.intPaperWidth

        ' Set custom page.
        DM.intPaperSize = 256

        ' Prompt for length and width.
        DM.intPaperLength = InputBox("Please enter page length i
        DM.intPaperWidth = InputBox("Please enter page width in

        ' Update property.
        LSet DevString = DM
        Mid(strDevModeExtra, 1, 94) = DevString.RGB
        rpt.PrtDevMode = strDevModeExtra
    End If
End If

Set rpt = Nothing

End Sub

```

The following example shows how to change the orientation of the report. This example will switch the orientation from portrait to landscape or landscape to

portrait depending on the report's current orientation.

```
Public Sub SwitchOrient(ByVal strName As String)

    Const DM_PORTRAIT = 1
    Const DM_LANDSCAPE = 2
    Dim DevString As str_DEVMODE
    Dim DM As type_DEVMODE
    Dim strDevModeExtra As String
    Dim rpt As Report

    ' Opens report in Design view.
    DoCmd.OpenReport strName, acDesign
    Set rpt = Reports(strName)

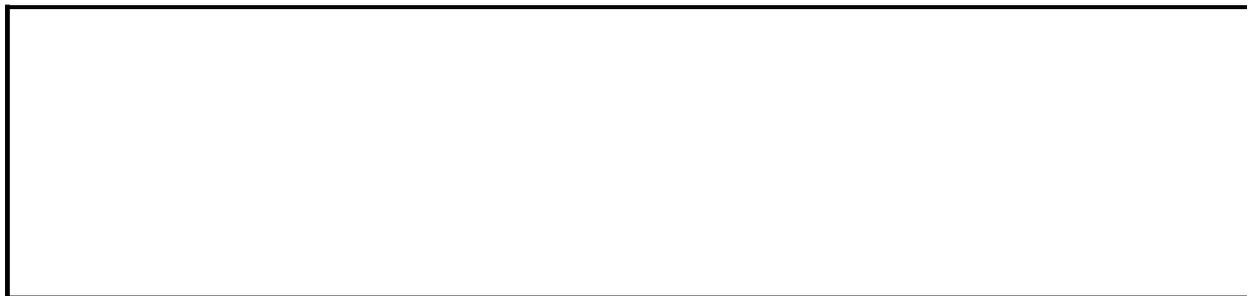
    If Not IsNull(rpt.PrtDevMode) Then
        strDevModeExtra = rpt.PrtDevMode
        DevString.RGB = strDevModeExtra
        LSet DM = DevString
        DM.lngFields = DM.lngFields Or DM.intOrientation

        ' Initialize fields.
        If DM.intOrientation = DM_PORTRAIT Then
            DM.intOrientation = DM_LANDSCAPE
        Else
            DM.intOrientation = DM_PORTRAIT
        End If

        ' Update property.
        LSet DevString = DM
        Mid(strDevModeExtra, 1, 94) = DevString.RGB
        rpt.PrtDevMode = strDevModeExtra
    End If

    Set rpt = Nothing

End Sub
```



PrtDevNames Property

You can use the **PrtDevNames** property to set or return information about the printer selected in the **Print** dialog box for a form or report. Read/write **Variant**.

expression.**PrtDevNames**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

It is strongly recommended that you consult the Win32 Software Development Kit for complete documentation on the **PrtDevMode**, **PrtDevNames**, and **PrtMip** properties.

The **PrtDevNames** property is a variable-length structure that mirrors the DEVNAMES structure defined in the Win32 Software Development Kit.

The **PrtDevNames** property uses the following members.

Member	Description
DriverOffset	Specifies the offset from the beginning of the structure to a Null -terminated string that specifies the file name (without an extension) of the device driver. This string is used to specify which printer is initially displayed in the Print dialog box.
DeviceOffset	Specifies the offset from the beginning of the structure to the Null -terminated string that specifies the name of the device. This string can't be longer than 32 bytes (including the null character) and must be identical to the DeviceName member of the DEVMODE structure.
OutputOffset	Specifies the offset from the beginning of the structure to the Null -terminated string that specifies the MS-DOS device name for the physical output medium (output port); for example, "LPT1:".
Default	Specifies whether the strings specified in the DEVNAMES structure identify the default printer. Before the Print dialog box is displayed, if Default is set to 1 and all of the values in the DEVNAMES structure match the current default printer, the selected printer is set to the default printer. Default is set to 1 if the current default printer has been selected.

Microsoft Access sets the **PrtDevNames** property when you make selections in the Printer section of the **Print** dialog box. You can also set the property by using [Visual Basic](#).

Microsoft Access uses the DEVNAMES structure to initialize the **Print** dialog box. When the user chooses **OK** to close the dialog box, information about the

selected printer is returned by the **PrtDevNames** property.



[Show All](#)

PrtMip Property

You can use the **PrtMip** property in Visual Basic to set or return the device mode information specified for a form or report in the **Print** dialog box.

expression.**PrtMip**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **PrtMip** property setting is a 28-byte structure that maps to settings on the **Margins** tab for a form or report in the **Page Setup** dialog box.

The **PrtMip** property has the following members.

Member	Description
LeftMargin, RightMargin, TopMargin, BottomMargin	A Long that specifies the distance between the edge of the page and the item to be printed in twips .
DataOnly	A Long that specifies the elements to be printed. When True , prints only the data in a table or query in Datasheet view , form, or report, and suppresses labels, control borders, grid lines, and display graphics such as lines and boxes. When False , prints data, labels, and graphics.
ItemsAcross	A Long that specifies the number of columns across for multiple-column reports or labels. This member is equivalent to the value of the Number of Columns box under Grid Settings on the Columns tab of the Page Setup dialog box.
RowSpacing	A Long that specifies the horizontal space between detail sections in units of 1/20 of a point.
ColumnSpacing	A Long that specifies the vertical space between detail sections in twips.
DefaultSize	A Long . When True , uses the size of the detail section in Design view . When False , uses the values specified by the <code>ItemSizeWidth</code> and <code>ItemSizeHeight</code> members.
ItemSizeWidth	A Long that specifies the width of the detail section in twips. This member is equivalent to the value of the Width box under Column Size on the Columns tab of the Page Setup dialog box.
ItemSizeHeight	A Long that specifies the height of the detail section twips. This member is equivalent to the value of the Height box under Column Size on the Columns tab of the Page Setup dialog box.

ItemLayout	A Long that specifies horizontal (1953) or vertical (1954) layout of columns. This member is equivalent to Across, then Down or Down, then Across respectively under Column Layout on the Columns tab of the Page Setup dialog box.
FastPrint	Reserved.
Datasheet	Reserved.

The **PrtMip** property setting is read/write in Design view and read-only in other views.

Example

The following **PrtMip** property example demonstrates how to set up the report with two horizontal columns.

```
Private Type str_PRTMIP
    strRGB As String * 28
End Type

Private Type type_PRTMIP
    xLeftMargin As Long
    yTopMargin As Long
    xRightMargin As Long
    yBotMargin As Long
    fDataOnly As Long
    xWidth As Long
    yHeight As Long
    fDefaultSize As Long
    cxColumns As Long
    yColumnSpacing As Long
    xRowSpacing As Long
    rItemLayout As Long
    fFastPrint As Long
    fDatasheet As Long
End Type

Public Sub PrtMipCols(ByVal strName As String)

    Dim PrtMipString As str_PRTMIP
    Dim PM As type_PRTMIP
    Dim rpt As Report
    Const PM_HORIZONTALCOLS = 1953
    Const PM_VERTICALCOLS = 1954

    ' Open the report.
    DoCmd.OpenReport strName, acDesign
    Set rpt = Reports(strName)
    PrtMipString.strRGB = rpt.PrtMip
    LSet PM = PrtMipString

    ' Create two columns.
    PM.cxColumns = 2

    ' Set 0.25 inch between rows.
    PM.xRowSpacing = 0.25 * 1440
```

```
' Set 0.5 inch between columns.
PM.yColumnSpacing = 0.5 * 1440
PM.rItemLayout = PM_HORIZONTALLCOLS

' Update property.
LSet PrtMipString = PM
rpt.PrtMip = PrtMipString.strRGB

Set rpt = Nothing
```

End Sub

The next **PrtMip** property example shows how to set all margins to 1 inch.

```
Public Sub SetMarginsToDefault(ByVal strName As String)
```

```
    Dim PrtMipString As str_PRTMIP
    Dim PM As type_PRTMIP
    Dim rpt As Report

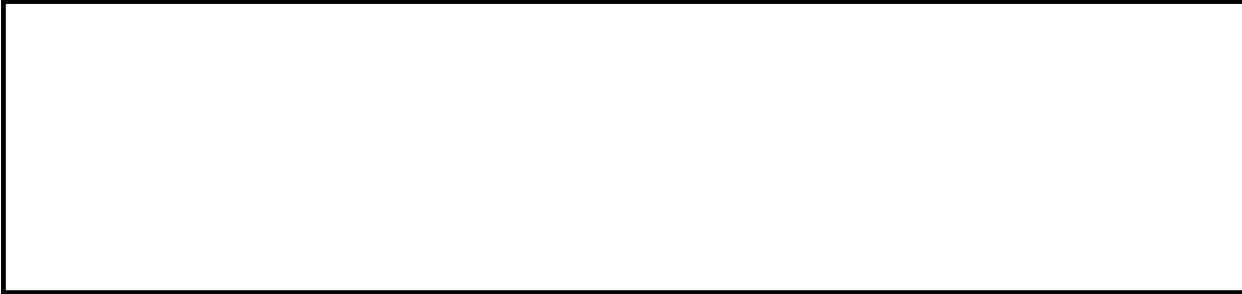
    ' Open the report.
    DoCmd.OpenReport strName, acDesign
    Set rpt = Reports(strName)
    PrtMipString.strRGB = rpt.PrtMip
    LSet PM = PrtMipString

    ' Set margins.
    PM.xLeftMargin = 1 * 1440
    PM.yTopMargin = 1 * 1440
    PM.xRightMargin = 1 * 1440
    PM.yBotMargin = 1 * 1440

    ' Update property.
    LSet PrtMipString = PM
    rpt.PrtMip = PrtMipString.strRGB

    Set rpt = Nothing
```

End Sub



Query Property

Returns or sets a **String** indicating which macro, event procedure, or user-defined function runs when the [Query](#) event occurs. Read/write.

expression.**Query**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values for this property are "*macroname*" where *macroname* is the name of macro, "[Event Procedure]" which indicates the event procedure associated with the Query event for the specified object, or "*=functionname()*" where *functionname* is the name of a user-defined function. For a more detailed discussion of event properties, see "[Event Properties](#)."

This property corresponds to the **On Query** property that is displayed in a form's property sheet.

Example

The following example specifies that when the Query event occurs on the first form of the current project, the associated event procedure should run.

```
Forms(0).Query = "[Event Procedure]"
```



ReadingOrder Property

You can use the **ReadingOrder** property to specify or determine the reading order of words in text. Read/write.

expression.**ReadingOrder**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **ReadingOrder** property uses the following settings.

Setting	Visual Basic	Description
Context	0	Reading order is determined by the language of the first character entered. If a right-to-left language character is entered first, reading order is right to left. If a left-to-right language character is entered first, reading order is left to right.
Left-to-Right	1	Sets the reading order to left to right.
Right-to-Left	2	Sets the reading order to right to left.

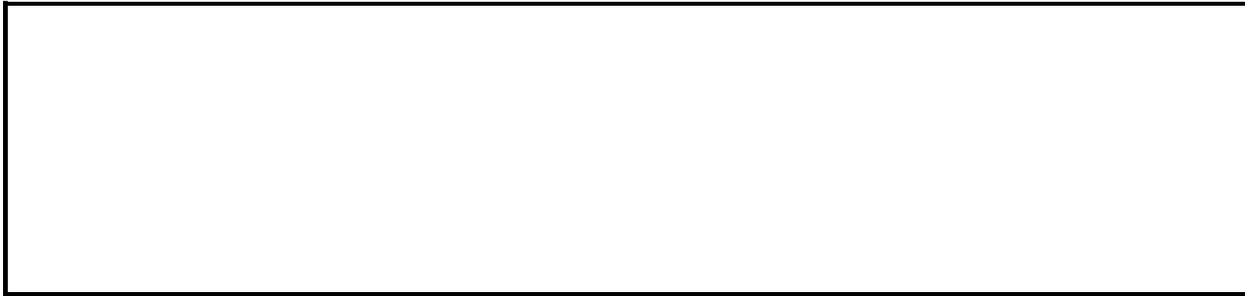
Note You can set this property by using the [property sheet](#) or [Visual Basic](#).

In a combo box or list box, the **ReadingOrder** property determines reading order behavior for both the text box and list box components of the control.

Example

The following example sets the reading order to right to left for the "Address" text box on the "International Shipping" form.

```
Forms("International Shipping").Controls("Address").ReadingOrder = 2
```



[Show All](#)

RecordLocks Property

You can use the **RecordLocks** property to determine how records are locked and what happens when two users try to edit the same record at the same time.
Read/write.

expression.**RecordLocks**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

When you edit a record, Microsoft Access can automatically lock that record to prevent other users from changing it before you are finished.

- Forms. Specifies how [records](#) in the underlying table or query are [locked](#) when data in a [multiuser database](#) is updated.
- Reports. Specifies whether records in the underlying table or query are locked while a report is previewed or printed.
- Queries. Specifies whether records in a query (typically an [action query](#) in a multiuser database) are locked while the query is run.

Note The **RecordLocks** property only applies to forms, reports, or queries in a [Microsoft Access database](#) (.mdb).

The **RecordLocks** property uses the following settings.

Setting	Visual Basic	Description
No Locks	0	<p>(Default) In forms, two or more users can edit the same record simultaneously. This is also called "optimistic" locking. If two users attempt to save changes to the same record, Microsoft Access displays a message to the user who tries to save the record second. This user can then discard the record, copy the record to the Clipboard, or replace the changes made by the other user. This setting is typically used on read-only forms or in single-user databases. It is also used in multiuser databases to permit more than one user to be able to make changes to the same record at the same time.</p> <p>In reports, records aren't locked while the report is previewed or printed.</p> <p>In queries, records aren't locked while the query is run.</p> <p>All records in the underlying table or query are locked while the</p>

All
Records 1

form is open in [Form view](#) or [Datasheet view](#), while the report is previewed or printed, or while the query is run. Although users can read the records, no one can edit, add, or delete any records until the form is closed, the report has finished printing, or the query has finished running.

Edited
Record 2

(Forms and queries only) A [page](#) of records is locked as soon as any user starts editing any field in the record and stays locked until the user moves to another record. Consequently, a record can be edited by only one user at a time. This is also called "pessimistic" locking.

Note You can set this property by using a form's [property sheet](#), a [macro](#), or [Visual Basic](#).

Note Changing the **RecordLocks** property of an open form or report causes an automatic recreation of the recordset.

You can use the No Locks setting for forms if only one person uses the underlying tables or queries or makes all the changes to the data.

In a multiuser database, you can use the No Locks setting if you want to use optimistic locking and warn users attempting to edit the same record on a form. You can use the Edited Record setting if you want to prevent two or more users editing data at the same time.

You can use the All Records setting when you need to ensure that no changes are made to data after you start to preview or print a report or run an [append](#), [delete](#), [make-table](#), or [update](#) query.

In Form view or Datasheet view, each locked record has a locked indicator in its record selector.

 [Tip](#)

To change the default **RecordLocks** property setting for forms, click **Options** on the **Tools** menu, click the **Advanced** tab on the **Options** dialog box, and then select the desired option under **Default record locking**.

Data in a form, report, or query from an [Open Database Connectivity](#) (ODBC) database is treated as if the No Locks setting were chosen, regardless of the **RecordLocks** property setting.

Example

The following example sets the **RecordLocks** property of the "Employees" form to Edited Record (a page of records is locked as soon as any user starts editing any field in the record and stays locked until the user moves to another record).

```
Forms("Employees").RecordLocks = 2
```



[Show All](#)

RecordSelectors Property

You can use the **RecordSelectors** property to specify whether a [form](#) displays [record selectors](#) in [Form view](#). Read/write **Boolean**.

expression.**RecordSelectors**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **RecordSelectors** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	(Default) Each record has a record selector.
No	False	No record has a record selector.

Note You can set this property by using the form's [property sheet](#), a [macro](#), or [Visual Basic](#).

You can use this property to remove record selectors when you create or use a form as a [custom dialog box](#) or a palette. You can also use this property for forms whose [DefaultView](#) property is set to Single Form.

The record selector displays the unsaved record indicator when a record is being edited. When the **RecordSelectors** property is set to No and the [RecordLocks](#) property is set to Edited Record (record locking is "pessimistic"—only one person can edit a record at a time), there is no visual clue that the record is locked.

Example

The following example specifies that no record has a record selector in the "Employees" form.

```
Forms("Employees").RecordSelectors = False
```



[Show All](#)

Recordset Property

Returns or sets the ADO [Recordset](#) or DAO [Recordset](#) object representing the [record source](#) for the specified form, report, list box control, or combo box control. Read/write.

expression.**Recordset**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You cannot use this property with ODBCDirect recordset types in DAO.

The **Recordset** property returns the recordset object that provides the data being browsed in a form, report, list box control, or combo box control. If a form is based on a query, for example, referring to the **Recordset** property is the equivalent of cloning a **Recordset** object by using the same query. However, unlike using the [RecordsetClone](#) property, changing which record is current in the recordset returned by the form's **Recordset** property also sets the current record of the form.

This property is available only by using [Visual Basic](#).

The read/write behavior of the **Recordset** property is determined by the type of recordset (ADO or DAO) and the type of data (Jet or SQL) contained in the recordset identified by the property.

Recordset type Based on SQL data Based on Jet data

ADO	Read/Write	Read/Write
DAO	N/A	Read/Write

The following example opens a form, opens a recordset, and then binds the form to the recordset by setting the form's **Recordset** property to the newly created **Recordset** object.

```
Global rstSuppliers As ADODB.Recordset
Sub MakeRW()
DoCmd.OpenForm "Suppliers"
Set rstSuppliers = New ADODB.Recordset
rstSuppliers.CursorLocation = adUseClient
rstSuppliers.Open "Select * From Suppliers", _
CurrentProject.Connection, adOpenKeyset, adLockOptimistic
Set Forms("Suppliers").Recordset = rstSuppliers
End Sub
```

Use the **Recordset** property:

- To bind multiple forms to a common data set. This allows synchronization of multiple forms. For example,

```
Set Me.Recordset = Forms!Form1.Recordset
```

- To use methods with the **Recordset** object that aren't directly supported on forms. For example, you can use the **Recordset** property with the ADO [Find](#) or DAO [Find](#) methods in a custom dialog for finding a record.
- To wrap a transaction (which can be rolled back) around a set of edits that affect multiple forms.

Changing a form's **Recordset** property may also change the **RecordSource**, **RecordsetType**, and **RecordLocks** properties. Also, some data-related properties may be overridden, for example, the **Filter**, **FilterOn**, **OrderBy**, and **OrderByOn** properties.

Calling the **Requery** method of a form's recordset (for example, `Forms(0).Recordset.Requery`) can cause the form to become unbound. To refresh the data in a form bound to a recordset, set the **RecordSource** property of the form to itself (`Forms(0).RecordSource = Forms(0).RecordSource`).

When a form is bound to a recordset, an error occurs if you use the **Filter by Form** command.

Example

The following example uses the **Recordset** property to create a new copy of the **Recordset** object from the current form and then prints the names of the fields in the Debug window.

```
Sub Print_Field_Names()  
    Dim rst As DAO.Recordset, intI As Integer  
    Dim fld As Field  
  
    Set rst = Me.Recordset  
    For Each fld in rst.Fields  
        ' Print field names.  
        Debug.Print fld.Name  
    Next  
End Sub
```

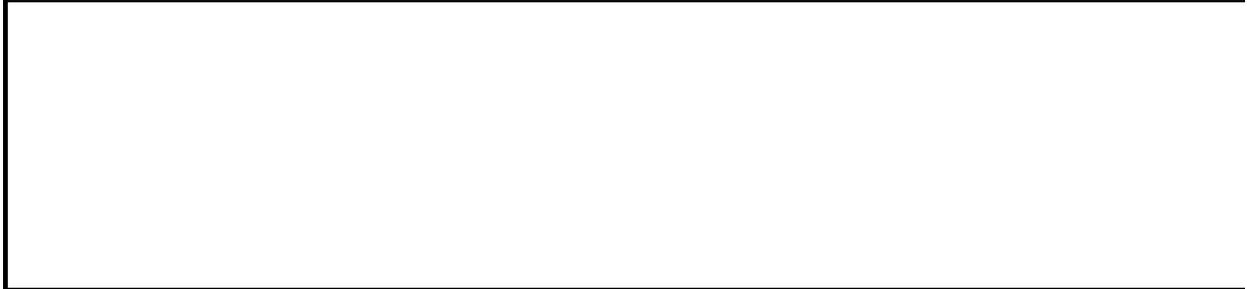
The next example uses the **Recordset** property and the **Recordset** object to synchronize a recordset with the form's current record. When a company name is selected from a combo box, the **FindFirst** method is used to locate the record for that company, causing the form to display the found record.

```
Sub SupplierID_AfterUpdate()  
    Dim rst As DAO.Recordset  
    Dim strSearchName As String  
  
    Set rst = Me.Recordset  
    strSearchName = CStr(Me!SupplierID)  
    rst.FindFirst "SupplierID = " & strSearchName  
    If rst.NoMatch Then  
        MsgBox "Record not found"  
    End If  
    rst.Close  
End Sub
```

The following code helps to determine what type of recordset is returned by the **Recordset** property under different conditions.

```
Sub CheckRSType()  
    Dim rs as Object  
  
    Set rs=Forms(0).Recordset
```

```
If TypeOf rs Is DAO.Recordset Then
    MsgBox "DAO Recordset"
ElseIf TypeOf rs is ADO.Recordset Then
    MsgBox "ADO Recordset"
End If
End Sub
```



[Show All](#)

RecordsetClone Property

You can use the **RecordsetClone** property to refer to a form's [Recordset](#) object specified by the form's [RecordSource](#) property. Read-only.

expression.**RecordsetClone**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **RecordsetClone** property setting is a copy of the underlying query or table specified by the form's **RecordSource** property. If a form is based on a query, for example, referring to the **RecordsetClone** property is the equivalent of cloning a **Recordset** object by using the same query. If you then apply a filter to the form, the **Recordset** object reflects the filtering.

This property is available only by using [Visual Basic](#) and is read-only in all views.

You use the **RecordsetClone** property to navigate or operate on a form's records independent of the form itself. For example, you can use the **RecordsetClone** property when you want to use a method, such as the DAO [Find](#) methods, that can't be used with forms.

When a new **Recordset** object is opened, its first record is the [current record](#). If you use one of the **Find** method or one of the [Move](#) methods to make any other record in the **Recordset** object current, you must synchronize the current record in the **Recordset** object with the form's current record by assigning the value of the DAO [Bookmark](#) property to the form's [Bookmark](#) property.

You can use the [RecordCount](#) property to count the number of records in a **Recordset** object. The following example shows how you can combine the **RecordCount** property and the **RecordsetClone** property to count the records in a form:

```
Forms!Orders.RecordsetClone.MoveLast
MsgBox "My form contains " & _
    & Forms!Orders.RecordsetClone.RecordCount & _
    & " records.", vbInformation, "Record Count"
```

Note If you close the form or if you change the form's **RecordSource** property, the **Recordset** object is no longer valid. If you subsequently refer to the **Recordset** object or to previously saved bookmarks in the form or the **Recordset** object, an error will occur.

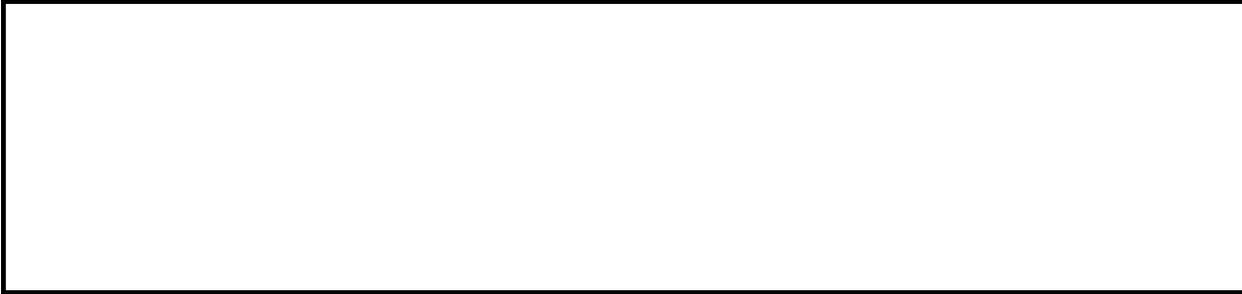
Example

The following example uses the **RecordsetClone** property to create a new clone of the **Recordset** object from the Orders form and then prints the names of the fields in the Immediate window.

```
Sub Print_Field_Names()  
    Dim rst As Recordset, intI As Integer  
    Dim fld As Field  
  
    Set rst = Me.RecordsetClone  
    For Each fld in rst.Fields  
        ' Print field names.  
        Debug.Print fld.Name  
    Next  
End Sub
```

The next example uses the **RecordsetClone** property and the **Recordset** object to synchronize a recordset's record with the form's current record. When a company name is selected from a combo box, the **FindFirst** method is used to locate the record for that company and the **Recordset** object's DAO **Bookmark** property is assigned to the form's **Bookmark** property, causing the form to display the found record.

```
Sub SupplierID_AfterUpdate()  
    Dim rst As Recordset  
    Dim strSearchName As String  
  
    Set rst = Me.RecordsetClone  
    strSearchName = Str(Me!SupplierID)  
    rst.FindFirst "SupplierID = " & strSearchName  
    If rst.NoMatch Then  
        MsgBox "Record not found"  
    Else  
        Me.Bookmark = rst.Bookmark  
    End If  
    rst.Close  
End Sub
```



[Show All](#)

RecordsetType Property

You can use the **RecordsetType** property to specify what kind of [recordset](#) is made available to a [form](#). Read/write.

expression.**RecordsetType**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **RecordsetType** property uses the following settings in a [Microsoft Access database](#) (.mdb).

Setting	Visual Basic	Description
Dynaset	0	(Default) You can edit bound controls based on a single table or tables with a one-to-one relationship. For controls bound to fields based on tables with a one-to-many relationship, you can't edit data from the join field on the "one" side of the relationship unless cascade update is enabled between the tables. For more information, see the topic that explains when you can update records from a query .
Dynaset (Inconsistent Updates)	1	All tables and controls bound to their fields can be edited.
Snapshot	2	No tables or the controls bound to their fields can be edited.

Note If you don't want data in [bound](#) controls to be edited when a form is in [Form view](#) or [Datasheet view](#), you can set the **RecordsetType** property to Snapshot.

The **RecordsetType** property uses the following settings in a [Microsoft Access project](#) (.adp).

Setting	Visual Basic	Description
Snapshot	3	No tables or the controls bound to their fields can be edited.
Updatable Snapshot	4	(Default) All tables and controls bound to their fields can be edited.

Note You can set this property by using a form's [property sheet](#), a [macro](#), or [Visual Basic](#).

Note Changing the **RecordsetType** property of an open form or report causes an automatic recreation of the recordset.

You can create forms based on multiple underlying tables with fields bound to controls on the forms. Depending on the **RecordsetType** property setting, you can limit which of these bound controls can be edited.

In addition to the editing control provided by **RecordsetType**, each control on a form has a **Locked** property that you can set to specify whether the control and its underlying data can be edited. If the **Locked** property is set to Yes, you can't edit the data.

Example

In the following example, only if the user ID is ADMIN can records be updated. This code sample sets the **RecordsetType** property to Snapshot if the public variable gstrUserID value is not ADMIN.

```
Sub Form_Open(Cancel As Integer)
    Const conSnapshot = 2
    If gstrUserID <> "ADMIN" Then
        Forms!Employees.RecordsetType = conSnapshot
    End If
End Sub
```



[Show All](#)

RecordSource Property

You can use the **RecordSource** property to specify the source of the data for a [form](#) or [report](#). Read/write **String**.

expression.**RecordSource**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **RecordSource** property setting can be a table name, a query name, or an SQL statement. For example, you can use the following settings.

Sample setting	Description
Employees	A table name specifying the Employees table as the source of data.
<pre>SELECT Orders!OrderDate FROM Orders;</pre>	An SQL statement specifying the OrderDate field on the Orders table as the source of data. You can bind a control on the form or report to the OrderDate field in the Orders table by setting the control's ControlSource property to OrderDate.

Note You can set the **RecordSource** property by using the form's or report's [property sheet](#), a [macro](#), or [Visual Basic](#).

In Visual Basic, use a [string expression](#) to set this property.

Note Changing the record source of an open form or report causes an automatic requery of the underlying data. If a form's **Recordset** property is set at runtime, the form's **RecordSource** property is updated.

After you have created a form or report, you can change its source of data by changing the **RecordSource** property. The **RecordSource** property is also useful if you want to create a reusable form or report. For example, you could create a form that incorporates a standard design, then copy the form and change the **RecordSource** property to display data from a different table, query, or SQL statement.

Limiting the number of records contained in a form's record source can enhance performance, especially when your application is running on a network. For example, you can set a form's **RecordSource** property to an SQL statement that returns a single record and change the form's record source depending on criteria selected by the user.

Example

The following example sets a form's **RecordSource** property to the Customers table:

```
Forms!frmCustomers.RecordSource = "Customers"
```

The next example changes a form's record source to a single record in the Customers table, depending on the company name selected in the cmboCompanyName combo box control. The combo box is filled by an SQL statement that returns the customer ID (in the bound column) and the company name. The CustomerID has a Text data type.

```
Sub cmboCompanyName_AfterUpdate()  
    Dim strNewRecord As String  
    strNewRecord = "SELECT * FROM Customers " _  
        & " WHERE CustomerID = '" _  
        & Me!cmboCompanyName.Value & "'" _  
    Me.RecordSource = strNewRecord  
End Sub
```



RecordSourceQualifier Property

Returns or sets a **String** indicating the SQL Server owner name of the record source for the specified form or report. Read/write.

expression.**RecordSourceQualifier**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

The following example displays all the record source information for the specified form.

```
With Forms(0)
    MsgBox "Record Source: " & .RecordSource & vbCrLf _
        & "Record Source Qualifier: " _
        & .RecordSourceQualifier
End With
```



References Property

You can use the **References** property to access the [References](#) collection and its related properties, methods, and events.

expression.**References**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is available only by using [Visual Basic](#) and is read-only.

The **References** collection corresponds to the list of references in the **References** dialog box, available by clicking **References** on the **Tools** menu. Each **Reference** object represents one selected reference in the list. References that appear in the **References** dialog box but haven't been selected aren't in the **References** collection.

Example

The following example displays a message indicating the number of boxes checked in the **References** dialog box.

```
MsgBox "There are " & Application.References.Count & " references."
```



[Show All](#)

RemovePersonalInformation Property

Returns or sets a **Boolean** indicating whether personal information about the user is stored in the specified project or data access page. **True** if personal information is removed. Read-write.

expression.**RemovePersonalInformation**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property corresponds to the **RemoveFileProperties** property that is available on a [data access page's property sheet](#).

Example

This example sets Microsoft Access to remove personal information from the current project the next time the user saves it.

```
CurrentProject.RemovePersonalInformation = True
```

This example sets Microsoft Access to remove personal information from the active data access page the next time the user saves it.

```
Screen.ActiveDataAccessPage _  
    .RemovePersonalInformation = True
```



RepeatSection Property

You can use the **RepeatSection** property to specify whether a group header is repeated on the next page or column when a group spans more than one page or column. Read/write **Boolean**.

expression.**RepeatSection**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **RepeatSection** property only applies to group headers on a report.

The **RepeatSection** property uses the following settings.

Setting Visual Basic		Description
Yes	True	The group header is repeated.
No	False	(Default) The group header isn't repeated.

Note You can set the **RepeatSection** property by using the group header section's [property sheet](#), a [macro](#), or [Visual Basic](#).

When printing a report that contains a subreport, the subreport's **RepeatSection** property will determine if the subreport group headers are repeated across pages or columns.

Example

The following example prints the group header "GroupHeader0" at the top of each page.

```
Reports("Purchase Order").Section("GroupHeader0").RepeatSection = Tr
```



[Show All](#)

Report Property

You can use the **Report** property to refer to a [report](#) or to refer to the report associated with a [subreport](#) control.

expression.**Report**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property refers to a report object. It is read-only in all views.

You can use this property by using a [macro](#) or [Visual Basic](#).

This property is typically used to refer to the report contained in a subreport control.

Note When you use the [Reports](#) collection, you must specify the name of the report.

Example

The following example uses the **Report** property to refer to a control on a subreport.

```
Dim curTotalSales As Currency
```

```
curTotalSales = Reports!Sales!Employees.Report!TotalSales
```



[Show All](#)

Reports Property

You can use the **Reports** property to access the read-only [Reports](#) collection and its related properties.

expression.**Reports**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is available only by using [Visual Basic](#) and is read-only.

The **Reports** collection contains all of the currently open reports in a [Microsoft Access database](#) (.mdb) or [Microsoft Access project](#) (.adp).

[Show All](#)

ResyncCommand Property

You can use the **ResyncCommand** property to specify or determine the SQL statement or [stored procedure](#) that will be used in an [updateable snapshot](#) of a [table](#). Read/write **String**.

expression.**ResyncCommand**

expression Required. An expression that returns one of the objects in the Applies To list.

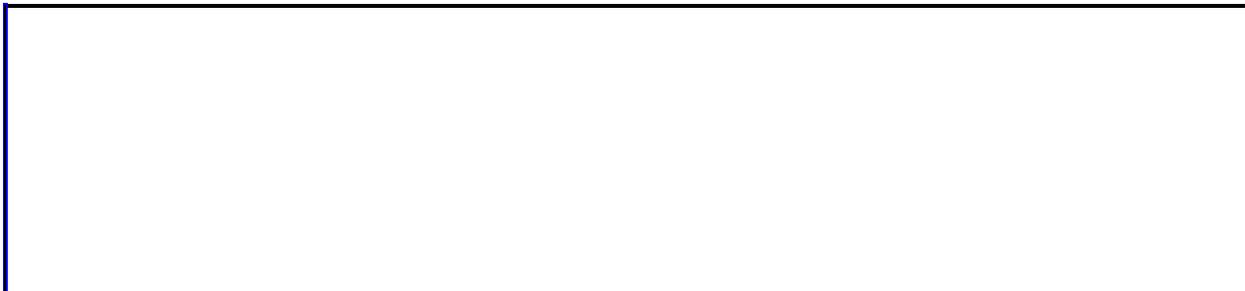
Remarks

The **ResyncCommand** property is a [string expression](#) representing a SQL statement or stored procedure that is parameterized by the key columns from the Unique Table in the output cursor, using ? as parameter markers.

You can set this property by using the [property sheet](#) or [Visual Basic](#).

The parameters must match in number and ordering to the set of key columns for the table identified by the [UniqueTable](#) property. The purpose of the **ResyncCommand** property is to pull in the "fixed up" values of a row in a recordset after an update has been made, including an update to a join column.

For data access pages and for forms based on views or non-parameterized SQL queries containing a join, if the **ResyncCommand** property is null, Microsoft Access determines an appropriate query to use for the resync operation. For data access pages and forms based on stored procedures or parameterized SQL statements, Access cannot determine an appropriate resync query at run time, so the user must supply the **ResyncCommand** string in order to get the correct row fix up behavior. If the **ResyncCommand** property is empty and Access cannot determine an appropriate query to use, the default ADO resync operation (to display the current values) occurs after an update or insert.



[Show All](#)

RightMargin Property

 [RightMargin property as it applies to the **Label** and **TextBox** objects.](#)

Along with the **TopMargin**, **Left Margin**, and **BottomMargin** properties, specifies the location of information displayed within a [label](#) or [text box](#) control. Read/write **Integer**. Read/write **Integer**.

expression.**RightMargin**

expression Required. An expression that returns one of the above objects.

Remarks

A control's displayed information location is measured from the control's left, top, right, or bottom border to the left, top, right, or bottom edge of the displayed information. To use a unit of measurement different from the setting in the regional settings of Windows, specify the unit (for example, cm or in).

In Visual Basic, use a numeric expression to set the value of this property. Values are expressed in [twips](#).

You can set these properties by using the [property sheet](#), a [macro](#), or [Visual Basic](#).



[RightMargin property as it applies to the **Printer** object.](#)

Along with the **TopMargin**, **LeftMargin**, and **BottomMargin** properties, specifies the margins for a printed page. Read/write **Long**.

expression.**RightMargin**

expression Required. An expression that returns a **Printer** object.

Example

 [As it applies to the **Label** and **TextBox** objects.](#)

The following example offsets the caption in the label "EmployeeID_Label" in the "Purchase Orders" form by 100 twips from the right of the label's border.

```
With Forms.Item("Purchase Orders").Controls.Item("EmployeeID_Label")  
    .RightMargin = 100  
End With
```



[Show All](#)

RowHeight Property

You can use the **RowHeight** property to specify the height of all rows in [Datasheet view](#). Read/write **Integer**.

expression.**RowHeight**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **RowHeight** property applies to all fields in Datasheet view and to form controls when the form is in Datasheet view.

You can set the **RowHeight** property in Datasheet view by dragging the lower border of the [record selector](#) or by clicking **Row Height** on the **Format** menu. When you set the **RowHeight** property by using the **Row Height** command, the value is expressed in [points](#).

In [Visual Basic](#), the **RowHeight** property setting is a [Long Integer](#) value that represents the datasheet row height in [twips](#). To specify the default height for the current font, you can set the **RowHeight** property to **True**.

Example

This example takes effect in Datasheet view of the open Customers form. It sets the row height to 450 twips and sizes the column to fit the size of the visible text.

```
Forms![Customers].RowHeight = 450  
Forms![Customers]![Address].ColumnWidth = -2
```



[Show All](#)

RowSource Property

You can use the **RowSource** property (along with the **RowSourceType** property) to tell Microsoft Access how to provide data to a [list box](#), a [combo box](#), or an unbound [OLE object](#) such as a [chart](#). For example, to display rows of data in a list box from a [query](#) named CustomerList, set the list box's **RowSourceType** property to Table/Query and its **RowSource** property to the query named CustomerList. Read/write **String**.

expression.**RowSource**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **RowSource** property setting depends on the **RowSourceType** property setting.

For this RowSourceType setting	Enter this RowSource setting
Table/Query	A table name, query name, or SQL statement.
Value List	A list of items with semicolons (;) as separators .
Field List	A table name, query name, or SQL statement.

Note If the **RowSourceType** property is set to a user-defined function, the **RowSource** property can be left blank.

You can set the **RowSource** property by using the control's [property sheet](#), a [macro](#), or [Visual Basic](#).

For table fields, you can set these properties on the **Lookup** tab in the Field Properties section of [table Design view](#) for fields with the **DisplayControl** property set to Combo Box or List Box.

Note Microsoft Access sets these properties automatically when you select Lookup Wizard as the data type for a field in table Design view.

In Visual Basic, set the **RowSourceType** property by using a [string expression](#) with one of these values: "Table/Query", "Value List", or "Field List". You also use a string expression to set the value of the **RowSource** property. To set the **RowSourceType** property to a user-defined function, enter the name of the function.

When you have a limited number of values that don't change, you can set the **RowSourceType** property to Value List and then enter the values that make up the list in the **RowSource** property.

Example

The following example sets the **RowSourceType** property for a combo box to Table/Query, and it sets the **RowSource** property to a query named EmployeeList.

```
Forms!Employees!cmboNames.RowSourceType = "Table/Query"  
Forms!Employees!cmboNames.RowSource = "EmployeeList"
```



[Show All](#)

RowSourceType Property

You can use the **RowSourceType** property (along with the **RowSource** property) to tell Microsoft Access how to provide data to a [list box](#), a [combo box](#), or an unbound [OLE object](#) such as a [chart](#). For example, to display rows of data in a list box from a [query](#) named CustomerList, set the list box's **RowSourceType** property to Table/Query and its **RowSource** property to the query named CustomerList. Read/write **String**.

expression.**RowSourceType**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **RowSourceType** property uses the following settings.

Setting	Description
Table/Query	(Default) The data is from a table, query, or SQL statement specified by the RowSource setting.
Value List	The data is a list of items specified by the RowSource setting.
Field List	The data is a list of field names from a table, query, or SQL statement specified by the RowSource setting.

Note You can also set the **RowSourceType** property with a [user-defined function](#). The function name is entered without a preceding equal sign (=) and without the trailing pair of parentheses. You must provide [specific function code arguments](#) to tell Microsoft Access how to fill the control.

You can set the **RowSourceType** property by using the control's [property sheet](#), a [macro](#), or [Visual Basic](#). In Visual Basic, set the **RowSourceType** property by using a [string expression](#) with one of these values: "Table/Query", "Value List", or "Field List". To set the **RowSourceType** property to a user-defined function, enter the name of the function.

When you have a limited number of values that don't change, you can set the **RowSourceType** property to Value List and then enter the values that make up the list in the **RowSource** property.

When you create a user-defined function to insert items into a list box or combo box, Microsoft Access calls the function repeatedly to get the information it needs. User-defined **RowSourceType** functions must be written in a very specific [function format](#).

Example

The following example sets the **RowSourceType** property for a combo box to Table/Query, and it sets the **RowSource** property to a query named EmployeeList.

```
Forms!Employees!cmboNames.RowSourceType = "Table/Query"  
Forms!Employees!cmboNames.RowSource = "EmployeeList"
```



RowSpacing Property

Returns or sets a **Long** indicating the horizontal space between detail sections in twips. Read/write.

expression.**RowSpacing**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

The following example sets a variety of printer settings for the form specified in the **strFormname** argument of the procedure.

```
Sub SetPrinter(strFormname As String)

    DoCmd.OpenForm FormName:=strFormname, view:=acDesign, _
        datamode:=acFormEdit, windowmode:=acHidden

    With Forms(form1).Printer

        .TopMargin = 1440
        .BottomMargin = 1440
        .LeftMargin = 1440
        .RightMargin = 1440

        .ColumnSpacing = 360
        .RowSpacing = 360

        .ColorMode = acPRCMColor
        .DataOnly = False
        .DefaultSize = False
        .ItemSizeHeight = 2880
        .ItemSizeWidth = 2880
        .ItemLayout = acPRVerticalColumnLayout
        .ItemsAcross = 6

        .Copies = 1
        .Orientation = acPRORLandscape
        .Duplex = acPRDPVertical
        .PaperBin = acPRBNAuto
        .PaperSize = acPRPSLetter
        .PrintQuality = acPRPQMedium

    End With

    DoCmd.Close objecttype:=acForm, objectname:=strFormname, _
        Save:=acSaveYes

End Sub
```



[Show All](#)

RunningSum Property

You can use the **RunningSum** property to calculate record-by-record or group-by-group totals in a [report](#). Read/write.

expression.**RunningSum**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **RunningSum** property specifies whether a [text box](#) on a report displays a running total and lets you set the range over which values are accumulated. For example, you can group data by month and show the sum of each month's sales in the group footer. You can show the running sum of accumulated sales over the entire report (sales for January in the January footer, sales for January plus February in the February footer, and so on) by adding a text box to the footer that shows the sum of sales and setting its **RunningSum** property to Over All.

Note The **RunningSum** property applies only to a text box on a report.

The **RunningSum** property uses the following settings.

Setting	Visual Basic	Description
No	0	(Default) The text box displays the data from the underlying field for the current record.
Over Group	1	The text box displays a running sum of values in the same group level . The value accumulates until another group level section is encountered.
Over All	2	The text box displays a running sum of values in the same group level. The value accumulates until the end of the report.

Note You can set the **RunningSum** property by using the text box's [property sheet](#), a [macro](#), or [Visual Basic](#). You can set the **RunningSum** property only in [Design view](#).

Place the text box in the Detail section to calculate a record-by-record total. For example, to number the records appearing in a detail section of a report, set the [ControlSource](#) property for the text box to "=1", and set the **RunningSum** property to Over Group.

Place the text box in a group header or group footer to calculate a group-by-group total.

You can have up to 10 nested group levels in a report.

Example

The following example sets the **RunningSum** property for a text box named SalesTotal to 2 (Over All):

```
Reports!rptSales!SalesTotal.RunningSum = 2
```



[Show All](#)

ScaleHeight Property

You can use the **ScaleHeight** property to specify the number of units for the vertical measurement of the page when the [Circle](#), [Line](#), [Pset](#), or [Print](#) method is used while a report is printed or previewed, or its output is saved to a file. Read/write **Single**.

expression.**ScaleHeight**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The default setting is the internal height of a report page in [twips](#).

You can set the **ScaleHeight** property by using a [macro](#) or a [Visual Basic](#) event procedure specified by a [section's OnPrint](#) property setting.

You can use the **ScaleHeight** property to create a custom coordinate scale for drawing or printing. For example, the statement `ScaleHeight = 100` defines the internal height of the section as 100 units, or one vertical unit as one one-hundredth of the height.

Use the [ScaleMode](#) property to define a scale based on a standard unit of measurement, such as [points](#), [pixels](#), characters, inches, millimeters, or centimeters.

Setting the **ScaleHeight** property to a positive value makes coordinates increase in value from top to bottom. Setting it to a negative value makes coordinates increase in value from bottom to top.

By using these properties and the related **ScaleLeft** and **ScaleTop** properties, you can set up a custom coordinate system with both positive and negative coordinates. All four of these Scale properties interact with the **ScaleMode** property in the following ways:

- Setting any other Scale property to any value automatically sets the **ScaleMode** property to 0.
- Setting the **ScaleMode** property to a number greater than 0 changes the **ScaleHeight** and **ScaleWidth** properties to the new unit of measurement and sets the **ScaleLeft** and **ScaleTop** properties to 0. Also, the **CurrentX** and **CurrentY** property settings change to reflect the new coordinates of the current point.

You can also use the [Scale](#) method to set the **ScaleHeight**, **ScaleWidth**, **ScaleLeft**, and **ScaleTop** properties in one statement.

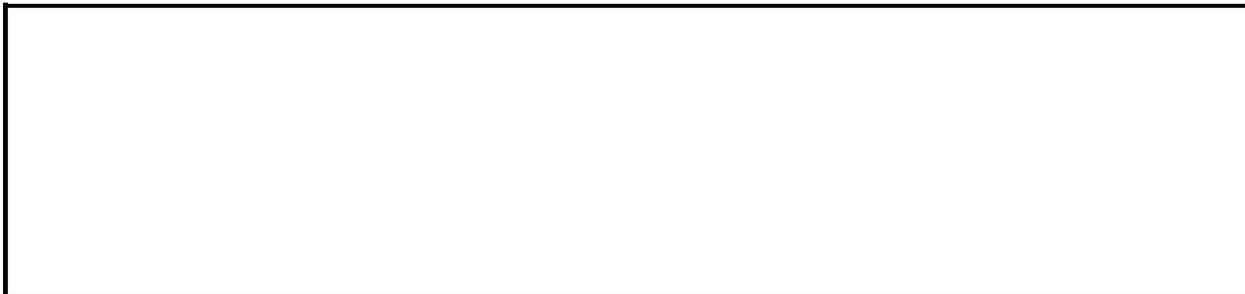
Note The **ScaleHeight** property isn't the same as the **Height** property.

Example

The following example uses the **Print** method to display text on a report named Report1. It uses the **TextWidth** and **TextHeight** methods to center the text vertically and horizontally.

```
Private Sub Detail_Format(Cancel As Integer, _
    FormatCount As Integer)
    Dim rpt as Report
    Dim strMessage As String
    Dim intHorSize As Integer, intVerSize As Integer

    Set rpt = Me
    strMessage = "DisplayMessage"
    With rpt
        'Set scale to pixels, and set FontName and
        'FontSize properties.
        .ScaleMode = 3
        .FontName = "Courier"
        .FontSize = 24
    End With
    ' Horizontal width.
    intHorSize = Rpt.TextWidth(strMessage)
    ' Vertical height.
    intVerSize = Rpt.TextHeight(strMessage)
    ' Calculate location of text to be displayed.
    Rpt.CurrentX = (Rpt.ScaleWidth/2) - (intHorSize/2)
    Rpt.CurrentY = (Rpt.ScaleHeight/2) - (intVerSize/2)
    ' Print text on Report object.
    Rpt.Print strMessage
End Sub
```



[Show All](#)

ScaleLeft Property

You can use the **ScaleLeft** property to specify the units for the horizontal coordinates that describe the location of the left edge of a page when the [Circle](#), [Line](#), [Pset](#), or [Print](#) method is used while a report is previewed, printed, or its output is saved to a file. Read / write **Single**.

expression.**ScaleLeft**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You can set the **ScaleLeft** property by using a [macro](#) or a [Visual Basic](#) event procedure specified by a [section's OnPrint](#) property setting.

By using these properties and the related **ScaleHeight** and **ScaleWidth** properties, you can set up a custom coordinate system with both positive and negative coordinates. All four of these Scale properties interact with the [ScaleMode](#) property in the following ways:

- Setting any other Scale property to any value automatically sets the **ScaleMode** property to 0.
- Setting the **ScaleMode** property to a number greater than 0 changes the **ScaleHeight** and **ScaleWidth** property settings to the new unit of measurement and sets the **ScaleLeft** and **ScaleTop** properties to 0. Also, the [CurrentX](#) and [CurrentY](#) property settings change to reflect the new coordinates of the current point.

You can also use the [Scale](#) method to set the **ScaleHeight**, **ScaleWidth**, **ScaleLeft**, and **ScaleTop** properties in one statement.

Note The **ScaleLeft** property isn't the same as the **Left** property.

Example

The following example uses the **Circle** method to draw a circle and create a pie slice within the circle. Then it uses the **FillColor** and **FillStyle** properties to color the pie slice red. It also draws a line from the upper left to the center of the circle.

To try this example in Microsoft Access, create a new report. Set the **OnPrint** property of the Detail section to [Event Procedure]. Enter the following code in the report's module, then switch to Print Preview.

```
Private Sub Detail_Print(Cancel As Integer, PrintCount As Integer)

    Const conPI = 3.14159265359

    Dim sngHCtr As Single
    Dim sngVCtr As Single
    Dim sngRadius As Single
    Dim sngStart As Single
    Dim sngEnd As Single

    sngHCtr = Me.ScaleWidth / 2           ' Horizontal center.
    sngVCtr = Me.ScaleHeight / 2        ' Vertical center.
    sngRadius = Me.ScaleHeight / 3      ' Circle radius.
    Me.Circle (sngHCtr, sngVCtr), sngRadius ' Draw circle.
    sngStart = -0.00000001              ' Start of pie slice.

    sngEnd = -2 * conPI / 3             ' End of pie slice.
    Me.FillColor = RGB(255, 0, 0)      ' Color pie slice red.
    Me.FillStyle = 0                   ' Fill pie slice.

    ' Draw Pie slice within circle
    Me.Circle (sngHCtr, sngVCtr), sngRadius, , sngStart, sngEnd

    ' Draw line to center of circle.
    Dim intColor As Integer
    Dim sngTop As Single, sngLeft As Single
    Dim sngWidth As Single, sngHeight As Single

    Me.ScaleMode = 3                   ' Set scale to pixels.
    sngTop = Me.ScaleTop                ' Top inside edge.
    sngLeft = Me.ScaleLeft              ' Left inside edge.
    sngWidth = Me.ScaleWidth / 2        ' Width inside edge.
    sngHeight = Me.ScaleHeight / 2     ' Height inside edge.
    intColor = RGB(255, 0, 0)          ' Make color red.
```

```
' Draw line.  
Me.Line (sngTop, sngLeft)-(sngWidth, sngHeight),intColor
```

```
End Sub
```



[Show All](#)

ScaleMode Property

You can use the **ScaleMode** property in Visual Basic to specify the unit of measurement for coordinates on a page when the [Circle](#), [Line](#), [Pset](#), or [Print](#) method is used while a report is previewed or printed, or its output is saved to a file. Read/write **Integer**.

expression.**ScaleMode**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **ScaleMode** property uses the following settings.

Setting	Description
0	Custom values used by one or more of the ScaleHeight , ScaleWidth , ScaleLeft , and ScaleTop properties
1	(Default) Twips
2	Points
3	Pixels
4	Characters (horizontal = 120 twips per unit; vertical = 240 twips per unit)
5	Inches
6	Millimeters
7	Centimeters

The property setting has an [Integer](#) value.

You can set the **ScaleMode** property by using a [macro](#) or a [Visual Basic](#) event procedure specified by a [section's OnPrint](#) property setting.

By using the related **ScaleHeight**, **ScaleWidth**, **ScaleLeft**, and **ScaleTop** properties, you can create a custom coordinate system with both positive and negative coordinates. All four properties interact with the **ScaleMode** property in the following ways:

- Setting any other Scale property to any value automatically sets the **ScaleMode** property to 0.
- Setting the **ScaleMode** property to a number greater than 0 changes the **ScaleHeight** and **ScaleWidth** property settings to the new unit of measurement and sets the **ScaleLeft** and **ScaleTop** properties to 0. Also, the **CurrentX** and **CurrentY** property settings change to reflect the new coordinates of the current point.



[Show All](#)

ScaleTop Property

You can use the **ScaleTop** property to specify the units for the vertical coordinates that describe the location of the top edge of a page when the [Circle](#), [Line](#), [Pset](#), or [Print](#) method is used while a report is previewed, printed, or its output is saved to a file. Read / write **Single**.

expression.**ScaleTop**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You can set the **ScaleTop** property by using a [macro](#) or a [Visual Basic](#) event procedure specified by a [section's OnPrint](#) property setting.

By using these properties and the related **ScaleHeight** and **ScaleWidth** properties, you can set up a custom coordinate system with both positive and negative coordinates. All four of these Scale properties interact with the [ScaleMode](#) property in the following ways:

- Setting any other Scale property to any value automatically sets the **ScaleMode** property to 0.
- Setting the **ScaleMode** property to a number greater than 0 changes the **ScaleHeight** and **ScaleWidth** property settings to the new unit of measurement and sets the **ScaleLeft** and **ScaleTop** properties to 0. Also, the [CurrentX](#) and [CurrentY](#) property settings change to reflect the new coordinates of the current point.

You can also use the [Scale](#) method to set the **ScaleHeight**, **ScaleWidth**, **ScaleLeft**, and **ScaleTop** properties in one statement.

Note The **ScaleTop** property isn't the same as the **Top** property.

Example

The following example uses the **Circle** method to draw a circle and create a pie slice within the circle. Then it uses the **FillColor** and **FillStyle** properties to color the pie slice red. It also draws a line from the upper left to the center of the circle.

To try this example in Microsoft Access, create a new report. Set the **OnPrint** property of the Detail section to [Event Procedure]. Enter the following code in the report's module, then switch to Print Preview.

```
Private Sub Detail_Print(Cancel As Integer, PrintCount As Integer)

    Const conPI = 3.14159265359

    Dim sngHCtr As Single
    Dim sngVCtr As Single
    Dim sngRadius As Single
    Dim sngStart As Single
    Dim sngEnd As Single

    sngHCtr = Me.ScaleWidth / 2           ' Horizontal center.
    sngVCtr = Me.ScaleHeight / 2         ' Vertical center.
    sngRadius = Me.ScaleHeight / 3       ' Circle radius.
    Me.Circle (sngHCtr, sngVCtr), sngRadius ' Draw circle.
    sngStart = -0.00000001               ' Start of pie slice.

    sngEnd = -2 * conPI / 3              ' End of pie slice.
    Me.FillColor = RGB(255, 0, 0)        ' Color pie slice red.
    Me.FillStyle = 0                     ' Fill pie slice.

    ' Draw Pie slice within circle
    Me.Circle (sngHCtr, sngVCtr), sngRadius, , sngStart, sngEnd

    ' Draw line to center of circle.
    Dim intColor As Integer
    Dim sngTop As Single, sngLeft As Single
    Dim sngWidth As Single, sngHeight As Single

    Me.ScaleMode = 3                     ' Set scale to pixels.
    sngTop = Me.ScaleTop                 ' Top inside edge.
    sngLeft = Me.ScaleLeft                ' Left inside edge.
    sngWidth = Me.ScaleWidth / 2          ' Width inside edge.
    sngHeight = Me.ScaleHeight / 2       ' Height inside edge.
    intColor = RGB(255, 0, 0)            ' Make color red.
```

```
' Draw line.  
Me.Line (sngTop, sngLeft)-(sngWidth, sngHeight),intColor
```

```
End Sub
```



[Show All](#)

ScaleWidth Property

You can use the **ScaleWidth** property to specify the number of units for the horizontal measurement of the page when the [Circle](#), [Line](#), [Pset](#), or [Print](#) method is used while a report is printed or previewed, or its output is saved to a file. Read/write **Single**.

expression.**ScaleWidth**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The default setting is the internal width of a report page in [twips](#).

You can set the **ScaleWidth** property by using a [macro](#) or a [Visual Basic](#) event procedure specified by a [section's OnPrint](#) property setting.

You can use the **ScaleWidth** property to create a custom coordinate scale for drawing or printing. For example, the statement `ScaleWidth = 100` defines the internal width of the section as 100 units, or one horizontal unit as one one-hundredth of the width.

Use the [ScaleMode](#) property to define a scale based on a standard unit of measurement, such as [points](#), [pixels](#), characters, inches, millimeters, or centimeters.

Setting the **ScaleWidth** property to a positive value makes coordinates increase in value from left to right. Setting it to a negative value makes coordinates increase in value from right to left.

By using these properties and the related **ScaleLeft** and **ScaleTop** properties, you can set up a custom coordinate system with both positive and negative coordinates. All four of these Scale properties interact with the **ScaleMode** property in the following ways:

- Setting any other Scale property to any value automatically sets the **ScaleMode** property to 0.
- Setting the **ScaleMode** property to a number greater than 0 changes the **ScaleHeight** and **ScaleWidth** properties to the new unit of measurement and sets the **ScaleLeft** and **ScaleTop** properties to 0. Also, the **CurrentX** and **CurrentY** property settings change to reflect the new coordinates of the current point.

You can also use the [Scale](#) method to set the **ScaleHeight**, **ScaleWidth**, **ScaleLeft**, and **ScaleTop** properties in one statement.

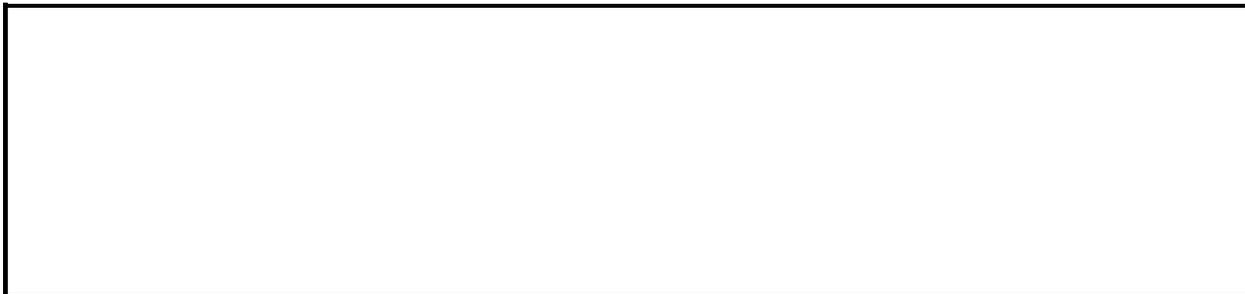
Note The **ScaleWidth** properties isn't the same as the **Width** property.

Example

The following example uses the **Print** method to display text on a report named Report1. It uses the **TextWidth** and **TextHeight** methods to center the text vertically and horizontally.

```
Private Sub Detail_Format(Cancel As Integer, _
    FormatCount As Integer)
    Dim rpt as Report
    Dim strMessage As String
    Dim intHorSize As Integer, intVerSize As Integer

    Set rpt = Me
    strMessage = "DisplayMessage"
    With rpt
        'Set scale to pixels, and set FontName and
        'FontSize properties.
        .ScaleMode = 3
        .FontName = "Courier"
        .FontSize = 24
    End With
    ' Horizontal width.
    intHorSize = Rpt.TextWidth(strMessage)
    ' Vertical height.
    intVerSize = Rpt.TextHeight(strMessage)
    ' Calculate location of text to be displayed.
    Rpt.CurrentX = (Rpt.ScaleWidth/2) - (intHorSize/2)
    Rpt.CurrentY = (Rpt.ScaleHeight/2) - (intVerSize/2)
    ' Print text on Report object.
    Rpt.Print strMessage
End Sub
```



Scaling Property

Controls how the contents of an object frame control are displayed. Read/write **Byte**.

expression.**Scaling**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **Scaling** property corresponds to the **Size Mode** box in the object frame's **Properties** window. This property accepts the following values.

- **0** (Clip) If the object exceeds the control's boundaries, the object is clipped at the boundaries of the control.
- **1** (Stretch) If the object does not exceed the control's boundaries, the object is stretched to the edges of the control's boundary.
- **2** (Zoom) The object is zoomed in or out to fit the control's boundaries. This is different from the Stretch setting, in that the object is not necessarily distorted to touch all boundaries of the control. In other words, the object may touch the horizontal edges of the control, but not necessarily the vertical edges of the control, and vice versa.

Example

The following example sets the size mode of the OLE control "Customer Picture" on the "Order Entry" form to zoomed.

```
Forms("Order Entry").Controls("Customer Picture").Scaling = 2
```



[Show All](#)

Screen Property

You can use the **Screen** property to return a reference the [Screen](#) object and its related properties. Read-only.

expression.**Screen**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is available only by using [Visual Basic](#) and is read-only. Use the **Screen** object to refer to a particular [form](#), [report](#), or [control](#) that has the [focus](#).

Example

The following example demonstrates how to change the cursor to an hourglass and back again to signify that some background activity is occurring.

```
Application.Screen.MousePointer = 11 ' Hourglass  
' Do some background activity.  
Application.Screen.MousePointer = 0 ' Back to normal
```



[Show All](#)

ScreenTip Property

You can use the **ScreenTip** property to specify or determine the text that is displayed when you move the cursor over a [hyperlink](#) control. Read/write **String**.

expression.**ScreenTip**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **ScreenTip** property is a [string expression](#) displayed as a screen tip.

You can set the **HyperlinkSubAddress** property with the **SubAddress** property by using [Visual Basic](#).

Note You can set the **HyperlinkSubAddress** property by using a control's [property sheet](#), a [macro](#), or [Visual Basic](#).

When you move the cursor over a hyperlink control whose **HyperlinkSubAddress** property is set, Microsoft Access changes the cursor to an upward-pointing hand and displays the text string defined by the **ScreenTip** property. Clicking the control displays the object or Web page specified by the link.

For more information about hyperlink addresses and their format, see the **HyperlinkAddress** and **HyperlinkSubAddress** property topics.

Example

The following example displays the message "Go to Home page" when the cursor hovers over the hyperlink named "HomePage" on the "Order Entry" form.

```
Forms("Order Entry").Controls("HomePage").Hyperlink.ScreenTip = "Go
```



ScrollBarAlign Property

You can use the **ScrollBarAlign** to specify or determine the alignment of a vertical scroll bar. Read/write **Byte**.

expression.**ScrollBarAlign**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **ScrollBarAlign** property uses the following settings.

Setting	Visual Basic	Description
System 0		Vertical scroll bar is placed on the left if the form or report Orientation property is right to left; and on the right if the form or report Orientation property is left to right.
Right 1		Aligns vertical scroll bar on the right side of the control.
Left 2		Aligns vertical scroll bar on the left side of the control.

Note You can set this property by using the [property sheet](#) or [Visual Basic](#).

Remarks

For combo and list boxes, **ScrollBarAlign** also controls the placement of the box button above the scroll bar.

Example

The following example aligns the vertical scroll bar on the left side of the "Country" combo box in the "International Shipping" form.

```
Forms("International Shipping").Controls("Country").ScrollBarAlign =
```



[Show All](#)

ScrollBars Property

You can use the **ScrollBars** property to specify whether scroll bars appear on a [form](#) or in a [text box](#) control. Read/write **Byte**.

expression.**ScrollBars**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting

The **ScrollBars** property uses the following settings.

Setting	Visual Basic	Description
Neither (forms) None (text boxes)	0	(Default for text boxes) No scroll bars appear on the form or text box.
Horizontal Only (forms)	1	Horizontal scroll bar appears on the form. Not applicable to text boxes.
Vertical Only (forms) Vertical (text boxes)	2	Vertical scroll bar appears on the form or text box.
Both (forms)	3	(Default for forms) Vertical and horizontal scroll bars appear on the form. Not applicable to text boxes.

You can set this property by using the form's or control's [property sheet](#), a [macro](#), or [Visual Basic](#).

For a text box, you can set the default for this property by using the [default control style](#) or the [DefaultControl](#) method in Visual Basic.

Remarks

If your form is larger than the available display window, you can use the **ScrollBars** property to allow the user to view the entire form.

You can use the [NavigationButtons](#) property to control record navigation.



[Show All](#)

Section Property

 [Section property as it applies to controls on a form or report.](#)

You can identify these [controls](#) by the section of a form or report where the control appears. Read/write **Integer**.

expression.**Section**

expression Required. An expression that returns one of the above objects.

Remarks

For controls, you can use the **Section** property to determine which section of a form or report a control is in.

[Section property as it applies to the **Form** and **Report** objects.](#)

You can use the **Section** property to identify a [section](#) of a [form](#) or [report](#) and provide access to the properties of that section. Read-only **Section** object.

expression.**Section**(*Index*)

expression Required. An expression that returns one of the above objects.

Index Required **Variant**. The section number or name.

Remarks

The **Section** property corresponds to a particular section. You can use the following constants listed below. It is recommended that you use the constants to make your code easier to read.

Setting	Constant	Description
0	acDetail	Form detail section or report detail section
1	acHeader	Form or report header section
2	acFooter	Form or report footer section
3	acPageHeader	Form or report page header section
4	acPageFooter	Form or report page footer section
5	acGroupLevel1Header	Group-level 1 header section (reports only)
6	acGroupLevel1Footer	Group-level 1 footer section (reports only)
7	acGroupLevel2Header	Group-level 2 header section (reports only)
8	acGroupLevel2Footer	Group-level 2 footer section (reports only)

If a report has additional group-level sections, the header/footer pairs are numbered consecutively beginning with 9.

For forms and reports, the **Section** property is an array of all existing sections in the form or report specified by the section number. For example, `Section(0)` refers to a form's detail section and `Section(3)` refers to a form's page header section.

You can also refer to a section by name. The following statements refer to the Detail0 section for the Customers form and are equivalent.

```
Forms!Customers.Section(acDetail).Visible
```

```
Forms!Customers.Section(0).Visible
```

```
Forms!Customers.Detail0.Visible
```

For forms and reports, you must combine the **Section** property with other properties that apply to form or report sections.

Example

[As it applies to controls on a form or report.](#)

The following example uses the **Section** property to determine which section contains the CustomerID control.

```
Dim intSectionNumber As Integer  
intSectionNumber = Forms!Customers!CustomerID.Section
```

[As it applies to the **Form** and **Report** objects.](#)

The following example shows how to refer to the **Visible** property of the page header section of the Customers form.

```
Forms!Customers.Section(acPageHeader).Visible
```

```
Forms!Customers.Section(3).Visible
```



[Show All](#)

Selected Property

You can use the **Selected** property in Visual Basic to determine if an item in a [list box](#) is selected. Read/write **Long**.

expression.**Selected**(*IRow*)

expression Required. An expression that returns one of the objects in the Applies To list.

IRow Required **Long**. The item in the list box. The first item is represented by a zero (0), the second by a one (1), and so on.

Remarks

The **Selected** property is a zero-based array that contains the selected state of each item in a list box.

Setting	Description
True	The list box item is selected.
False	The list box item isn't selected.

Note You can get or set the **Selected** property by using [Visual Basic](#).

This property is available only at [run time](#).

When a list box control's [MultiSelect](#) property is set to None, only one item can have its **Selected** property set to **True**. When a list box control's **MultiSelect** property is set to Simple or Extended, any or all of the items can have their **Selected** property set to **True**. A multiple-selection list box bound to a field will always have a [Value](#) property equal to [Null](#). You use the **Selected** property or the [ItemsSelected](#) collection to retrieve information about which items are selected.

You can use the **Selected** property to select items in a list box by using Visual Basic. For example, the following expression selects the fifth item in the list:

```
Me!Listbox.Selected(4) = True
```

Example

The following example uses the **Selected** property to move selected items in the lstSource list box to the lstDestination list box. The lstDestination list box's **RowSourceType** property is set to Value List and the control's **RowSource** property is constructed from all the selected items in the lstSource control. The lstSource list box's **MultiSelect** property is set to Extended. The CopySelected() procedure is called from the cmdCopyItem command button.

```
Private Sub cmdCopyItem_Click()  
    CopySelected Me  
End Sub  
  
Public Sub CopySelected(ByRef frm As Form)  
  
    Dim ctlSource As Control  
    Dim ctlDest As Control  
    Dim strItems As String  
    Dim intCurrentRow As Integer  
  
    Set ctlSource = frm!lstSource  
    Set ctlDest = frm!lstDestination  
  
    For intCurrentRow = 0 To ctlSource.ListCount - 1  
        If ctlSource.Selected(intCurrentRow) Then  
            strItems = strItems & ctlSource.Column(0, _  
                intCurrentRow) & ";"  
        End If  
    Next intCurrentRow  
  
    ' Reset destination control's RowSource property.  
    ctlDest.RowSource = ""  
    ctlDest.RowSource = strItems  
  
    Set ctlSource = Nothing  
    Set ctlDest = Nothing  
  
End Sub
```



SelectionChange Property

Returns or sets a **String** indicating which macro, event procedure, or user-defined function runs when the [SelectionChange](#) event occurs. Read/write.

expression.**SelectionChange**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values for this property are "*macroname*" where *macroname* is the name of macro, "[Event Procedure]" which indicates the event procedure associated with the SelectionChange event for the specified object, or "=*functionname*()" where *functionname* is the name of a user-defined function. For a more detailed discussion of event properties, see "[Event Properties](#)."

Example

The following example specifies that when the SelectionChange event occurs on the first form of the current project, the associated event procedure should run.

```
Forms(0).SelectionChange = "[Event Procedure]"
```



[Show All](#)

SelHeight Property

You can use the **SelHeight** property to specify or determine the number of selected rows (records) in the current [selection rectangle](#) in a table, query, or form [datasheet](#), or the number of selected records in a [continuous form](#). The **SelHeight** property returns a **Long Integer** value between 0 and the number of records in the datasheet or continuous form. The setting of this property specifies or returns the number of selected rows in the selection rectangle or the number of selected records in the continuous form.

This property isn't available in [Design view](#). This property is only available by using a [macro](#) or Visual Basic.

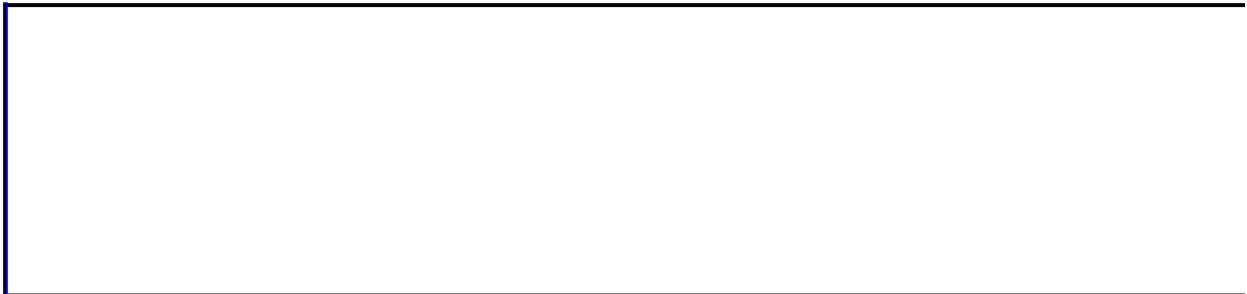
Remarks

If there's no selection, the value returned by this property will be zero. Setting this property to 0 removes the selection from the datasheet or form.

If you've selected one or more columns in a datasheet (using the column headings), you can't change the setting of the **SelHeight** property (except to set it to 0).

You can use these properties with the **SelTop** and **SelLeft** properties to specify or determine the actual position of the selection rectangle on the datasheet. If there's no selection, then the **SelTop** and **SelLeft** properties return the row number and column number of the cell with the [focus](#).

The **SelHeight** and **SelWidth** properties contain the position of the lower-right corner of the selection rectangle. The **SelTop** and **SelLeft** property values determine the upper-left corner of the selection rectangle.



[Show All](#)

SelLeft Property

You can use the **SelLeft** property to specify or determine which column (field) is leftmost in the current selection rectangle. Read/write **Long** between 1 and the number of columns in the datasheet. The setting of this property specifies or returns the number of the leftmost column in the current selection rectangle.

expression.**SelLeft**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property isn't available in [Design view](#). This property is available only by using a [macro](#) or [Visual Basic](#).

If there's no selection, the value returned by these properties is the row and column of the cell with the [focus](#). If you've selected one or more records in the datasheet (using the [record selectors](#)), you can't change the setting of the **SelLeft** property.

You can use these properties with the [SelHeight](#) and **SelWidth** properties to specify or determine the actual size of the selection rectangle. The **SelTop** and **SelLeft** properties determine the position of the upper-left corner of the selection rectangle. The **SelHeight** and **SelWidth** properties determine the lower-right corner of the selection rectangle.

Example

The following example shows how to use the **SelHeight**, **SelWidth**, **SelTop**, and **SelLeft** properties to determine the position and size of a selection rectangle in datasheet view. The SetHeightWidth procedure assigns the height and width of the current selection rectangle to the variables lngNumRows, lngNumColumns, lngTopRow, and lngLeftColumn, and displays those values in a message box.

```
Public Sub SetHeightWidth(ByRef frm As Form)

    Dim lngNumRows As Long
    Dim lngNumColumns As Long
    Dim lngTopRow As Long
    Dim lngLeftColumn As Long
    Dim strMsg As String

    ' Form is in Datasheet view.
    If frm.CurrentView = 2 Then

        ' Number of rows selected.
        lngNumRows = frm.SelHeight

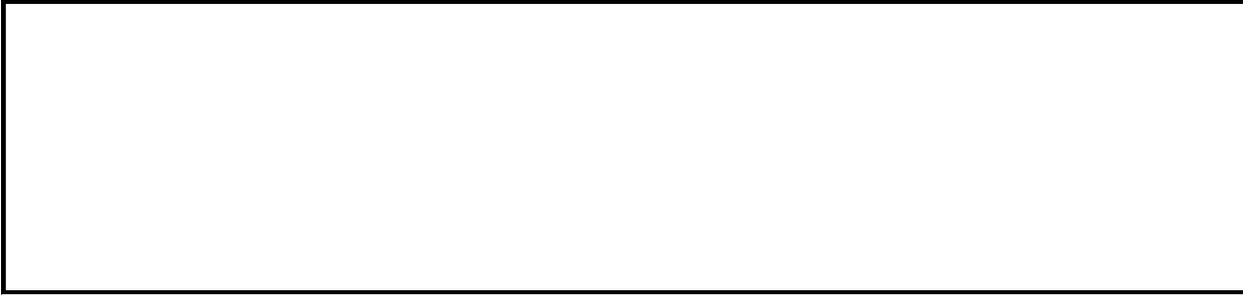
        ' Number of columns selected.
        lngNumColumns = frm.SelWidth

        ' Topmost row selected.
        lngTopRow = frm.SelTop

        ' Leftmost column selected.
        lngLeftColumn = frm.SelLeft

        ' Display message.
        strMsg = "Number of rows: " & lngNumRows & vbCrLf
        strMsg = strMsg & "Number of columns: " & _
            & lngNumColumns & vbCrLf
        strMsg = strMsg & "Top row: " & lngTopRow & vbCrLf
        strMsg = strMsg & "Left column: " & lngLeftColumn
        MsgBox strMsg, vbInformation
    End If

End Sub
```



[Show All](#)

SelLength Property

The **SelLength** property specifies or determines the number of characters selected in a text box or the text box portion of a combo box. The **SelLength** property uses an [Integer](#) in the range 0 to the total number of characters in a text box or text box portion of a combo box.

Remarks

You can set the **SelLength** property by using a [macro](#) or Visual Basic.

To set or return this property for a control, the control must have the [focus](#). To move the focus to a control, use the **SetFocus** method.

Setting the **SelLength** property to a number less than 0 produces a [run-time error](#).

Example

The following example uses two event procedures to search for text specified by a user. The text to search is set in the form's Load event procedure. The Click event procedure for the Find button (which the user clicks to start the search) prompts the user for the text to search for and selects the text in the text box if the search is successful.

```
Private Sub Form_Load()  
  
    Dim ctlTextToSearch As Control  
    Set ctlTextToSearch = Forms!Form1!Textbox1  
  
    ' SetFocus to text box.  
    ctlTextToSearch.SetFocus  
    ctlTextToSearch.Text = "This company places large orders twice "  
                          "a year for garlic, oregano, chilies and "  
    Set ctlTextToSearch = Nothing  
  
End Sub  
  
Public Sub Find_Click()  
  
    Dim strSearch As String  
    Dim intWhere As Integer  
    Dim ctlTextToSearch As Control  
  
    ' Get search string from user.  
    With Me!Textbox1  
        strSearch = InputBox("Enter text to find:")  
  
        ' Find string in text.  
        intWhere = InStr(.Value, strSearch)  
        If intWhere Then  
            ' If found.  
            .SetFocus  
            .SelStart = intWhere - 1  
            .SelLength = Len(strSearch)  
        Else  
            ' Notify user.  
            MsgBox "String not found."  
        End If  
    End With  
  
End Sub
```



[Show All](#)

SelStart Property

The **SelStart** property specifies or determines the starting point of the selected text or the position of the insertion point if no text is selected. Read/write **Integer**.

expression.**SelStart**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **SelStart** property uses an [Integer](#) in the range 0 to the total number of characters in a text box or text box portion of a combo box. You can set the **SelStart** property by using a [macro](#) or [Visual Basic](#).

To set or return this property for a control, the control must have the [focus](#). To move the focus to a control, use the [SetFocus](#) method.

Changing the **SelStart** property cancels the selection, places an insertion point in the text, and sets the **SelLength** property to 0.

Example

The following example uses two event procedures to search for text specified by a user. The text to search is set in the form's Load event procedure. The Click event procedure for the Find button (which the user clicks to start the search) prompts the user for the text to search for and selects the text in the text box if the search is successful.

```
Private Sub Form_Load()  
  
    Dim ctlTextToSearch As Control  
    Set ctlTextToSearch = Forms!Form1!Textbox1  
  
    ' SetFocus to text box.  
    ctlTextToSearch.SetFocus  
    ctlTextToSearch.Text = "This company places large orders twice "  
                          "a year for garlic, oregano, chilies and "  
    Set ctlTextToSearch = Nothing  
  
End Sub  
  
Public Sub Find_Click()  
  
    Dim strSearch As String  
    Dim intWhere As Integer  
    Dim ctlTextToSearch As Control  
  
    ' Get search string from user.  
    With Me!Textbox1  
        strSearch = InputBox("Enter text to find:")  
  
        ' Find string in text.  
        intWhere = InStr(.Value, strSearch)  
        If intWhere Then  
            ' If found.  
            .SetFocus  
            .SelStart = intWhere - 1  
            .SelLength = Len(strSearch)  
        Else  
            ' Notify user.  
            MsgBox "String not found."  
        End If  
    End With  
  
End Sub
```



[Show All](#)

SelText Property

The **SelText** property returns a string containing the selected text. If no text is selected, the **SelText** property contains a [Null](#) value. Read/write **String**.

expression.**SelText**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **SelText** property uses a [string expression](#) that contains the text selected in the control. If the control contains selected text when this property is set, the selected text is replaced by the new **SelText** setting.

To set or return this property for a control, the control must have the [focus](#). To move the focus to a control, use the [SetFocus](#) method.

Example

The following example uses two event procedures to search for text specified by a user. The text to search is set in the form's Load event procedure. The Click event procedure for the Find button (which the user clicks to start the search) prompts the user for the text to search for and selects the text in the text box if the search is successful.

```
Sub Form_Load()  
    Dim ctlTextToSearch As Control  
    Set ctlTextToSearch = Forms!Form1!TextBox1  
    ctlTextToSearch.SetFocus      ' SetFocus to text box.  
    ctlTextToSearch.SelText = "This company places large orders " _  
        & "twice a year for garlic, oregano, chilies and cumin."  
End Sub  
  
Sub Find_Click()  
    Dim strSearch As String, intWhere As Integer  
    Dim ctlTextToSearch As Control  
    ' Get search string from user.  
    With Me!Textbox1  
        strSearch = InputBox("Enter text to find:")  
        ' Find string in text.  
        intWhere = InStr(.Value, strSearch)  
        If intWhere Then  
            ' If found.  
            .SetFocus  
            .SelStart = intWhere - 1  
            .SelLength = Len(strSearch)  
        Else  
            ' Notify user.  
            MsgBox "String not found."  
        End If  
    End With  
End Sub
```



[Show All](#)

SelTop Property

You can use the **SelTop** property to specify or determine which row (record) is topmost in the current [selection rectangle](#) in a table, query, or form [datasheet](#), or which selected record is topmost in a [continuous form](#). The **SelTop** property returns a [Long Integer](#) value between 1 and the number of records in the datasheet or continuous form. The setting of this property specifies or returns the number of the topmost row in the current selection rectangle or the number of the topmost selected record in the continuous form.

Remarks

This property isn't available in [Design view](#). This property is available only by using a [macro](#) or Visual Basic.

If there's no selection, the value returned by this property is the row and column of the cell with the [focus](#).

If you've selected one or more columns (using the column headings), you can't change the setting of the **SelTop** property.

You can use these properties with the **SelHeight** and **SelWidth** properties to specify or determine the actual size of the selection rectangle. The **SelTop** and **SelLeft** properties determine the position of the upper-left corner of the selection rectangle. The **SelHeight** and **SelWidth** properties determine the lower-right corner of the selection rectangle.



[Show All](#)

SelWidth Property

You can use the **SelWidth** property to specify or determine the number of selected columns (fields) in the current selection rectangle. Read/write **Long** between 0 and the number of columns in the datasheet. The setting of this property specifies or returns the number of selected columns in the selection rectangle.

expression.**SelWidth**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property isn't available in [Design view](#). This property is only available by using a [macro](#) or [Visual Basic](#).

If there's no selection, the value returned by this property will be zero. Setting this property to 0 removes the selection from the datasheet or form.

If you've selected one or more records in the datasheet (using the [record selectors](#)), you can't change the setting of the **SelWidth** property (except to set it to 0).

You can use these properties with the [SelTop](#) and **SelLeft** properties to specify or determine the actual position of the selection rectangle on the datasheet. If there's no selection, then the **SelTop** and **SelLeft** properties return the row number and column number of the cell with the [focus](#).

The **SelHeight** and **SelWidth** properties contain the position of the lower-right corner of the selection rectangle. The **SelTop** and **SelLeft** property values determine the upper-left corner of the selection rectangle.

Example

The following example shows how to use the **SelHeight**, **SelWidth**, **SelTop**, and **SelLeft** properties to determine the position and size of a selection rectangle in datasheet view. The SetHeightWidth procedure assigns the height and width of the current selection rectangle to the variables lngNumRows, lngNumColumns, lngTopRow, and lngLeftColumn, and displays those values in a message box.

```
Public Sub SetHeightWidth(ByRef frm As Form)

    Dim lngNumRows As Long
    Dim lngNumColumns As Long
    Dim lngTopRow As Long
    Dim lngLeftColumn As Long
    Dim strMsg As String

    ' Form is in Datasheet view.
    If frm.CurrentView = 2 Then

        ' Number of rows selected.
        lngNumRows = frm.SelHeight

        ' Number of columns selected.
        lngNumColumns = frm.SelWidth

        ' Topmost row selected.
        lngTopRow = frm.SelTop

        ' Leftmost column selected.
        lngLeftColumn = frm.SelLeft

        ' Display message.
        strMsg = "Number of rows: " & lngNumRows & vbCrLf
        strMsg = strMsg & "Number of columns: " & _
            & lngNumColumns & vbCrLf
        strMsg = strMsg & "Top row: " & lngTopRow & vbCrLf
        strMsg = strMsg & "Left column: " & lngLeftColumn
        MsgBox strMsg, vbInformation
    End If

End Sub
```



[Show All](#)

ServerFilter Property

You can use the **ServerFilter** property to specify a subset of records to be displayed when a server filter is applied to a [form](#) or [report](#) within a [Microsoft Access project](#) (.adp) or a [data access page](#) in a Microsoft Access project (.adp) or database (.mdb). Read/write **String**.

expression.**ServerFilter**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **ServerFilter** property is a [string expression](#) consisting of a [WHERE](#) clause without the WHERE keyword. For example, the following Visual Basic code defines and applies a filter to show only customers from the USA:

```
Me.ServerFilter = "Country = 'USA'"  
Me.Refresh
```

The easiest way to set this property is by using a form or report's [property sheet](#). You can also set this property on a form or report by using [Visual Basic](#).

To set the **ServerFilter** property, you must first either:

- Set the property value in the form's property sheet.
- Set the property in Visual Basic by typing

```
Forms(0).ServerFilter = "fieldname = value"
```

Note Setting the **ServerFilter** property has no effect on the ADO [Filter](#) property.

You can use the **ServerFilter** property to save a filter and apply it at a later time. Filters are saved with the objects in which they are created. They are automatically loaded when the object is opened, but they aren't automatically applied.

To apply a saved filter to a form, you can click **Apply Server Filter** on the [toolbar](#), click **Apply Filter/Sort** on the **Records** menu, or use a macro or Visual Basic to set the [ServerFilterByForm](#) property to **True**.

The **Apply Server Filter** button indicates the state of the **ServerFilter** and **ServerFilterByForm** properties. The button remains disabled until there is a filter to apply. If an existing filter is currently applied, the **Apply Server Filter** button appears pressed in.

To apply a filter automatically when a form is opened, specify in the **OnOpen**

event property setting of the form either a macro that uses the ApplyFilter action or an event procedure that uses the [ApplyFilter](#) method of the **DoCmd** object. In either case, the form opens in the [Server Filter By Form](#) window.

You can only remove a server filter by using Visual Basic to set the **ServerFilterByForm** property to **False** or clear all filter criteria in the Server Filter By Form window and then click **Apply Server Filter**.

When the **ServerFilter** property is set in [form Design view](#), Microsoft Access does not attempt to validate the SQL expression. If the SQL expression is invalid, an error occurs when the filter is applied.

Notes

- When a new object is created, it inherits the [RecordSource](#), [Filter](#), **ServerFilter**, [OrderBy](#), and [OrderByOn](#) properties of the table or query it was created from.
- The **ServerFilter** property setting is ignored if the form's [record source](#) is a [stored procedure](#).



[Show All](#)

ServerFilterByForm Property

You can use the **ServerFilterByForm** property to specify or determine whether a [form](#) is opened in the [Server Filter By Form](#) window. Read/write **Boolean**.

expression.**ServerFilterByForm**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **ServerFilterByForm** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	The form is opened in the Server Filter By Form window. Note When the ServerFilterByForm property is True , the Filter By Form feature is disabled.
No	False	(Default) The form is not opened in the Server Filter By Form window.

Note The easiest way to set the **ServerFilterByForm** property is by using a form's [property sheet](#). You can set this property by using [Visual Basic](#).

To set the **ServerFilterByForm** property, you must first either:

- Set the property in the form's property sheet.
- Set the property in Visual Basic by typing

```
Forms(0).ServerFilterByForm = True
```

If the **ServerFilter** property has been set, you can also set this property by clicking **Apply Server Filter** on the **Form View toolbar** or the **Filter/Sort toolbar**.

To apply a saved filter to a form, press the **Apply Server Filter** button, or apply the filter by using a macro or Visual Basic by setting the **ServerFilterByForm** property to **True**.

The **Apply Server Filter** button indicates the state of the **ServerFilter** and **ServerFilterByForm** properties. The button remains disabled until there is a filter to apply. If an existing filter is currently applied, the **Apply Server Filter** button appears pressed in. To apply a filter automatically when a form opened,

specify in the **OnOpen** event property setting of the form either a macro that uses the ApplyFilter action or an event procedure that uses the [ApplyFilter](#) method of the **DoCmd** object.

You can remove a filter by using Visual Basic to set the **ServerFilterByForm** property to **False** or clear all filter criteria in the Server Filter By Form window and then click **Apply Server Filter**.

Notes

- When a new object is created, it inherits the [RecordSource](#), [Filter](#), [ServerFilter](#), [OrderBy](#), and [OrderByOn](#) properties of the table or query it was created from. For forms and reports, inherited filters aren't automatically applied when an object is opened.
- The **ServerFilterByForm** property setting is ignored if the form's [record source](#) is a [stored procedure](#).

Example

The following example enables the "Order Lookup" form to be opened in a Microsoft Access Data Project in the Server Filter By Form window.

```
Forms("Order Lookup").ServerFilterByForm = True
```



Shape Property

Returns a **String** representing the shape command corresponding to the sorting and grouping of the specified report. Read-only.

expression.**Shape**

expression Required. An expression that returns one of the objects in the Applies To list.

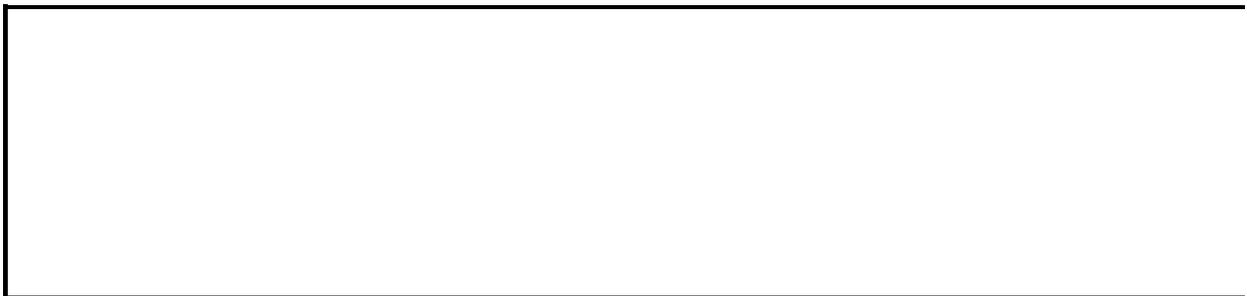
Remarks

Analyzing the shape command for a particular report can make it easier to create ADO recordsets that can be used with the report.

Example

The following example reads the shape command of the specified report and stores it to a string variable.

```
Dim strShape As String  
strShape = Reports(0).Shape
```



[Show All](#)

ShortcutMenu Property

You can use the **ShortcutMenu** property to specify whether a [shortcut menu](#) is displayed when you right-click an object on a [form](#). For example, you might want to disable a shortcut menu to prevent the user from changing the form's underlying record source by using one of the filtering commands on the form's shortcut menu. Read/write **Boolean**.

expression.**ShortcutMenu**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **ShortcutMenu** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	(Default) Shortcut menus are displayed.
No	False	Shortcut menus aren't displayed.

You can set this property by using the form's [property sheet](#), a [macro](#), or [Visual Basic](#).

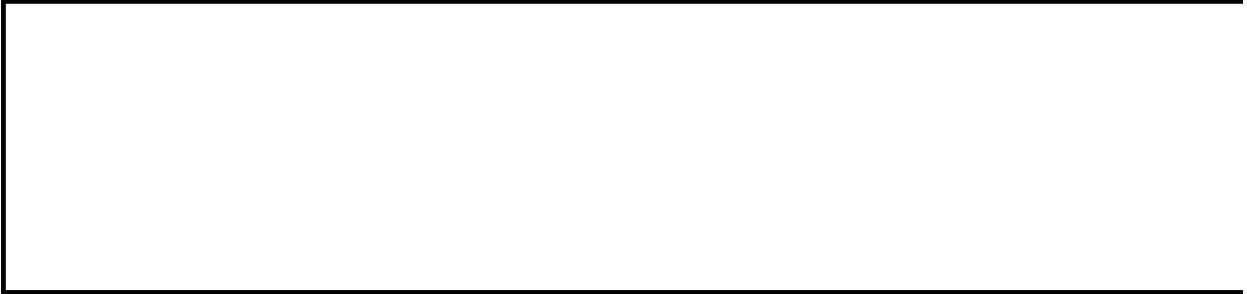
This property controls the displaying of the shortcut menus for a form and for any of its [controls](#). If the **ShortcutMenu** property is set to No, shortcut menus aren't displayed when you right-click a form or any of its controls.

If you're developing a [wizard](#), you might want to hide shortcut menus on your wizard forms to prevent the user from viewing or using them. This is especially true for forms that display choices. For example, the **ShortcutMenu** property for the Startup form in the Northwind sample database is set to No. This prevents users from displaying shortcut menus for the form or controls on the form.

Example

The following example disables the shortcut menus for the Invoice form and its controls:

```
Forms!Invoice.ShortcutMenu = False
```



[Show All](#)

ShortcutMenuBar Property

You can use the **ShortcutMenuBar** property to specify the [shortcut menu](#) that will appear when you right-click on a form, report, or [control](#) on a form.

Read/write **String**.

expression.**ShortcutMenuBar**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You create these shortcut menus by pointing to **Toolbars** on the **View** menu and then clicking **Customize**. For more information about creating custom toolbars, see [Create a custom shortcut menu for the current database](#).

Note The **ShortcutMenuBar** property applies only to controls on a form, not controls on a report.

You can also use the **ShortcutMenuBar** property to specify the [menu bar macro](#) that will be used to display a shortcut menu for a datasheet, form, form control, or report.

Note In versions of Microsoft Access prior to Microsoft Access 97, you created a custom shortcut menu by setting the **ShortcutMenuBar** property to the name of a menu bar macro. You then created a [macro group](#) containing the commands for this menu. This functionality is still supported in Microsoft Access. However, it is strongly recommended that you use the new **Customize** dialog box, available by pointing to **Toolbars** on the **View** menu, and then clicking **Customize**, to create custom shortcut menus.

Enter the name of the shortcut menu you want to display. A shortcut menu can be any [command bar](#) whose **Type** property is set to Popup. If you leave the **ShortcutMenuBar** property setting blank, Microsoft Access displays the built-in (default) shortcut menu or the application's [global shortcut menu](#). If you set the **ShortcutMenuBar** property to a value that isn't the name of an existing shortcut menu or menu bar macro, the form, form control, or report won't have a shortcut menu (the default shortcut menu won't be shown).

You can set this property by using the object's [property sheet](#), a [macro](#), or [Visual Basic](#).

In Visual Basic, you set this property by using a [string expression](#) that is the name of the shortcut menu you want to display.

To display the built-in shortcut menu for a database, form, form control, or report by using a macro or Visual Basic, set the property to a [zero-length string](#) (" ").

You create a custom shortcut menu by first creating a [toolbar](#) that includes all the commands you want to appear on your custom shortcut menu. Then open the **Toolbar Properties** dialog box by selecting the toolbar in the **Customize** dialog box and clicking the **Properties** button. In the **Toolbar Properties** dialog box, set the **Type** property to **Popup**. This toolbar will now be available in the **ShortcutMenuBar** property box in the property sheet for a form, form control, or report.

When used with the [Application](#) object, the **ShortcutMenuBar** property enables you to display a custom shortcut menu as a global shortcut menu. However, if you've set the **ShortcutMenuBar** property for a form, form control, or report in the database, the custom shortcut menu of that object will be displayed in place of the database's global shortcut menu. You can display a different custom shortcut menu for a specific form, form control, or report by setting its **ShortcutMenuBar** property to a different shortcut menu. When the form, form control, or report has the [focus](#), the custom shortcut menu for that object is displayed when the user clicks the right mouse button; otherwise, the global shortcut menu for the database is displayed.

Shortcut menus aren't available to any object if the [AllowShortcutMenus](#) property is set to **False**.

Example

The following example sets the "Suppliers_Toolbar" as the custom shortcut menu to display when the user clicks the right mouse button on the "Suppliers" form.

```
Forms("Suppliers").ShortcutMenuBar = "Suppliers_Toolbar"
```



[Show All](#)

SizeMode Property

You can use the **SizeMode** property to specify how to size a picture or other object in a [bound object frame](#), an [unbound object frame](#), or an [image control](#).

expression.**SizeMode**

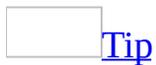
expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **SizeMode** property uses the following settings.

Setting	Visual Basic	Description
Clip	acOLESizeClip	(Default) Displays the object at actual size. If the object is larger than the control, its image is clipped on the right and bottom by the control's borders.
Stretch	acOLESizeStretch	Sizes the object to fill the control. This setting may distort the proportions of the object.
Zoom	acOLESizeZoom	Displays the entire object, resizing it as necessary without distorting the proportions of the object. This setting may leave extra space in the control if the control is resized.

Note You can set the **SizeMode** property in a [property sheet](#), in a [macro](#), or by using [Visual Basic](#). You can set the default for this property by using a control's [default control style](#) or the [DefaultControl](#) method in Visual Basic.

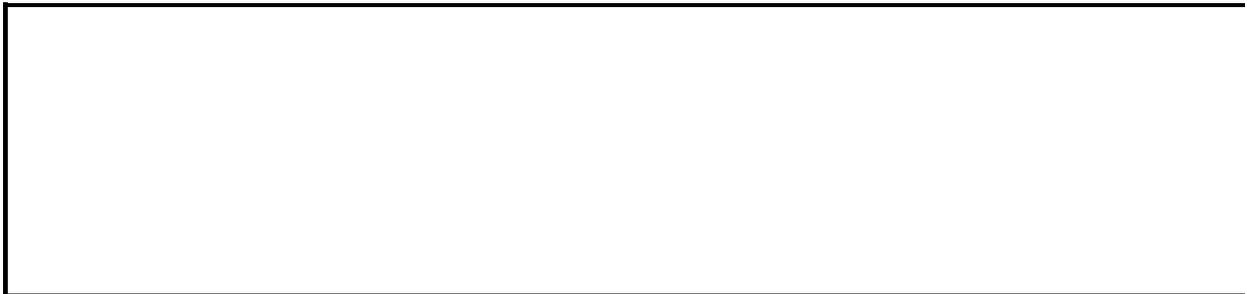


Use the Clip setting for the fastest display. You can use the Stretch setting for bar graphs and line graphs without concern for size adjustments. The Stretch setting can distort circles and photos.

Example

The following example creates a linked OLE object using an unbound object frame named OLE1 and sizes the control to display the object's entire contents when the user clicks a command button.

```
Sub Command1_Click
    OLE1.Class = "Excel.Sheet"      ' Set class name.
    ' Specify type of object.
    OLE1.OLETypeAllowed = acOLELinked
    ' Specify source file.
    OLE1.SourceDoc = "C:\Excel\Oletext.xls"
    ' Specify data to create link to.
    OLE1.SourceItem = "R1C1:R5C5"
    ' Create linked object.
    OLE1.Action = acOLECreateLink
    ' Adjust control size.
    OLE1.SizeMode = acOLESizeMode
End Sub
```



[Show All](#)

SmartTagActions Property

Returns a [SmartTagActions](#) collection that represents the actions available for a specific [smart tag](#). Read-only.

Smart tag actions are processes that are programmed into smart tags that allow users to perform certain functions related to the smart tag. For example, one action for a smart tag might be to access a Web site, while another action inserts contact information from Microsoft Outlook, while yet another action displays a map and driving directions.

expression.**SmartTagActions**

expression Required. An expression that returns a [SmartTag](#) object.



[Show All](#)

SmartTags Property

Returns a [SmartTags](#) collection that represents the collection of [smart tags](#) that have been added to a control.

expression.**SmartTags**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Using the **SmartTags** property of the [Control](#) object will result in a run-time error if the control is not a [ComboBox](#), [Label](#), or [TextBox](#) object.

Note Unlike the [SmartTags](#) collections in Microsoft Excel and Microsoft Word, the **SmartTags** collection in Microsoft Access is zero-based. Therefore, the code `control.SmartTags(0)` returns the first smart tag for the specified control.



[Show All](#)

SortOrder Property

You use the **SortOrder** property to specify the [sort order](#) for fields and [expressions](#) in a report. For example, if you're printing a list of suppliers, you can sort the records alphabetically by company name. Read/write **Boolean**.

expression.**SortOrder**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **SortOrder** property uses the following settings.

Setting	Visual Basic	Description
Ascending	False	(Default) Sorts values in ascending (A to Z, 0 to 9) order.
Descending	True	Sorts values in descending (Z to A, 9 to 0) order.

Note You can set the **SortOrder** property by using the **Sorting And Grouping** box, a [macro](#), or [Visual Basic](#).

In Visual Basic, you set the **SortOrder** property in [report Design view](#) or in the [Open](#) event procedure of a report by using the [GroupLevel](#) property.

Example

The following example sets the sort order to ascending for the first group level in the "Product Summary" report.

```
Reports("Product Summary").GroupLevel(0).SortOrder = False
```



[Show All](#)

SourceDoc Property

You can use the **SourceDoc** property to specify the file to create a [link](#) to or to [embed](#) when you create a linked object or embedded object by using the [Action](#) property in Visual Basic. Read/write **String**.

expression.**SourceDoc**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

For an embedded object, enter the full path and file name for the file you want to use as a template and set the **Action** property to **acOLECreateEmbed**.

For a linked object, enter the full path and file name of the file to create a link to and set the **Action** property to **acOLECreateLink**.

You can set this property in a [property sheet](#), in a [macro](#), or by using [Visual Basic](#).

Note While this property appears in the property sheet, it takes effect only after the **Action** property is set in a macro or by using Visual Basic.

You can use the **SourceDoc** property to specify the file to create a link to and the control's **SourceItem** property to specify the data within that file. If you want to create a link to the entire object, leave the **SourceItem** property blank.

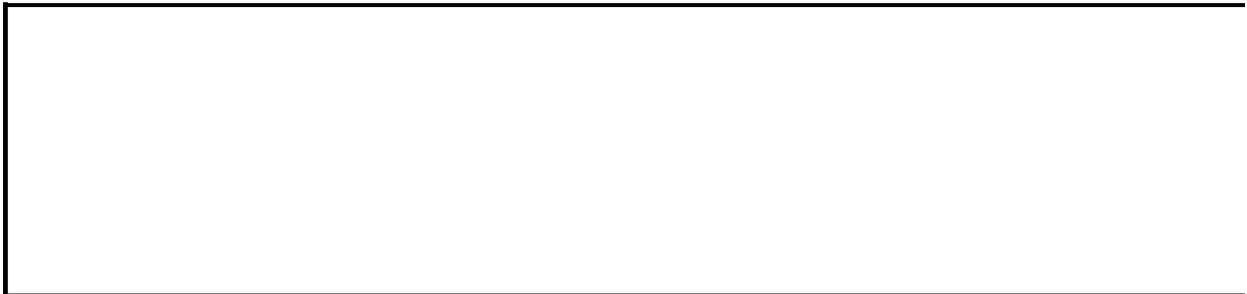
When a linked unbound object is created, the control's **SourceItem** property setting is concatenated with its **SourceDoc** property setting. In [Form view](#), [Datasheet view](#), and [Print Preview](#), the control's **SourceItem** property setting is a [zero-length string](#) (" "), and its **SourceDoc** property setting is the full path to the linked file, followed by an exclamation point (!) or a backslash (\) and the **SourceItem** property setting, as in the following example:

```
"C:\Work\Qtr1\Revenue.xls!R1C1:R30C15"
```

Example

The following example creates a linked OLE object using an unbound object frame named OLE1 and sizes the control to display the object's entire contents when the user clicks a command button.

```
Sub Command1_Click
    OLE1.Class = "Excel.Sheet"      ' Set class name.
    ' Specify type of object.
    OLE1.OLETypeAllowed = acOLELinked
    ' Specify source file.
    OLE1.SourceDoc = "C:\Excel\Oletext.xls"
    ' Specify data to create link to.
    OLE1.SourceItem = "R1C1:R5C5"
    ' Create linked object.
    OLE1.Action = acOLECreateLink
    ' Adjust control size.
    OLE1.SizeMode = acOLESizeZoom
End Sub
```



[Show All](#)

SourceItem Property

You can use the **SourceItem** property to specify the data within a file to be [linked](#) when you create a linked [OLE object](#). Read/write **String**.

expression.**SourceItem**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You can set the **SourceItem** property by specifying data in units recognized by the application supplying the object. For example, when you link to Microsoft Excel, you specify the **SourceItem** property setting by using a cell or cell-range reference such as R1C1 or R3C4:R9C22 or a named range such as Revenues.

Note To determine the syntax to describe a unit of data for a particular object, see the documentation for the application that was used to create the object.

You can set this property by using the [control's property sheet](#), a [macro](#), or [Visual Basic](#).

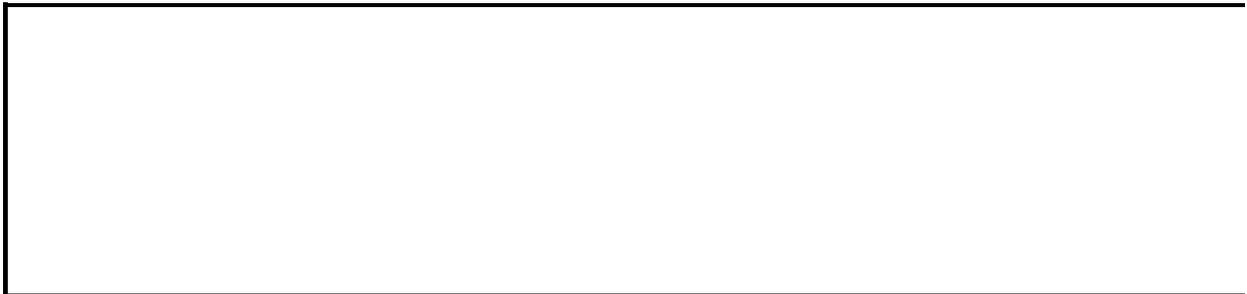
In Visual Basic, you set this property by using a [string expression](#).

The control's **OLETypeAllowed** property must be set to Linked or Either when you use this property. Use the control's **SourceDoc** property to specify the file to link.

Example

The following example creates a linked OLE object using an unbound object frame named OLE1 and sizes the control to display the object's entire contents when the user clicks a command button.

```
Sub Command1_Click
    OLE1.Class = "Excel.Sheet"      ' Set class name.
    ' Specify type of object.
    OLE1.OLETypeAllowed = acOLELinked
    ' Specify source file.
    OLE1.SourceDoc = "C:\Excel\Oletext.xls"
    ' Specify data to create link to.
    OLE1.SourceItem = "R1C1:R5C5"
    ' Create linked object.
    OLE1.Action = acOLECreateLink
    ' Adjust control size.
    OLE1.SizeMode = acOLESizeZoom
End Sub
```



[Show All](#)

SourceObject Property

You can use the **SourceObject** property to identify the [form](#) or [report](#) that is the source of the [subform](#) or [subreport](#) on a form or report. You can also use this property for linked [unbound object frames](#) to determine the complete path and file name of the file that contains the data linked to the object frame. Read/write **String**.

expression.**SourceObject**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Enter the name of the form or report that is the source of the subform or subreport in the [control's](#) property sheet. If you add a subform or subreport to the form or report by dragging it from the [Database window](#), the **SourceObject** property is set automatically in the property sheet.

For unbound object frames, the **SourceObject** property is set automatically when you use the **Object** command on the **Insert** menu to insert a linked [OLE object](#).

For a subform or subreport, you can set this property by using the control's [property sheet](#), a [macro](#), or [Visual Basic](#).

In Visual Basic, you set this property by using a [string expression](#) that is a name of a form or report.

For linked unbound object frames, the **SourceObject** property can't be set in any view.

Note You can't set or change the **SourceObject** property in the [Open](#) or [Format](#) events of a report.

If you delete the **SourceObject** property setting in the property sheet for a subform or subreport, the control remains on the form but is no longer bound to the source form or report.

Example

The following example displays the name of the form that is the source of the ProductList subform control in the Debug window.

```
Debug.Print Forms!Categories! _  
    [Product List].SourceObject
```



[Show All](#)

SpecialEffect Property

You can use the **SpecialEffect** property to specify whether special formatting will apply to a [section](#) or [control](#).

expression.**SpecialEffect**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **SpecialEffect** property uses the following settings.

Setting	Visual Basic	Description
Flat	0	The object appears flat and has the system's default colors or custom colors that were set in Design view .
Raised	1	The object has a highlight on the top and left and a shadow on the bottom and right.
Sunken	2	The object has a shadow on the top and left and a highlight on the bottom and right.
Etched	3	The object has a sunken line surrounding the control.
Shadowed	4	The object has a shadow below and to the right of the control.
Chiseled	5	The object has a sunken line below the control.

You can set this property by using the **Special Effect** button on the **Formatting (Form/Report)** toolbar, the object's [property sheet](#), a [macro](#), or [Visual Basic](#).

For controls, you can set the default for this property by using the [default control style](#) or the [DefaultControl](#) method in Visual Basic.

The **SpecialEffect** property setting affects related property settings for the [BorderStyle](#), [BorderColor](#), and [BorderWidth](#) properties. For example, if the **SpecialEffect** property is set to Raised, the settings for the **BorderStyle**, **BorderColor**, and **BorderWidth** properties are ignored. In addition, changing or setting the **BorderStyle**, **BorderColor**, and **BorderWidth** properties may cause Microsoft Access to change the **SpecialEffect** property setting to Flat.

Note When you set the **SpecialEffect** property of a [text box](#) to Shadowed, the vertical height of the text display area is reduced. You can adjust the [Height](#) property of the text box to increase the size of the text display area.

Example

The following example sets the appearance of the text box "OrganizationName1" on the "Mailing List" form to raised.

```
Forms("Mailing List").Controls("OrganizationName1").SpecialEffect =
```



[Show All](#)

StatusBarText Property

You can use the **StatusBarText** property to specify the text that is displayed in the [status bar](#) when a [control](#) is selected. Read/write **String**.

expression.**StatusBarText**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **StatusBarText** property applies only to controls on a [form](#), not controls on a [report](#).

You set the **StatusBarText** property by using a [string expression](#) up to 255 characters long.

You can set this property by using the control's [property sheet](#), a [macro](#), or [Visual Basic](#).

Note The length of the text you can display in the status bar depends on your computer hardware and video display.

You can use the **StatusBarText** property to provide specific information about a control. For example, when a text box has the [focus](#), a brief instruction can tell the user what kind of data to enter.

Note You can also use the [ControlTipText](#) property to display a ScreenTip for a control.

If you create a control by dragging a field from the [field list](#), the value in a field's [Description](#) property is copied to the **StatusBarText** property.

Example

The following example sets the status bar text to be displayed when the "Address_TextBox" control in the "Mailing List" form has the focus in Form View.

```
Forms("Mailing List").Controls("Address_TextBox")._
    StatusBarText = "Enter the company's mailing address."
```



[Show All](#)

Style Property

You can use the **Style** property to specify or determine the appearance of tabs on a [tab control](#).

expression.**Style**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **Style** property uses the following settings.

Setting	Visual Basic	Description
Tabs	0	(Default) Tabs appear as tabs.
Buttons	1	Tabs appear as buttons.
None	2	No tabs appear in the control.

Note You can set the **Style** property by using the tab control's [property sheet](#), a [macro](#), or [Visual Basic](#).

You can also set the default for this property by using a control's [default control style](#) or the [DefaultControl](#) method in Visual Basic.

You can set the **Style** property in any view.

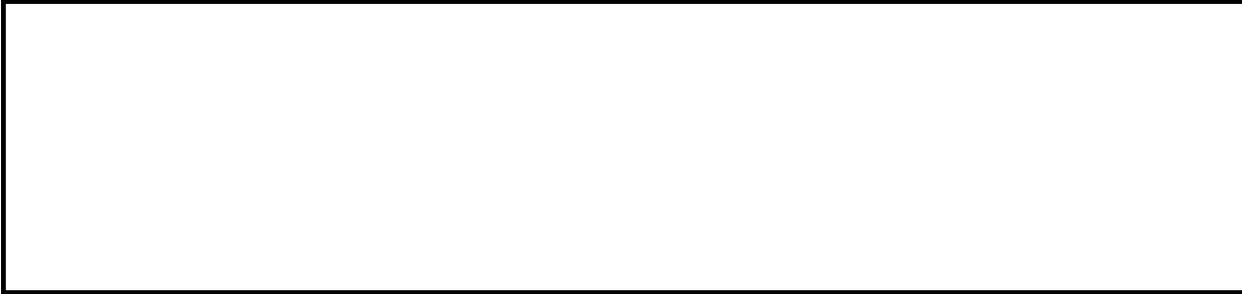
When the tab control's **Style** property is set to Tabs or Buttons, the appearance of the tabs is determined by the [TabFixedHeight](#) , [TabFixedWidth](#) , and [MultiRow](#) properties.

You could set the tab control's **Style** property to None if you wanted complete control over when a user could move between tabs. In prior versions of Microsoft Access, wizard dialogs were created by using multiple-page forms. You can now use a tab control create your own wizard with each page of the wizard contained on a separate page of a tab control with its **Style** property set to None.

Example

The following example causes tabs to appear as buttons on the tab control named "TabCtl1" on the "Mailing List" form.

```
Forms("Mailing List").Controls("TabCtl1").Style = 1
```



[Show All](#)

SubAddress Property

You can use the **SubAddress** property to specify or determine a location within the target document specified by the [Address](#) property. The **SubAddress** property can be an object within a Microsoft Access database, a bookmark within a Microsoft Word document, a named range within a Microsoft Excel spreadsheet, a slide within a Microsoft PowerPoint presentation, or a location within an HTML document. Read/write **String**.

expression.**SubAddress**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **SubAddress** property is a [string expression](#) representing the **HyperlinkSubAddress** property of a named location within the target document specified by the **HyperlinkAddress** property

You can set the **HyperlinkSubAddress** property with the **SubAddress** property by using [Visual Basic](#).

Note You can set the **HyperlinkSubAddress** property by using a control's [property sheet](#), a [macro](#), or [Visual Basic](#).

When you move the cursor over a [command button](#), [image control](#), or [label control](#) whose **HyperlinkSubAddress** property is set, the cursor changes to an upward-pointing hand. Clicking the control displays the object or Web page specified by the link.

For more information about hyperlink addresses and their format, see the **HyperlinkAddress** and **HyperlinkSubAddress** property topics.

Example

The following example turns a label named "Label20" on the "Suppliers" form into an active hyperlink. When the user click the hyperlink, Access opens the "Mailing List" form in the "Postal Operations" database.

```
With Forms("Suppliers").Controls("Label20").Hyperlink
    .Address = "PostalOperations.mdb"
    .SubAddress = "Form Mailing List"
End With
```



[Show All](#)

SubdatasheetExpanded Property

You can use the **SubdatasheetExpanded** property to specify or determine the saved state of all [subdatasheets](#) within a [table](#) or [query](#). Read/write **Boolean**.

expression.**SubdatasheetExpanded**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **SubdatasheetExpanded** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	The saved state of all subdatasheets in the table is expanded.
No	False	(Default) The saved state of all subdatasheets in the table is closed.

Note The easiest way to set the **SubdatasheetExpanded** property is by using a [table's property sheet](#). You can set this property by using [Visual Basic](#).

To set the **SubdatasheetExpanded** property by using Visual Basic, you must first either:

- Set the property in [table Design view](#) by pointing to **Properties** on the **View** menu.
- Create the property by using the DAO [CreateProperty](#) method.

The value of the **SubdatasheetExpanded** property is displayed in the **Table Properties** property sheet.

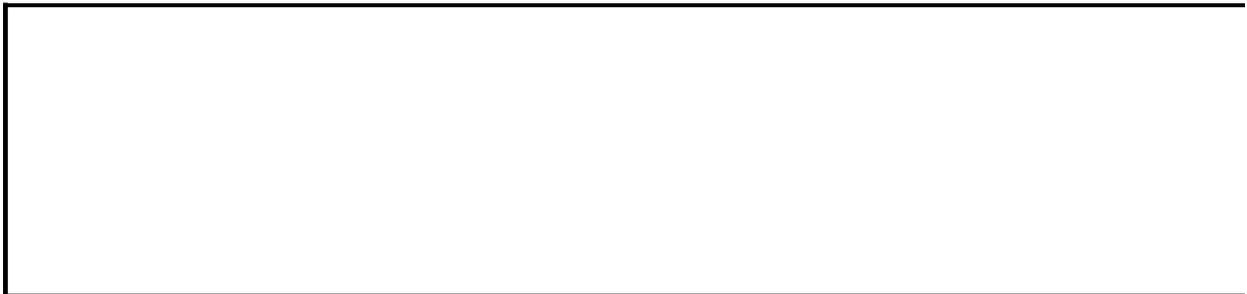
The **SubdatasheetExpanded** and **SubdatasheetHeight** properties take effect on the subform control when the form is in datasheet view.

Example

The following example turns subdatasheet expansion on or off for the "Purchase Orders" form.

```
Dim strExpand As String
With Forms("Purchase Orders")
    strExpand = InputBox("Expand subdatasheets? Y/N")
    Select Case strExpand
        Case "Y"
            .SubdatasheetExpanded = True
        Case "N"
            .SubdatasheetExpanded = False
        Case Else
            MsgBox "Can't determine subdatasheet expansion state."
    End Select
End With
```

To try this example yourself, open a form (containing a subform) in Design view, click the Builder button next to the On Load property box in the form's property window, paste this code into the form's Form_Load event (removing the reference to the "Purchase Orders" form), and then open the form in Datasheet view.



[Show All](#)

SubdatasheetHeight Property

You can use the **SubdatasheetHeight** property to specify or determine the display height of a [subdatasheet](#) when expanded. Read/write **Integer**.

expression.**SubdatasheetHeight**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **SubdatasheetHeight** property in a [numeric expression](#) representing the default height to display in the subdatasheet.

The easiest way to set the **SubdatasheetHeight** property is by using a [table's property sheet](#). You can set this property by using [Visual Basic](#). In Visual Basic, the property's value is expressed in twips.

To set the **SubdatasheetHeight** property by using Visual Basic, you must first either:

- Set the property in [table Design view](#) by pointing to **Properties** on the **View** menu.
- Create the property by using the DAO [CreateProperty](#) method.

If the subdatasheet includes more records than the height setting can accommodate, a vertical scrollbar is displayed.

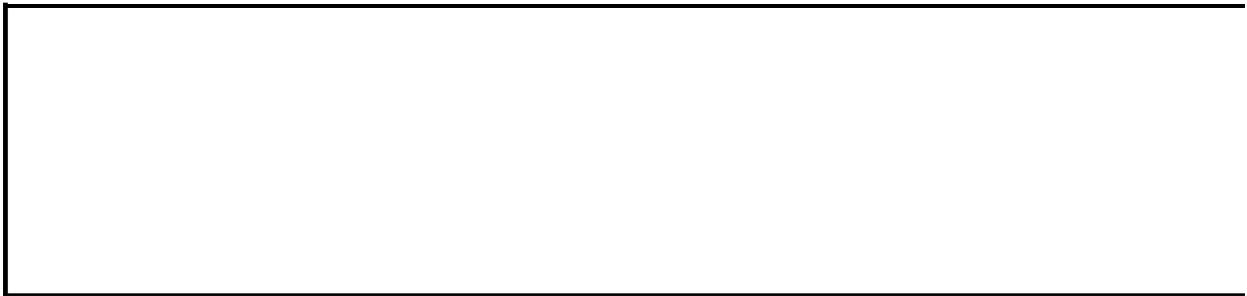
The **SubdatasheetHeight** property setting includes the New Record row if adding new records is supported. It does not include the column header row or scrollbar region.

The **SubdatasheetHeight** and **SubdatasheetExpanded** properties take effect on the subform control when the form is in datasheet view.

Example

The following example resizes the height of the subdatasheet in the "Purchase Orders" form (containing a subform) to show only one line of the subdatasheet at a time (measured at about 400 twips), accompanied by a vertical scrollbar. The number 400 is arbitrary, and will vary based on monitor resolution and default font size. This behavior can only be seen in Datasheet View.

```
Forms("Purchase Orders").SubdatasheetHeight = 400
```



[Show All](#)

TabFixedHeight Property

You can use the **TabFixedHeight** property to specify or determine the height of the tabs on a [tab control](#). Read/write **Integer**.

expression.**TabFixedHeight**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **TabFixedHeight** property setting is a value that represents the height of tabs in the unit of measurement specified in the **Regional Options** dialog box in Windows Control Panel. If you set this property to zero, the tabs automatically adjust to the height of the tab contents.

You can set this property by using the tab control's [property sheet](#), a [macro](#), or Visual Basic.

You can also set the default for this property by using a control's [default control style](#) or the [DefaultControl](#) method in Visual Basic.

In Visual Basic this property uses a [Long Integer](#) value representing the height of the tabs in [twips](#) and can be set in any view.

Note To use a unit of measurement different from the setting in the **Regional Options** dialog box in Windows Control Panel, specify the unit, such as cm or in (for example, 5 cm or 3 in).

You can't change the color of a tab control. If the tabs don't cover the height of the tab control, the area behind the tabs is displayed. If you place a tab control on an object with a different color than the tab control, you should make sure that the tabs cover the control's background area.

Example

The following example sets the height of each tab in the tab control "TabCtl1" on the "Mailing List" form to 500 twips.

```
Forms("Mailing List").Controls("TabCtl1").TabFixedWidth = 500
```



[Show All](#)

TabFixedWidth Property

You can use the **TabFixedWidth** property to specify or determine the width of the tabs on a [tab control](#). Read/write **Integer**.

expression.**TabFixedWidth**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **TabFixedWidth** property setting is a value that represents the width of tabs in the unit of measurement specified in the **Regional Options** dialog box in Windows Control Panel. If you set this property to zero, the tabs automatically adjust to the width of the tab contents.

You can set this property by using the tab control's [property sheet](#), a [macro](#), or Visual Basic.

You can also set the default for this property by using a control's [default control style](#) or the [DefaultControl](#) method in Visual Basic.

In Visual Basic this property uses a [Long Integer](#) value representing the width of the tabs in [twips](#) and can be set in any view.

Note To use a unit of measurement different from the setting in the **Regional Options** dialog box in Windows Control Panel, specify the unit, such as cm or in (for example, 5 cm or 3 in).

You can't change the color of a tab control. If the tabs don't cover the width of the tab control, the area behind the tabs is displayed. If you place a tab control on an object with a different color than the tab control, you should make sure that the tabs cover the control's background area.

Example

The following example sets the width of each tab in the tab control "TabCtl1" on the "Mailing List" form to 2000 twips.

```
Forms("Mailing List").Controls("TabCtl1").TabFixedWidth = 2000
```



[Show All](#)

TabIndex Property

You can use the **TabIndex** property to specify a [control's](#) place in the [tab order](#) on a [form](#). Read/write **Integer**.

expression.**TabIndex**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **TabIndex** property applies only to controls on a form, not controls on a [report](#).

You can set the **TabIndex** property to an integer representing the position of the control within the tab order of the form. Valid settings are 0 for the first tab position, up to the total number of controls minus 1 for the last tab position. For example, if a form has three controls that each have a **TabIndex** property, valid **TabIndex** property settings are 0, 1, and 2.

Setting the **TabIndex** property to an integer less than 0 produces an error.

You can set this property by using the control's [property sheet](#), a [macro](#), or [Visual Basic](#).

Note You can also set the tab order of controls on a form by using the **Tab Order** command on the **View** menu. This also sets the **TabOrder** property for the controls.

By default, Microsoft Access assigns a tab order to controls in the order that you create them on a form. Each new control is placed last in the tab order. If you change the setting of a control's **TabIndex** property to adjust the tab order, Microsoft Access automatically renumbers the **TabIndex** property setting of other controls to reflect insertions and deletions.

In [Form view](#), invisible or disabled controls remain in the tab order but are skipped when you press the TAB key.

Changing the tab order of other controls on the form doesn't affect what happens when you press a control's [access key](#). For example, if you've created an access key for the [label](#) of a [text box](#), the [focus](#) will move to the text box whenever you press the label's access key— even if you change the **TabIndex** property setting for the text box.

If you press an access key for a control such as a label that doesn't have a **TabIndex** property (and thus isn't in the tab order), the focus moves to the next control in the tab order that can receive the focus.

Example

The following example reverses the tab order of a command button and a text box. Because TextBox1 was created first, it has a **TabIndex** property setting of 0 and Command1 has a setting of 1.

```
Sub Form_Click()  
    Me!Command1.TabIndex = 0  
    Me!TextBox1.TabIndex = 1  
End Sub
```



[Show All](#)

TabStop Property

You can use the **TabStop** property to specify whether you can use the TAB key to move the [focus](#) to a [control](#) in [Form view](#). Read/write **Boolean**.

expression.**TabStop**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **TabStop** property applies only to controls on a [form](#), not controls on a [report](#).

This property doesn't apply to [check box](#), [option button](#), or [toggle button](#) controls when they appear in an [option group](#). It applies only to the option group itself.

The **TabStop** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	(Default) You can move the focus to the control by pressing the TAB key.
No	False	You can't move the focus to the control by pressing the TAB key.

Note You can set this property by using the control's [property sheet](#), a [macro](#), or [Visual Basic](#).

When you create a control on a form, Microsoft Access automatically assigns the control a position in the form's [tab order](#). Each new control is placed last in the tab order. If you want to prevent a control from being available when you tab through the controls in a form, set the control's **TabStop** property to No.

In Form view, hidden or disabled controls remain in the tab order but are skipped when you move through the controls by pressing TAB, even if their **TabStop** properties are set to Yes.

As long as a control's [Enabled](#) property is set to Yes, you can click the control or use an [access key](#) to select it, regardless of its **TabStop** property setting. For example, you can set the **TabStop** property of a [command button](#) to No to prevent users from selecting the button by pressing TAB. However, they can still click the command button to choose it.

Example

The following example disables the ability to move the focus to the "City" text box on the "Suppliers" form by using the TAB key.

```
Forms("Suppliers").Controls("City").TabStop = False
```



[Show All](#)

Tag Property

Stores extra information about a [form](#), [report](#), [data access page](#), [section](#), or [control](#) needed by a Microsoft Access application. Read/write **String**.

expression.**Tag**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You can enter a [string expression](#) up to 2048 characters long. The default setting is a [zero-length string](#) (" ").

You can set this property by using the object's [property sheet](#), a [macro](#), or [Visual Basic](#).

Unlike other properties, the **Tag** property setting doesn't affect any of an object's attributes.

You can use this property to assign an identification string to an object without affecting any of its other property settings or causing other side effects. The **Tag** property is useful when you need to check the identity of a form, report, data access page, section, or control that is passed as a variable to a procedure.

Example

The following example uses the **Tag** property to display custom messages about controls on a form. When a control has the focus, descriptive text is displayed in a label control called `lblMessage`. You specify the text for the message by setting the **Tag** property for each control to a short text string. When a control receives the focus, its **Tag** property is assigned to the label control's **Caption** property. This example displays the descriptive text for a text box named `txtDescription` and a command button named `cmdButton` on a form.

```
Sub Form_Load()  
    Dim frmMessageForm As Form  
    Set frmMessageForm = Forms!Form1  
    frmMessageForm!lblMessage.Caption = ""           ' Clear text.  
    frmMessageForm!txtDescription.Tag = "Help text for the text box."  
    frmMessageForm!cmdButton.Tag = "Help text for the command button"  
End Sub  
  
Sub txtDescription_GotFocus()  
    ' Tag property setting as caption.  
    Me!lblMessage.Caption = Me!txtDescription.Tag  
End Sub  
  
Sub txtDescription_LostFocus()  
    Me!lblMessage.Caption = ""  
End Sub  
  
Sub cmdButton_GotFocus()  
    ' Tag property setting as caption.  
    Me!lblMessage.Caption = Me!cmdButton.Tag  
End Sub  
  
Sub cmdButton_LostFocus()  
    Me!lblMessage.Caption = " "  
End Sub
```



[Show All](#)

TargetBrowser Property

Returns or sets an [MsoTargetBrowser](#) constant indicating which Web browser is the intended target for the specified data access page or for all data access pages. Read/write.

MsoTargetBrowser can be one of these MsoTargetBrowser constants.

msoTargetBrowserIE4 Microsoft Internet Explorer version 4.

msoTargetBrowserIE5 Internet Explorer version 5.

msoTargetBrowserIE6 Internet Explorer version 6.

msoTargetBrowserV3 Netscape Navigator version 3.

msoTargetBrowserV4 Netscape Navigator version 4.

expression.**TargetBrowser**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

This example sets the target browser for the active data access page to Microsoft Internet Explorer 6 if the current target browser is an earlier version of Internet Explorer.

```
With Screen.ActiveDataAccessPage.WebOptions
    If .TargetBrowser = msoTargetBrowserIE4 Or _
        .TargetBrowser = msoTargetBrowserIE5 Then
        .TargetBrowser = msoTargetBrowserIE6
    End If
End With
```

This example sets the target browser for all data access pages to Internet Explorer 6.

```
Application.DefaultWebOptions _
    .TargetBrowser = msoTargetBrowserIE6
```



[Show All](#)

Text Property

You can use the **Text** property to set or return the text contained in a [text box](#) or in the text box portion of a [combo box](#). Read/write **String**.

expression.**Text**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You can set the **Text** property to the text you want to display in the [control](#). You can also use the **Text** property to read the text currently in the control.

You can set or read this property only by using a [macro](#) or [Visual Basic](#).

Note To set or return a control's **Text** property, the control must have the [focus](#), or an error occurs. To move the focus to a control, you can use the [SetFocus](#) method or [GoToControl](#) action.

While the control has the focus, the **Text** property contains the text data currently in the control; the [Value](#) property contains the last saved data for the control. When you move the focus to another control, the control's data is [updated](#), and the **Value** property is set to this new value. The **Text** property setting is then unavailable until the control gets the focus again. If you use the **Save Record** command on the **Records** menu to save the data in the control without moving the focus, the **Text** property and **Value** property settings will be the same.

Example

The following example uses the **Text** property to enable a Next button named btnNext whenever the user enters text into a text box named txtName. Anytime the text box is empty, the Next button is disabled.

```
Sub txtName_Change()  
    btnNext.Enabled = Len(Me!txtName.Text & "") <> 0  
End Sub
```



TextAlign Property

The **TextAlign** property specifies the text alignment in new controls. Read/write **Byte**.

expression.**TextAlign**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **TextAlign** property uses the following settings.

Setting	Visual Basic	Description
General	0	(Default) The text aligns to the left; numbers and dates align to the right.
Left	1	The text, numbers, and dates align to the left.
Center	2	The text, numbers, and dates are centered.
Right	3	The text, numbers, and dates align to the right.
Distribute	4	The text, numbers, and dates are evenly distributed.

Note You can set the **TextAlign** property by using the control's [property sheet](#), a [macro](#), or [Visual Basic](#).

You can also set the **TextAlign** property by clicking **Align Left**, **Center**, and **Align Right** on the **Formatting (Form/Report)** toolbar.

You can set the default for the **TextAlign** property by using a control's default control style or the [DefaultControl](#) method in Visual Basic.

Example

The following example aligns the text in the "Address" text box on the "Suppliers" form to the right.

```
Forms("Suppliers").Controls("Address").TextAlign = 3
```

A large empty rectangular box with a black border, representing a text box on a form. The box is oriented horizontally and occupies a significant portion of the lower half of the page.

[Show All](#)

TextToDisplay Property

You can use the **TextToDisplay** property to specify or determine the display text for a hyperlink. Read/write **String**.

expression.**TextToDisplay**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **TextToDisplay** property is a [string expression](#) representing the text displayed as a hyperlink.

The **TextToDisplay** property can be set by using the form's [property sheet](#) or [Visual Basic](#).

Example

The following example displays the words "Go to Home page" as an active hyperlink in the label named "Label20" on the "Suppliers" form. Clicking the hyperlink takes the user to the address specified in the label's **HyperlinkAddress** property.

```
Forms.Item("Suppliers").Controls.Item("Label20").Hyperlink. _  
    TextToDisplay = "Go to Home page"
```



[Show All](#)

TimerInterval Property

You can use the **TimerInterval** property to specify the interval, in milliseconds, between [Timer](#) events on a form. Read/write **Long**.

expression.**TimerInterval**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **TimerInterval** property setting is a [Long Integer](#) value between 0 and 2,147,483,647.

You can set this property by using the form's [property sheet](#), a [macro](#), or [Visual Basic](#).

Note When using Visual Basic, you set the **TimerInterval** property in the form's [Load](#) event.

To run Visual Basic code at intervals specified by the **TimerInterval** property, put the code in the form's Timer event procedure. For example, to requery records every 30 seconds, put the code to requery the records in the form's Timer event procedure, and then set the **TimerInterval** property to 30000.

Example

The following example shows how to create a flashing button on a form by displaying and hiding an icon on the button. The form's Load event procedure sets the form's **TimerInterval** property to 1000 so the icon display is toggled once every second.

```
Sub Form_Load()  
    Me.TimerInterval = 1000  
End Sub  
  
Sub Form_Timer()  
    Static intShowPicture As Integer  
    If intShowPicture Then  
        ' Show icon.  
        Me!btnPicture.Picture = "C:\Icons\Flash.ico"  
    Else  
        ' Don't show icon.  
        Me!btnPicture.Picture = ""  
    End If  
    intShowPicture = Not intShowPicture  
End Sub
```



[Show All](#)

Toolbar Property

You can use the **Toolbar** property to specify the [toolbar](#) to use for a [form](#) or [report](#). You create these toolbars by using the **Customize** subcommand of the **Toolbars** command on the **View** menu. For more information on creating customized toolbars, see [Create a custom toolbar for the current database](#).
Read/write **String**.

expression.**Toolbar**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **Toolbar** property setting is the name of the custom toolbar you want to display. If you leave the **Toolbar** property setting blank, Microsoft Access displays the form's or report's built-in (default) toolbar.

You can set the **Toolbar** property by using the form's or report's [property sheet](#), a [macro](#), or [Visual Basic](#).

In Visual Basic, set this property by using a [string expression](#) that's the name of the toolbar you want to display.

To display the built-in toolbar for a form or report by using a macro or Visual Basic, set the **Toolbar** property to a [zero-length string](#) (" ").

When you set the **Toolbar** property, Microsoft Access displays the specified custom toolbar when the form or report is opened. This toolbar is displayed whenever the form or report has the [focus](#).

Example

The following example displays the custom toolbar named "Suppliers_Toolbar" associated with the "Suppliers" form.

```
Forms.Item("Suppliers").Toolbar = "Suppliers_Toolbar"
```



[Show All](#)

Top Property

You can use the Top property to specify an object's location on a [form](#) or [report](#).
Read/write Integer for all of the objects in the Applies To list except for the Report object, which is read-only Long.

expression Required. An expression that returns one of the above objects.

Remarks

A control's location is the distance measured from its left or top border to the left or top edge of the section containing the control. Setting the **Top** property to 0 places the control's edge at the very top of the section. To use a unit of measurement different from the setting in the **Regional Options** dialog box in Windows Control Panel, specify the unit, such as cm or in (for example, 3 cm or 2 in).

In Visual Basic, use a [numeric expression](#) to set the value of this property. Values are expressed in [twips](#).

For controls, you can set this property by using a control's [property sheet](#), a [macro](#), or [Visual Basic](#).

When you move a control, its new **Top** property setting is automatically entered in the property sheet. When you view a form or report in Print Preview or when you print a form, a control's location is determined by its **Top** property setting along with the margin settings in the **Page Setup** dialog box, available by clicking **Page Setup** on the **File** menu.

For reports, the **Top** property setting is the amount the current section is offset from the top of the page. This property setting is expressed in twips. You can use this property to specify how far down the page you want a section to print in the section's [Format](#) event procedure.

Example

The following example checks the **Top** property setting for the current report. If the value is less than the minimum margin setting, the **NextRecord** and **PrintSection** properties are set to **False**. The section doesn't advance to the next record, and the next section isn't printed.

```
Sub Detail1_Format(Cancel As Integer, FormatCount As Integer)
Const conTopMargin = 1880
' Don't advance to next record or print next section
' if Top property setting is less than 1880 twips.
  If Me.Top < conTopMargin Then
    Me.NextRecord = False
    Me.PrintSection = False
  End If
End Sub
```



[Show All](#)

TopMargin Property

 [TopMargin property as it applies to the **Label** and **TextBox** objects.](#)

Along with the **LeftMargin**, **RightMargin**, and **BottomMargin** properties, specifies the location of information displayed within a [label](#) or [text box](#) control. Read/write **Integer**.

expression.**TopMargin**

expression Required. An expression that returns one of the above objects.

Remarks

A control's displayed information location is measured from the control's left, top, right, or bottom border to the left, top, right, or bottom edge of the displayed information. Setting the **LeftMargin** or **TopMargin** property to 0 places the displayed information's edge at the very left or top of the control. To use a unit of measurement different from the setting in the regional settings of Windows, specify the unit (for example, cm or in).

In Visual Basic, use a numeric expression to set the value of this property. Values are expressed in [twips](#).

You can set these properties by using the [property sheet](#), a [macro](#), or [Visual Basic](#).



[TopMargin property as it applies to the **Printer** object.](#)

Along with the **LeftMargin**, **RightMargin**, and **BottomMargin** properties, specifies the margins for a printed page. Read/write **Long**.

expression.**TopMargin**

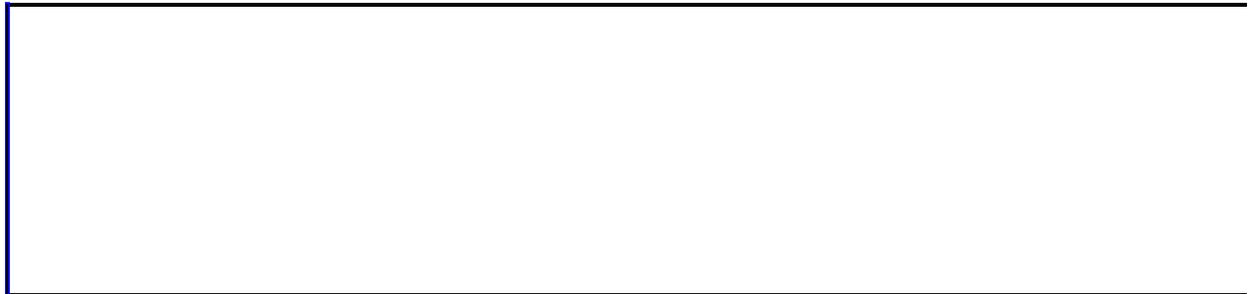
expression Required. An expression that returns a **Printer** object.

Example

 [As it applies to the **Label** and **TextBox** objects.](#)

The following example offsets the caption in the label "EmployeeID_Label" in the "Purchase Orders" form by 100 twips from the top of the label's border.

```
With Forms.Item("Purchase Orders").Controls.Item("EmployeeID_Label")  
    .TopMargin = 100  
End With
```



[Show All](#)

Transparent Property

You can use the **Transparent** property to specify whether a [command button](#) is solid or transparent. Read/write **Boolean**.

expression.**Transparent**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Tip Use the [BackStyle](#) property to make other [controls](#) solid or transparent.

The **Transparent** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	The button is transparent.
No	False	(Default) The button is solid.

Note You can set this property by using the command button's [property sheet](#), a [macro](#), or [Visual Basic](#).

You can use this property to place a transparent command button over another control. For example, you could place several transparent buttons over a picture displayed in an image control and run various macros or Visual Basic event procedures depending on which part of the picture the user clicks.

Note To hide and disable a button, use the [Visible](#) property. To disable a button without hiding it, use the [Enabled](#) property. To hide a button only when a form or report is printed, use the [DisplayWhen](#) property.

Example

The following example makes the command button "Preview" on the "Purchase Orders" form transparent.

```
Forms.Item("Purchase Orders").Controls.Item("Preview"). _  
    Transparent = True
```



[Show All](#)

TriState Property

You can use the **TriState** property to specify how a [check box](#), [toggle button](#), or [option button](#) will display **Null** values. Read/write **Boolean**.

expression.**TriState**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **TriState** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	The control will cycle through states for Yes, No, and Null values. The control appears dimmed (grayed) when its Value property is set to Null .
No	False	(Default) The control will cycle through states for Yes and No values. Null values display as if they were No values.

Note You can set the **TriState** property by using a control's [property sheet](#), a [macro](#), or [Visual Basic](#).

This property can be set in any view.

Example

The following example displays a message describing in detail the state of a check box named "Check1" on the form "frmOperations".

```
Dim strTriState As String

strTriState = Forms.Item("frmOperations").Controls.Item("Check1")

Select Case strTriState
    Case True
        MsgBox "For Check1, TripleState = " & strTriState & _
            ". The control will cycle through states for Yes, No, "
            "and Null values. The control appears dimmed (grayed) "
            "when its Value property is set to Null."
    Case False
        MsgBox "For Check1, TripleState = " & strTriState & _
            ". The control will cycle through states for Yes and No
            "values. Null values display as if they were No values."
    Case Else
        MsgBox "Can't determine the TripleState property for Check1."
End Select
```



[Show All](#)

Type Property

[Type property as it applies to the **AccessObject** object.](#)

Returns the value of an [AccessObject](#) object type. Read-only [AcObjectType](#).

AcObjectType can be one of these AcObjectType constants.

acDataAccessPage

acDefault

acDiagram

acForm

acFunction

acMacro

acModule

acQuery

acReport

acServerView

acStoredProcedure

acTable

expression.**Type**

expression Required. An expression that returns an **AccessObject** object.

[Type property as it applies to the **FormatCondition** object.](#)

Returns the value of a [FormatCondition](#) object type. Read-only [AcFormatConditionType](#).

AcFormatConditionType can be one of these AcFormatConditionType constants.

acExpression

acFieldHasFocus

acFieldValue

expression.Type

expression Required. An expression that returns a **FormatCondition** object.

[Type property as it applies to the **Module** object.](#)

Indicates whether a module is a [standard module](#) or a [class module](#). Read-only [AcModuleType](#).

AcModuleType can be one of these AcModuleType constants.

acClassModule

acStandardModule

expression.Type

expression Required. An expression that returns a **Module** object.

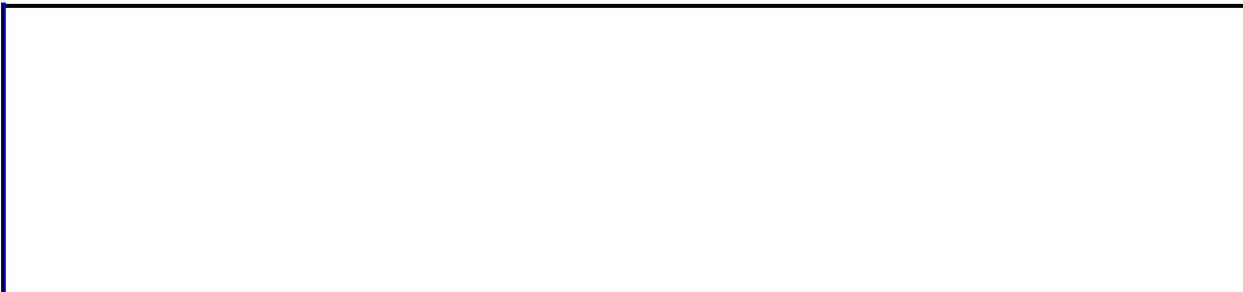
Example

 [As it applies to the **Module** object.](#)

The following example determines whether a **Module** object represents a standard module or a class module:

```
Function CheckModuleType(strModuleName As String) As Integer
    Dim mdl As Module

    ' Open module to include in Modules collection.
    DoCmd.OpenModule strModuleName
    ' Return reference to Module object.
    Set mdl = Modules(strModuleName)
    ' Check Type property.
    If mdl.Type = acClassModule Then
        ' Insert comment.
        mdl.InsertLines 1, "' Class module."
        CheckModuleType = acClassModule
    Else
        ' Insert comment.
        mdl.InsertLines 1, "' Standard module."
        CheckModuleType = acStandardModule
    End If
End Function
```



[Show All](#)

UnderlineHyperlinks Property

You can use the **UnderlineHyperlink** property to specify or determine if [hyperlinks](#) within the **Application** object should be underlined when displayed. Read/write **Boolean**.

expression.**UnderlineHyperlinks**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **UnderlineHyperlink** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	(Default) Hyperlinks will be underlined
No	False	Hyperlinks will not be underlined.

You can set the **UnderlineHyperlink** property through the [DefaultWebOptions](#) property or the [SetOption](#) method by using [Visual Basic](#).

You can set or change the underline hyperlink setting in the **Web Options** dialog box. To display this dialog box, click **Options** on the **Tools** menu. Click the **General** tab and click the **Web Pages** button.

Use the **DefaultWebOptions** property to identify or set the **Application** object's **DefaultWebOptions** object properties.

Example

The following example displays a message indicating wither hyperlinks will be underlined.

```
MsgBox "Hyperlinks will be underlined: " & _
```

```
Application.DefaultWebOptions.UnderlineHyperlinks
```



[Show All](#)

UniqueTable Property

Specifies the table to be updateable when:

- A [form](#) or [data access page](#) is bound to a multiple table [view](#) or [stored procedure](#) within a [Microsoft Access project](#) (.adp).
- A [data access page](#) is bound to a multiple table [query](#) within a [Microsoft Access project](#) (.adp) or a Microsoft Access database (.mdb).

Read/write **String**.

expression.**UniqueTable**

expression Required. An expression that returns a **Form** object.

Remarks

The **UniqueTable** property is a [string expression](#) representing the unique table to be updatable.

You can set this property by using the [property sheet](#) or [Visual Basic](#).

The **UniqueTable** property identifies the "most many" table of a join. If you don't set the **UniqueTable** property, a form that is bound to a view or stored proc or SQL String containing a join is read only. Also, the datasheet produced by View.Open or StoredProc.Run is read only in the case of a join (because there's no way to set the **UniqueTable** property). Once you set the **UniqueTable** property, only fields from that table are updatable, and inserts and deletes can only be made to that table.

A form or data access page based on a join cursor must have a **UniqueTable** property string in order for the recordset to be an [updatable snapshot](#). The Unique Table is the table in the underlying query whose rows have a 1-to-1 correspondence with rows in the cursor. In a simple Patients - Doctors join, Patients is the unique table because every row of the cursor corresponds to one row of the Patients table. Note that a Many-to-Many join does not have a valid **UniqueTable** property, and is thus read-only. The **UniqueTable** property will be exposed as a RecordsetDef object in the case of a data access page. The purpose of the **UniqueTable** property is:

To enforce the correct updatability semantics:

- The key columns of the Unique Table must be present in the select list of the query that forms the cursor, even for SQL Server. (For other data sources, see the Remarks section in the [ResyncCommand](#) property topic.)
- Deletion of a row in a join cursor deletes the row from the Unique Table only.
- Insertion of a row in a join cursor is allowed for the Unique Table only
- Update of a row in a join cursor is allowed for fields in the Unique Table only.

To provide the right parameter values for the Resync Query. The **UniqueTable** property of a form or a RecordsetDef supports the catalog.owner.tablename notation to fully qualify a base table from others in the same cursor, if this is required. For example, for example, if dbo.authors were joined to user1.authors in a cursor, then the UniqueTable would need to be specified as dbo.authors or user1.authors.

For a join cursor, if the **UniqueTable** property is empty, the recordset reverts to read only and any attempt to edit results in a beep and a status message, "This Recordset is not updatable because the **UniqueTable** property is not set." If there is a non-empty **UniqueTable** property, set the **UniqueTable** property (and UniqueSchema, UniqueCatalog properties if necessary) on the underlying Recordset or Rowset. Then, go through and mark each column that does not match the **UniqueTable** property as read only.

On insert and update operations, only the fields from the Unique Table are available for editing. When the user tries to type into them he gets a beep and the message "Only fields from the Unique Table can be edited." If the **UniqueTable** property has been set incorrectly, this will happen for all columns.



UnsupportedObjects Property

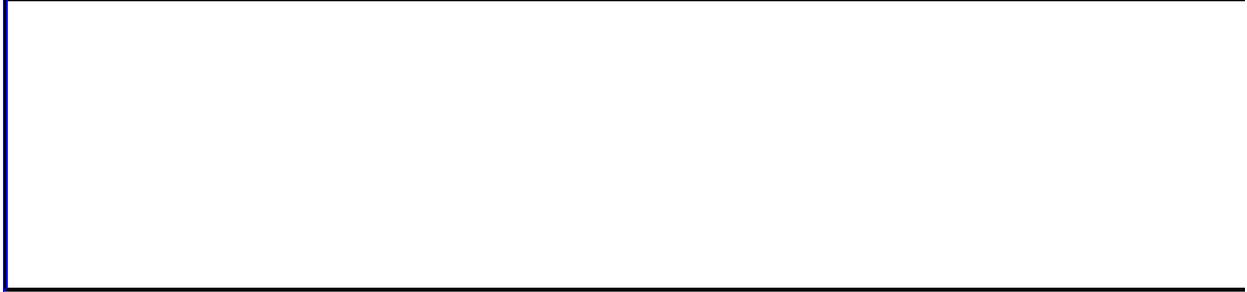
Returns a [DependencyObjects](#) collection that contains objects that cannot be searched for dependency. Read-only.

expression.**UnsupportedObjects**

expression Required. An expression that returns a [DependencyInfo](#) object.

Remarks

The **DependencyObjects** collection returned by this property contains a collection of [AccessObject](#) objects.



[Show All](#)

UpdateOptions Property

You can use the **UpdateOptions** property to specify how a [linked OLE object](#) is updated. Read/write **Integer**.

expression.**UpdateOptions**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **UpdateOptions** property uses the following settings.

Setting	Visual Basic	Description
Automatic	acOLEUpdateAutomatic	(Default) Updates the object each time the linked data changes. Updates the object only when the control's Action property is set to acOLEUpdate or the link is updated with the OLE/DDE Links command on the Edit menu.
Manual	acOLEUpdateManual	

You can set the **UpdateOptions** property in a [property sheet](#), in a [macro](#), or by using [Visual Basic](#). You can set the default for this property by using a control's [default control style](#) or the [DefaultControl](#) method in Visual Basic.

The **UpdateOptions** property setting is also available through the **OLE/DDE Links** command on the **Edit** menu.

Normally, the object is updated automatically whenever the linked data changes, but you can tell Microsoft Access to update the data only when it receives a specific instruction to do so. For example, if other users or applications can access or change linked spreadsheet data on a form, you can use this property to specify that the linked data only be updated when the database is opened in single-user mode.

When the **UpdateOptions** property is set to Manual, updates don't occur based on the setting of the **Refresh interval** box on the **Advanced** tab of the **Options** dialog box, available by clicking **Options** on the **Tools** menu.

Note When an object's data is changed, the [Updated](#) event occurs.

Example

The following example sets the **UpdateOptions** property for an unbound object frame named OLE1 to update manually, and then uses the **Action** property to force an update of the OLE object in the control.

```
OLE1.UpdateOptions = acOLEUpdateManual  
OLE1.Action = acOLEUpdate
```



[Show All](#)

UseDefaultPrinter Property

Returns or sets a **Boolean** indicating whether the specified form or report uses the default printer for the system; **True** if the form or report uses the default printer. Read/write.

expression.**UseDefaultPrinter**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is read/write in [Design view](#) and read-only in all other views.

When this property is **True**, the form or report inherits all of its printer settings from the settings of the default printer. Changing the printer associated with a form or report by assigning its [Printer](#) property to a [Printer](#) object sets the **UseDefaultPrinter** property to **False**.

Example

The following example checks to see if the specified form is using the default printer; if not, the user is asked if it should.

```
Function CheckPrinter(frmTemp As Form) As Boolean
```

```
    If frmTemp.UseDefaultPrinter = False Then  
        If MsgBox("Should this form use " _  
            & "the default printer?", _  
            vbYesNo) = vbYes Then  
            frmTemp.UseDefaultPrinter = True  
        End If  
    End If
```

```
End Function
```



UseLongFileNames Property

You can use the **UseLongFileNames** property to specify or determine whether long file names are used when a document is stored as a data access page.
Read/write **Boolean**.

expression.**UseLongFileNames**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **UseLongFileNames** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	(Default) Use long file names whenever possible when you save the document as a data access page.
No	False	Use the 8.3 DOS filename format.

The **UseLongFileNames** property is available only by using [Visual Basic](#).

If you don't use long file names and your data access page has supporting files, Microsoft Access automatically organizes those files in a separate folder. Otherwise, use the [OrganizeInFolder](#) property to determine whether supporting files are organized in a separate folder.

Example

This example cancels the use of long file names as the global default for the application.

```
Application.DefaultWebOptions.UseLongFileNames = False
```



[Show All](#)

UserControl Property

You can use the **UserControl** property to determine whether the current Microsoft Access application was started by the user or by another application with [Automation](#), formerly called OLE Automation. Read/write **Boolean**.

expression.**UserControl**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **UserControl** property uses the following settings.

Setting	Description
True	The current application was started by the user.
False	The current application was started by another application with Automation.

You can determine the **UserControl** property setting only by using [Visual Basic](#).

This property is read-only in all views when user starts the Access application. If Microsoft Access is started by OLE Automation, the **UserControl** property can be set in Visual Basic.

When an application is launched by the user, the [Visible](#) and **UserControl** properties of the [Application](#) object are both set to **True**. When the **UserControl** property is set to **True**, it isn't possible to set the **Visible** property of the object to **False**.

When an **Application** object is created by using Automation, the **Visible** and **UserControl** properties of the object are both set to **False**.

Example

The following example displays a message indicating whether Access was started by the user.

```
MsgBox "The user started Access: " & Application.UserControl
```



[Show All](#)

ValidationRule Property

You can use the **ValidationRule** property to specify requirements for data entered into a record, field, or control. When data is entered that violates the **ValidationRule** setting, you can use the **ValidationText** property to specify the message to be displayed to the user.

Note The **ValidationRule** and **ValidationText** properties don't apply to [check box](#), [option button](#), or [toggle button controls](#) when they are in an [option group](#). They apply only to the option group itself.

Remarks

Enter an [expression](#) for the **ValidationRule** property setting and text for the **ValidationText** property setting. The maximum length for the **ValidationRule** property setting is 2048 characters. The maximum length for the **ValidationText** property setting is 255 characters.

For controls, you can set the **ValidationRule** property to any valid expression. For field and record [validation rules](#), the expression can't contain user-defined functions, [domain aggregate](#) or [aggregate functions](#), the **Eval** function, or **CurrentUser** method, or references to forms, queries, or tables. In addition, field validation rules can't contain references to other fields. For records, expressions can include references to fields in that table.

You can set the **ValidationRule** and **ValidationText** properties by using:

- The Field Properties section of [table Design view](#) (for a field validation rule).
- The [property sheet](#) for a table by clicking **Properties** on the **View** menu in table Design view (for a record validation rule).
- The [property sheet](#) for a control on a form.
- A [macro](#) or [Visual Basic](#). In Visual Basic, use a [string expression](#) to set these properties.

For table fields and records, you can also set these properties in Visual Basic by using the DAO **ValidationRule** property.

Microsoft Access automatically validates values based on a field's data type; for example, Microsoft Access doesn't allow text in a numeric field. You can set rules that are more specific by using the **ValidationRule** property.

If you set the **ValidationRule** property but not the **ValidationText** property, Microsoft Access displays a standard error message when the validation rule is violated. If you set the **ValidationText** property, the text you enter is displayed as the error message.

For example, when a record is added for a new employee, you can enter a **ValidationRule** property requiring that the value in the employee's StartDate

field fall between the company's founding date and the current date. If the date entered isn't in this range, you can display the **ValidationText** property message: "Start date is incorrect."

If you create a control by dragging a field from the [field list](#), the field's validation rule remains in effect, although it isn't displayed in the control's **ValidationRule** property box in the property sheet. This is because a field's validation rule is inherited by a control bound to that field.

Control, field, and record validation rules are applied as follows:

- Validation rules you set for fields and controls are applied when you edit the data and the [focus](#) leaves the field or control.
- Validation rules for records are applied when you move to another record.
- If you create validation rules for both a field and a control bound to the field, both validation rules are applied when you edit data and the focus leaves the control.

The following table contains expression examples for the **ValidationRule** and **ValidationText** properties.

ValidationRule property	ValidationText property
<> 0	Entry must be a nonzero value.
> 1000 Or Is Null	Entry must be blank or greater than 1000.
Like "A?????"	Entry must be 5 characters and begin with the letter "A".
>= #1/1/96# And <#1/1/97#	Entry must be a date in 1996.
DLookup("CustomerID", "Customers", "CustomerID = Forms!Customers!CustomerID") Is Null	Entry must be a unique CustomerID (domain aggregate functions are allowed only for form-level validation).

If you create a validation rule for a field, Microsoft Access doesn't normally allow a **Null** value to be stored in the field. If you want to allow a **Null** value, add "Is Null" to the validation rule, as in "<> 8 Or Is Null" and make sure the **Required** property is set to No.

You can't set field or record validation rules for tables created outside Microsoft

Access (for example, dBASE, Paradox, or SQL Server). For these kinds of tables, you can create validation rules for controls only.

Example

The following example creates a validation rule for a field that allows only values over 65 to be entered. If a number less than 65 is entered, a message is displayed. The properties are set by using the SetFieldValidation function.

```
Dim strTblName As String, strFldName As String
Dim strValidRule As String
Dim strValidText As String, intX As Integer

strTblName = "Customers"
strFldName = "Age"
strValidRule = ">= 65"
strValidText = "Enter a number greater than or equal to 65."
intX = SetFieldValidation(strTblName, strFldName, _
    strValidRule, strValidText)

Function SetFieldValidation(strTblName As String, _
    strFldName As String, strValidRule As String, _
    strValidText As String) As Integer

    Dim dbs As Database, tdf As TableDef, fld As Field

    Set dbs = CurrentDb
    Set tdf = dbs.TableDefs(strTblName)
    Set fld = tdf.Fields(strFldName)
    fld.ValidationRule = strValidRule
    fld.ValidationText = strValidText
End Function
```

The next example uses the SetTableValidation function to set record-level validation to ensure that the value in the EndDate field comes after the value in the StartDate field.

```
Dim strTblName As String, strValidRule As String
Dim strValidText As String
Dim intX As Integer

strTblName = "Employees"
strValidRule = "EndDate > StartDate"
strValidText = "Enter an EndDate that is later than the StartDate."
intX = SetTableValidation(strTblName, strValidRule, strValidText)

Function SetTableValidation(strTblName As String, _
```

```
strValidRule As String, strValidText As String) _  
As Integer  
  
Dim dbs As Database, tdf As TableDef  
  
Set dbs = CurrentDb  
Set tdf = dbs.TableDefs(strTblName)  
tdf.ValidationRule = strValidRule  
tdf.ValidationText = strValidText  
End Function
```



[Show All](#)

ValidationText Property

Use the **ValidationText** property to specify a message to be displayed to the user when data is entered that violates a **ValidationRule** setting for a record, field, or control. Read/write **String**.

expression.**ValidationText**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **ValidationRule** and **ValidationText** properties don't apply to [check box](#), [option button](#), or [toggle button controls](#) when they are in an [option group](#). They apply only to the option group itself.

Enter an [expression](#) for the **ValidationRule** property setting and text for the **ValidationText** property setting. The maximum length for the **ValidationRule** property setting is 2048 characters. The maximum length for the **ValidationText** property setting is 255 characters.

For controls, you can set the **ValidationRule** property to any valid expression. For field and record [validation rules](#), the expression can't contain user-defined functions, [domain aggregate](#) or [aggregate functions](#), the **Eval** function, or **CurrentUser** method, or references to forms, queries, or tables. In addition, field validation rules can't contain references to other fields. For records, expressions can include references to fields in that table.

You can set the **ValidationRule** and **ValidationText** properties by using:

- The Field Properties section of [table Design view](#) (for a field validation rule).
- The [property sheet](#) for a table by clicking **Properties** on the **View** menu in table Design view (for a record validation rule).
- The [property sheet](#) for a control on a form.
- A [macro](#) or [Visual Basic](#). In Visual Basic, use a [string expression](#) to set these properties.

For table fields and records, you can also set these properties in Visual Basic by using the DAO [ValidationRule](#) property.

Microsoft Access automatically validates values based on a field's data type; for example, Microsoft Access doesn't allow text in a numeric field. You can set rules that are more specific by using the **ValidationRule** property.

If you set the **ValidationRule** property but not the **ValidationText** property, Microsoft Access displays a standard error message when the validation rule is violated. If you set the **ValidationText** property, the text you enter is displayed as the error message.

For example, when a record is added for a new employee, you can enter a **ValidationRule** property requiring that the value in the employee's StartDate field fall between the company's founding date and the current date. If the date entered isn't in this range, you can display the **ValidationText** property message: "Start date is incorrect."

If you create a control by dragging a field from the [field list](#), the field's validation rule remains in effect, although it isn't displayed in the control's **ValidationRule** property box in the property sheet. This is because a field's validation rule is inherited by a control bound to that field.

Control, field, and record validation rules are applied as follows:

- Validation rules you set for fields and controls are applied when you edit the data and the [focus](#) leaves the field or control.
- Validation rules for records are applied when you move to another record.
- If you create validation rules for both a field and a control bound to the field, both validation rules are applied when you edit data and the focus leaves the control.

The following table contains expression examples for the **ValidationRule** and **ValidationText** properties.

ValidationRule property	ValidationText property
<> 0	Entry must be a nonzero value.
> 1000 Or Is Null	Entry must be blank or greater than 1000.
Like "A????"	Entry must be 5 characters and begin with the letter "A".
>= #1/1/96# And <#1/1/97#	Entry must be a date in 1996.
DLookup("CustomerID", "Customers", "CustomerID =	Entry must be a unique CustomerID (domain aggregate functions are allowed

Forms!Customers!CustomerID") Is only for form-level validation).
Null

If you create a validation rule for a field, Microsoft Access doesn't normally allow a **Null** value to be stored in the field. If you want to allow a **Null** value, add "Is Null" to the validation rule, as in "<> 8 Or Is Null" and make sure the **Required** property is set to No.

You can't set field or record validation rules for tables created outside Microsoft Access (for example, dBASE, Paradox, or SQL Server). For these kinds of tables, you can create validation rules for controls only.

Example

The following example creates a validation rule for a field that allows only values over 65 to be entered. If a number less than 65 is entered, a message is displayed. The properties are set by using the SetFieldValidation function.

```
Dim strTblName As String, strFldName As String
Dim strValidRule As String
Dim strValidText As String, intX As Integer

strTblName = "Customers"
strFldName = "Age"
strValidRule = ">= 65"
strValidText = "Enter a number greater than or equal to 65."
intX = SetFieldValidation(strTblName, strFldName, _
    strValidRule, strValidText)

Function SetFieldValidation(strTblName As String, _
    strFldName As String, strValidRule As String, _
    strValidText As String) As Integer

    Dim dbs As Database, tdf As TableDef, fld As Field

    Set dbs = CurrentDb
    Set tdf = dbs.TableDefs(strTblName)
    Set fld = tdf.Fields(strFldName)
    fld.ValidationRule = strValidRule
    fld.ValidationText = strValidText
End Function
```

The next example uses the SetTableValidation function to set record-level validation to ensure that the value in the EndDate field comes after the value in the StartDate field.

```
Dim strTblName As String, strValidRule As String
Dim strValidText As String
Dim intX As Integer

strTblName = "Employees"
strValidRule = "EndDate > StartDate"
strValidText = "Enter an EndDate that is later than the StartDate."
intX = SetTableValidation(strTblName, strValidRule, strValidText)

Function SetTableValidation(strTblName As String, _
```

```
strValidRule As String, strValidText As String) _  
As Integer
```

```
Dim dbs As Database, tdf As TableDef
```

```
Set dbs = CurrentDb
```

```
Set tdf = dbs.TableDefs(strTblName)
```

```
tdf.ValidationRule = strValidRule
```

```
tdf.ValidationText = strValidText
```

```
End Function
```



[Show All](#)

Value Property

You can use the **Value** property to determine or specify if a [control](#) is selected, the selected value or option within the control, the text contained in a text box control, or the value of a custom property.

- Check box, option button, and toggle button controls. Determines or specifies whether or not the control is selected.
- Combo box, list box, and option group controls. Determines or specifies which value or option in the control is selected.
- Text box controls. Determines or specifies the text in the text box.
- Tab control. Determines or specifies the selected [Page](#) object.
- Built-in properties. Determines or specifies the value of a built-in property of an [AccessObject](#) object.

Read/write **Variant**.

expression.**Value**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **Value** property uses the following setting depending on the specified control.

Control	Setting	Description	Visual Basic
Check box	True	The check box is selected.	True
	False	(Default) The check box is cleared.	False

Combo box	[The text in the text box portion of the control]	This may or may not be the same as the setting for the Text property of the control. The current setting for the Text property is what is displayed in the text box portion of the combo box; the Value property is set to the Text property setting only after this text is saved.	
List box	[The list box item value]	The value in the bound column for the item selected in the list.	
Option button	True	The option button is selected.	True
	False	(Default) The option button isn't selected.	False
Option group	[The OptionValue property setting]	The OptionValue property setting for the selected control in the group.	
Text box	[The value of the control's Text property]	The Text property returns the formatted string. The Text property may be different than the Value property for a text box control. The Text property is the current contents of the control. The Value property is the saved value of the text box control. The Text property is always current while the control has the focus.	
Toggle button	True	The toggle button is pressed in.	True
	False	The toggle button isn't pressed in.	False
Tab control	[An Integer value representing the index number of the currently selected Page object]	The Value property of a tab control contains the index number of the current Page object. There is one Page object for each tab in a tab control. The first Page object always has an index number of 0, the second has an index number of 1, and so on.	
Bound object		The Value property for a bound object frame or a bound chart control is set to the value of the field that the control is bound to. Since these	

frame or
chart
control

fields normally contain OLE objects or chart objects, which are stored as binary data, this value is usually meaningless.

ActiveX
control

Some ActiveX controls support the **Value** property. For example, the **Value** property setting for a Calendar control is the currently selected date in the control. For more information, see the documentation for each ActiveX control.

Custom
properties

A **Long** or **string** expression representing the value of the custom property.

The **Value** property of a custom property contains the value of the specified custom property of an **AccessObject** object. For more information about custom properties, see the topics about the **AccessObject** object, **AccessObjectProperty** object, and the **AccessObjectProperties** collection.

Note You can set this property by using a [macro](#) or [Visual Basic](#).

- The **Value** property returns or sets a control's default property, which is the property that is assumed when you don't explicitly specify a property name. In the following example, because the default value of the text box is the value of the **Text** property, you can refer to its **Text** property setting without explicitly specifying the name of the property.

```
Forms!frmCustomers!txtLastName = "Smith"
```

This means that the following two statements are equivalent.

```
Forms!frmCustomers!optCreditApproved.Value = True
```

```
Forms!frmCustomers!optCreditApproved = True
```

Note The **Value** property is not the same as the **DefaultValue** property, which specifies the value that a property is assigned when a new record is created.

- The **Value** property can also return or set a custom properties' default property, which is the property that is assumed when you don't explicitly specify a property name. This means that the following two statements are equivalent.

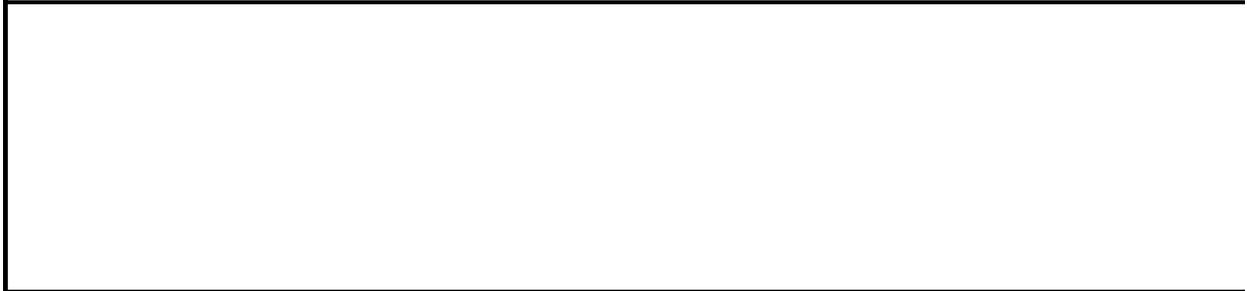
```
CurrentProject.AllForms!optCreditApproved.Value = True
```

```
CurrentProject.AllForms!optCreditApproved = True
```

Example

The following example shows how you can call one of two procedures, depending whether the Credit check box on the Customers form is selected or cleared.

```
Sub PaymentType()  
    If Forms!Customers!Credit.Value = False Then  
        ProcessCash  
    ElseIf Forms!Customers!Credit.Value = True Then  
        ProcessCredit  
    End If  
End Sub
```



[Show All](#)

VBE Property

You can use the **VBE** property to return a reference to the current **VBE** object and its related properties. The **VBE** property of the [Application](#) object represents the Microsoft Visual Basic for Applications editor. Read-only **VBE** object.

expression.**VBE**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **VBE** property is available only by using [Visual Basic](#).

Once you establish a reference to the **VBE** object, you can access all the properties and methods of the object. You can set a reference to the **VBE** object by clicking **References** on the **Tools** menu while in module [Design view](#). Then set a reference to the Microsoft Visual Basic for Applications Extensibility 5.3 Object Library in the **References** dialog box by selecting the appropriate check box. Microsoft Access can set this reference for you if you use a Microsoft Visual Basic for Applications Extensibility 5.3 Object Library constant to set a **VBE** object's property or as an argument to a **VBE** object's method.

Example

This example displays the number of references available for the active project.

```
MsgBox "Number of References = " & VBE.ActiveVBProject _  
    .References.Count
```



[Show All](#)

Verb Property

You can use the **Verb** property to specify the operation to perform when an [OLE object](#) is activated, which is permitted when the [control's Action](#) property is set to **acOLEActivate**. Read/write **Long**.

expression.**Verb**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

You can set the **Verb** property by specifying an [Integer](#) data type value indicating the position of a [verb](#) in the list of verbs returned by the [ObjectVerbs](#) property. You can set the **Verb** property to 1 to specify the first verb in the list, you can set it to 2 to specify the second verb in the list, and so on.

You can set the **Verb** property by using the control's [property sheet](#), a [macro](#), or [Visual Basic](#). You can set the default for this property by using the [default control style](#) or the [DefaultControl](#) method in Visual Basic.

If you don't use the **ObjectVerbs** property to identify a specific verb, you can set the **Verb** property to one of the following values to indicate the operation to perform. These values specify the standard verbs supported by all objects.

Constant	Description
acOLEVerbPrimary	Performs the default operation for the object.
acOLEVerbShow	Activates the object for editing.
acOLEVerbOpen	Opens the object in a separate application window.
acOLEVerbHide	For embedded objects, hides the application that was used to create the object.

With some applications' objects, you can use these additional values.

Constant	Description
acOLEVerbInPlaceUIActivate	Activates the object for editing within the control. The menus and toolbars of the OLE server become available in the OLE container .
acOLEVerbInPlaceActivate	Activates the object within the control. The menus and toolbars of the OLE server aren't available in the OLE container.

Each object supports its own set of verbs. For example, many objects support the verbs Edit and Play. You can use the **ObjectVerbs** and [ObjectVerbsCount](#) properties to find out which verbs are supported by an object.

Microsoft Access automatically uses an object's default verb if the user double-clicks an object for which the [AutoActivate](#) property is set to Double-Click.

Example

The following example activates the control "OLEUnbound0" in the form "frmOperations" by opening up the OLE object in its own application window for editing. In this case, "OLEUnbound0" contains a new bitmap image, which is linked to the Microsoft Paint program.

```
With Forms.Item("frmOperations").Controls.Item("OLEUnbound0")  
    .Action = acOLEActivate  
    .Verb = acOLEVerbOpen  
End With
```



Version Property

Returns a **String** indicating the version number of the currently installed copy of Microsoft Access. Read-only.

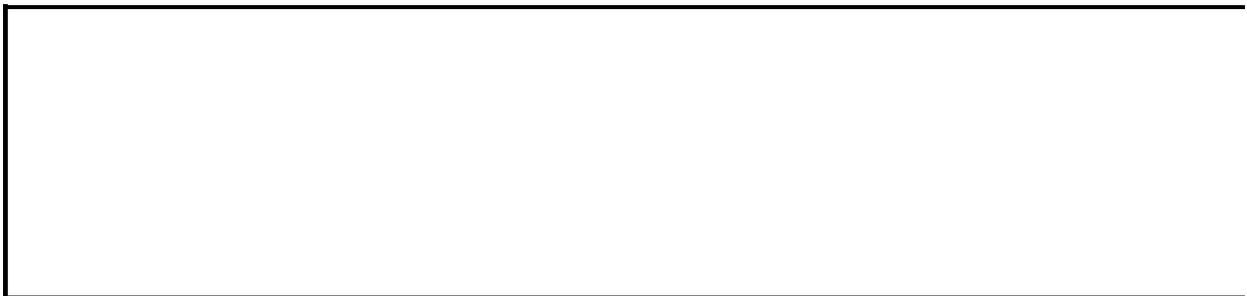
expression.**Version**

expression Required. An expression that returns one of the objects in the Applies To list.

Example

The following example displays the version and build number of the currently-installed copy of Microsoft Access.

```
MsgBox "You are currently running Microsoft Access, " _  
    & " version " & Application.Version & ", build " _  
    & Application.Build & "."
```



Vertical Property

You can use the **Vertical** property to set a form control for vertical display and editing or set a report control for vertical display and printing. Read/write **Boolean**.

expression.**Vertical**

expression Required. An expression that returns one of the objects in the Applies To list.

Setting Visual Basic		Description
Yes	True	Displays, edits, and prints vertical text.
No	False	Does not display, edit, or print vertical text. (default)

Remarks

You can set the **Vertical** property by using the [property sheet](#), a [macro](#), or [Visual Basic](#).

You can specify how vertical text will be displayed, edited, or printed in the control by setting the **Vertical** property. If set to Yes, the starting point for inputting text is the upper right corner of the control (the ending point is the lower left corner of the control). If using full pitch characters, the display and print directions are the same as the control for horizontal text. If using half pitch characters, it shifts 90 degrees to the right. The cursor is also rotated 90 degrees to the right in a vertical text control.

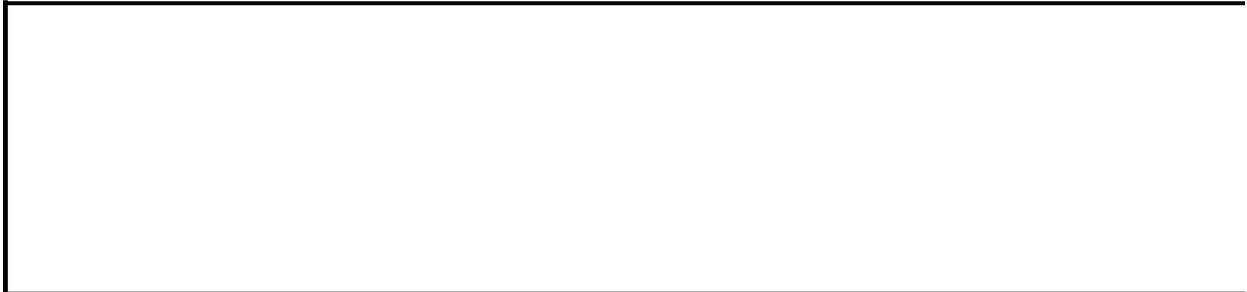
Note Text selection using key combinations is different for vertical text control and horizontal text control. Key combinations and their effect on range selection are described below.

Key combination	Selected range
Shift+Up	Vertical: One character before the cursor. Horizontal: One line before the cursor.
Shift+Down	Vertical: One character after the cursor. Horizontal: One line after the cursor.
Shift+Right	Vertical: One line after the cursor. Horizontal: One character before the cursor.
Shift+Left	Vertical: One line before the cursor. Horizontal: One character after the cursor.

Example

The following example prints a message in the Immediate window indicating whether the control "text13" in the "Product Summary" report displays, edits, or prints vertical text.

```
Debug.Print "Vertical = " & Reports.Item("Product Summary"). _  
    Controls.Item("text13").Vertical
```



VerticalDatasheetGridLineStyle Property

Returns or sets a **Byte** indicating the line style to use for vertical gridlines on the specified datasheet. Read/write.

expression.**VerticalDatasheetGridLineStyle**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values are between zero and seven. Values greater than seven are ignored; negative values or values above 255 cause an error.

Value	Description
0	Transparent border
1	Solid
2	Dashes
3	Short dashes
4	Dots
5	Sparse dots
6	Dash-dot
7	Dash-dot-dot

This property is not supported when saving a form as a data access page.

Example

This example sets the vertical gridline style on the first open form to dashes. The form must be set to Datasheet View in order for you to see the change.

```
Forms(0).VerticalDatasheetGridLineStyle = 2
```



ViewChange Property

Returns or sets a **String** indicating which macro, event procedure, or user-defined function runs when the [ViewChange](#) event occurs. Read/write.

expression.**ViewChange**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Valid values for this property are "*macroname*" where *macroname* is the name of macro, "[Event Procedure]" which indicates the event procedure associated with the ViewChange event for the specified object, or "=*functionname*()" where *functionname* is the name of a user-defined function. For a more detailed discussion of event properties, see "[Event Properties](#)."

Example

The following example specifies that when the ViewChange event occurs on the first form of the current project, the associated event procedure should run.

```
Forms(0).ViewChange = "[Event Procedure]"
```



[Show All](#)

ViewsAllowed Property

You can use the **ViewsAllowed** property to specify whether users can switch between [Datasheet view](#) and [Form view](#) by clicking the **Form View** or **Datasheet View** command on the **View** menu or by clicking the arrow next to the **View** button and clicking **Form View** or **Datasheet View**. Read/write **Byte**.

expression.**ViewsAllowed**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **ViewsAllowed** property uses the following settings.

Setting	Visual Basic	Description
Both	0	(Default) Users can switch between Form view and Datasheet view.
Form	1	Users can't switch to Datasheet view from Form view.
Datasheet	2	Users can't switch to Form view from Datasheet view.

Note [Design view](#) is always available (unless [permissions](#) are set otherwise).

You can set these properties by using the form's [property sheet](#), a [macro](#), or [Visual Basic](#).

The views displayed in the **View** button list and on the **View** menu depend on the setting of the **ViewsAllowed** property. For example, if the **ViewsAllowed** property is set to Datasheet, **Form View** is disabled in the **View** button list and on the **View** menu.

The combination of these properties creates the following conditions.

DefaultView	ViewsAllowed	Description
Single, Continuous Forms, or Datasheet	Both	Users can switch between Form view and Datasheet view.
Single or Continuous Forms	Form	Users can't switch from Form view to Datasheet view.
Single or Continuous Forms	Datasheet	Users can switch from Form view to Datasheet view but not back again.
Datasheet	Form	Users can switch from Datasheet view to Form view but not back again.
Datasheet	Datasheet	Users can't switch from Datasheet view to Form view.

Example

The following example prints a message in the Immediate window indicating the state of how users can switch between Datasheet view and Form view for the "Switchboard" form.

```
Debug.Print "ViewsAllowed = " & Forms.Item("Switchboard").ViewsAllow
```



[Show All](#)

Visible Property

When used with the [Application](#) object, returns or sets whether a Microsoft Access application is minimized. You can also use the **Visible** property to show or hide a [form](#), [report](#), form or report [section](#), [data access page](#), or [control](#). This may be useful if you want to maintain access to information on a form without it being visible. For example, you could use the value of a control on a hidden form as the criteria for a [query](#). Read/write **Boolean**; **True** if visible/minimized, **False** if not visible/not minimized.

expression.**Visible**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

For the **Application** object:

- You can set the **Visible** property of the **Application** object only by using [Visual Basic](#). You can set the default for this property by using a control's [default control style](#) or the [DefaultControl](#) method in Visual Basic.
- When an application is launched by the user, the **Visible** and [UserControl](#) properties of the **Application** object are both set to **True**. When the **UserControl** property is set to **True**, it isn't possible to set the **Visible** property of the object to **False**.
- When an **Application** object is created by using [Automation](#) (formerly called OLE Automation), the **Visible** and **UserControl** properties of the object are both set to **False**.

For all other objects:

- You can set this property by using the object's [property sheet](#) (for sections and all controls except [page breaks](#)), a [macro](#), or [Visual Basic](#).
- For forms, reports, and data access pages, you must set this property by using a macro or Visual Basic.
- For controls, you can set the default for this property by using the [default control style](#) or the [DefaultControl](#) method in Visual Basic.
- The **Visible** property has no effect on a column in [Datasheet view](#). To specify whether a column is visible in Datasheet view, use the [ColumnHidden](#) property.
- To hide an object when printing, use the [DisplayWhen](#) property.
- You can use the **Visible** property to hide a control on a form or report by including the property in a macro or event procedure that runs when the [Current](#) event occurs. For example, you can show or hide a congratulatory message next to a salesperson's monthly sales total in a sales report,

depending on the sales total.

--

[Show All](#)

WebOptions Property

You can use the **WebOptions** property to reference a [WebOptions](#) object and its related properties.

expression.**WebOptions**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **WebOptions** property is available by using [Visual Basic](#) and is read-only.

Use the **WebOptions** object's properties to set web options for the active [data access page](#).

Example

The following example displays a message indicating whether long filenames will be used for the data access page named "Switchboard".

```
MsgBox DataAccessPages.Item("Switchboard").WebOptions.UseLongFileNar
```



[Show All](#)

WhatsThisButton Property

You can use the **WhatsThisButton** property to specify whether a **What's This** button is added to a form's [title bar](#). Read/write **Boolean**.

expression.**WhatsThisButton**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **WhatsThisButton** property uses the following values:

Setting	Visual Basic	Description
Yes	True	A What's This button appears on the title bar.
No	False	(Default) A What's This button doesn't appear on the title bar.

You can set the **WhatsThisButton** property by using the form's [property sheet](#), a [macro](#), or [Visual Basic](#).

This property can be set only in [form Design view](#).

You can't display the **What's This** button on the title bar of a form unless the [MinMaxButtons](#) property is set to None.

Clicking the **What's This** button on the title bar of a form causes the question-mark mouse pointer to appear. With the question-mark pointer, you can click any [control](#) to access its custom Help topic specified by the control's [HelpContextID](#) property. If the control doesn't have a custom Help topic, the form's custom Help topic is displayed. If neither the form or the control has a custom Help topic, Microsoft Access Help is displayed.

Example

The following example places a **What's This** button on the title bar of the "Switchboard" form. The form must be in form Design view, or else a run-time error will occur.

```
Forms.Item("Switchboard").MinMaxButtons = 0  
Forms.Item("Switchboard").WhatsThisButton = True
```



[Show All](#)

Width Property

You can use the **Height** and **Width** properties to size an object to specific dimensions. Read/write **Integer**.

expression.**Width**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **Width** property applies only to forms and reports, not to form sections and report sections.

Enter a number for the desired width in the current unit of measurement. To use a unit of measurement different from the setting in the **Regional Options** dialog box in Windows Control Panel, specify the unit, such as cm or in (for example, 5 cm or 3 in). The setting for the **Width** property must be a value from 0 to 22 inches (55.87 cm).

You can set this property by using the object's [property sheet](#), a [macro](#), or [Visual Basic](#).

For controls, you can set the default for this property by using the [default control style](#) or the [DefaultControl](#) method in Visual Basic.

In Visual Basic, use a [numeric expression](#) to set the value of this property. Values are expressed in [twips](#).

For report controls, you can set the **Width** property when you print or preview a report only by using a macro or an [event procedure](#) specified in a section's **OnFormat** [event property](#) setting.

You can't set this property for an object once the print process has started.

Microsoft Access automatically sets the **Width** property when you create or size a control or when you size a window in [form Design View](#) or [report Design view](#).

The width of forms and reports is measured from the inside of their borders. The width of controls is measured from the center of their borders so controls with different border widths align correctly. The margins for forms and reports are set in the **Page Setup** dialog box, available by clicking **Page Setup** on the **File** menu.

Note To set the left and top location of an object, use the **Left** and **Top** properties.

Example

The following code resizes a command button to a 1-inch by 1-inch square button (the default unit of measurement in Visual Basic is twips; 1440 twips equals one inch):

```
Me!cmdSizeButton.Height = 1440      ' 1440 twips = 1 inch.  
Me!cmdSizeButton.Width = 1440
```



WillContinue Property

Determines if the current section will continue on the following page. Read/write **Boolean**.

expression.**WillContinue**

expression Required. An expression that returns one of the objects in the Applies To list.

Value

Description

True The current section continues on the following page.

False The current section doesn't continue on the following page.

Remarks

You can use this property to determine whether to show or hide certain controls, depending on the value of the property. For example, you may have a hidden label in a page header containing the text "Continued on next page". If the value of the **WillContinue** property is **True**, you can make the hidden label visible.

You can get or set the value of the **WillContinue** property by using a [macro](#) or [Visual Basic](#).

Example

The following example displays a message box indicating whether the page header for the report "Product Summary" will continue on the following page.

```
MsgBox Reports("Product Summary").Section("PageHeaderSection").WillC
```



[Show All](#)

WindowHeight Property

Returns or sets the height of a [form](#), report, or [data access page](#) in [twips](#), depending on the object. Read/write **Integer** for the **Form** and **Report** objects; read-only **Long** for the **DataAccessPage** object.

expression.**WindowHeight**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **WindowHeight** property is measured from the upper-left corner of the form, report, or data access page to its lower-left corner.

This property setting is available only by using a [macro](#) or [Visual Basic](#).

Example

The following example displays a message box indicating the height of the window (in twips) for the "Switchboard" form.

```
MsgBox Forms.Item("Switchboard").WindowHeight
```



WindowLeft Property

Returns an **Integer** indicating the screen position in twips of the left edge of a form or report relative to the left edge of the Microsoft Access window. Read-only.

expression.**WindowLeft**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Use the [Move](#) method to change the position of a form or report.

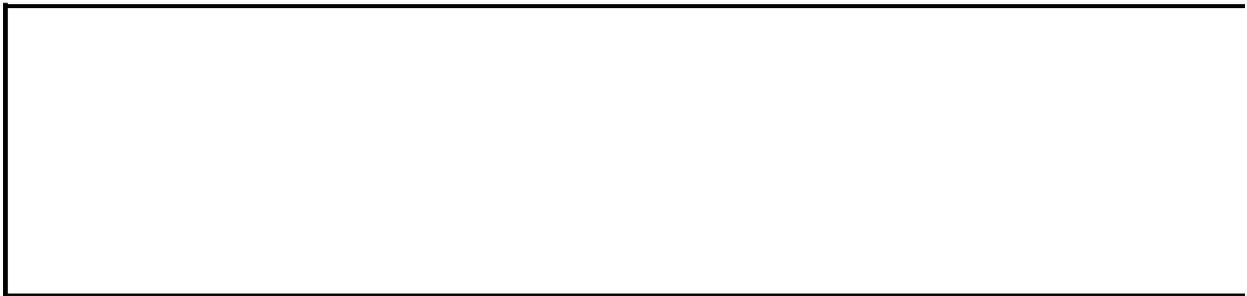
Example

The following example returns the screen position of the top and left edges of the first form in the current project.

With Forms(0)

```
MsgBox "The form is " & .WindowLeft _  
      & " twips from the left edge of the Access window and " _  
      & .WindowTop _  
      & " twips from the top edge of the Access window."
```

End With



WindowTop Property

Returns an **Integer** indicating the screen position in twips of the top edge of a form or report relative to the top of the Microsoft Access window. Read-only.

expression.**WindowTop**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

Use the [Move](#) method to change the position of a form or report.

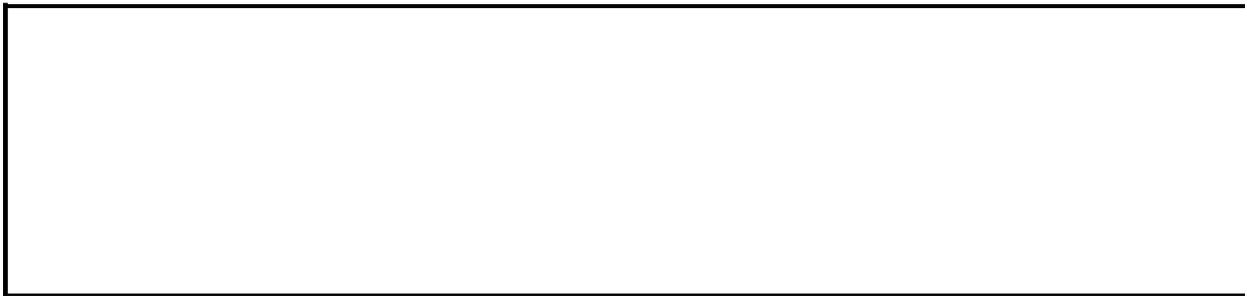
Example

The following example returns the screen position of the top and left edges of the first form in the current project.

With Forms(0)

```
MsgBox "The form is " & .WindowLeft _  
    & " twips from the left edge of the Access window and " _  
    & .WindowTop _  
    & " twips from the top edge of the Access window."
```

End With



[Show All](#)

WindowWidth Property

Returns or sets the width of a [form](#), report, or [data access page](#) in [twips](#), depending on the object. Read/write **Integer** for the **Form** and **Report** objects; read-only **Long** for the **DataAccessPage** object.

expression.**WindowWidth**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **WindowWidth** property is measured from the upper left corner of the form, report, or data access page to its upper-right corner.

This property setting is available only by using a [macro](#) or [Visual Basic](#).

Example

The following example displays a message box indicating the width of the window (in twips) for the "Switchboard" form.

```
MsgBox Forms.Item("Switchboard").WindowWidth
```



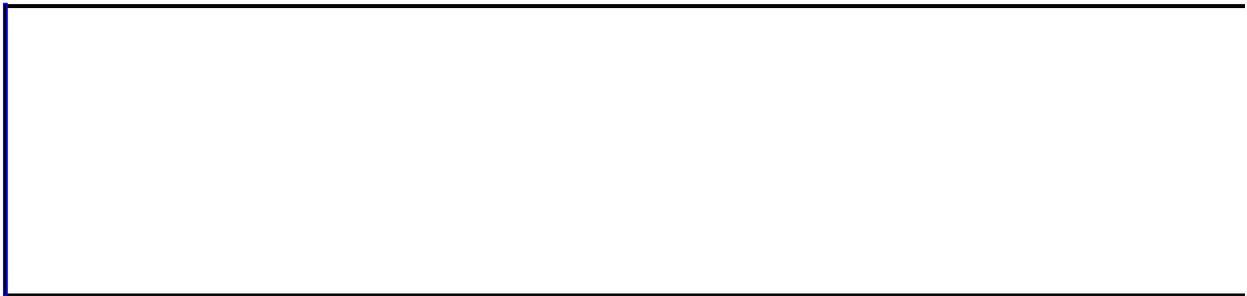
[Show All](#)

XML Property

Returns a **String** that represents the related XML code for a [smart tag](#). Read-only.

expression.XML

expression Required. An expression that returns a [SmartTag](#) object.



[Show All](#)

Activate Event

The Activate event occurs when a [form](#) or [report](#) receives the [focus](#) and becomes the active window.

Private Sub *object_Activate()*

Object The name of a Form or Report.

Remarks

Note The Activate event doesn't occur when a form receives focus back from a dialog box, popup, or another form.

To run a [macro](#) or [event procedure](#) when these events occur, set the [OnActivate](#), or [OnDeactivate](#) property to the name of the macro or to [Event Procedure].

You can make a form or report active by opening it, clicking it or a [control](#) on it, or by using the [SetFocus](#) method in Visual Basic (for forms only).

The Activate event can occur only when a form or report is visible.

The Activate event occurs before the [GotFocus](#) event; the Deactivate event occurs after the [LostFocus](#) event.

When you switch between two open forms, the Deactivate event occurs for the form being switched from, and the Activate event occurs for the form being switched to. If the forms contain no visible, enabled controls, the LostFocus event occurs for the first form before the Deactivate event, and the GotFocus event occurs for the second form after the Activate event.

When you first open a form, the following events occur in this order:

Open → Load → Resize → Activate → Current

When you close a form, the following events occur in this order:

Unload → Deactivate → Close

Macro

You can use the ShowToolbar action in an Activate or Deactivate macro to display or hide a custom toolbar. Use the Activate or Deactivate event to display or hide custom toolbars when you have more than one form loaded at a time. If you have only one form loaded at a time, you can use the Open and Close events.

If you use a Deactivate macro to hide a custom toolbar on a form, also make sure to hide the toolbar in response to the Unload event for the form, because the Deactivate event doesn't occur when a form is unloaded. Don't use the GotFocus or LostFocus event to display or hide a custom toolbar on a form, because these events aren't triggered on forms that contain enabled controls.

You can't use the CancelEvent action in an Activate or Deactivate macro.

Example

The following example shows how to display a custom toolbar named CustomToolbar when a form receives the focus and to hide it when the focus moves to a different window.

```
Private Sub Form_Activate()  
    ' Display custom toolbar.  
    DoCmd.ShowToolbar "CustomToolbar", acToolbarYes  
End Sub  
  
Private Sub Form_Deactivate()  
    ' Hide custom toolbar. DoCmd.ShowToolbar "CustomToolbar",  
    acToolbarNo  
End Sub
```

[Show All](#)

AfterDelConfirm Event

The AfterDelConfirm event occurs after the user confirms the deletions and the records are actually deleted or when the deletions are canceled.

Private Sub Form_AfterDelConfirm(Status As Integer)

Status Indicates whether a record has been deleted. The Status argument can be any of the following intrinsic constants:

Constant Description

acDeleteOK Indicates the deletion was successful.

acDeleteCancel Indicates the deletion was canceled in Visual Basic.

acDeleteUserCancel Indicates the deletion was canceled by the user.

Remarks

To run a [macro](#) or [event procedure](#) when these events occur, set the [AfterDelConfirm](#) property to the name of the macro or to [Event Procedure].

After a record is deleted, it's stored in a temporary buffer.

The AfterDelConfirm event occurs after a record or records are actually deleted or after a deletion or deletions are canceled. If the BeforeDelConfirm event isn't canceled, the AfterDelConfirm event occurs after the **Delete Confirm** dialog box is displayed. The AfterDelConfirm event occurs even if the BeforeDelConfirm event is canceled. The AfterDelConfirm event procedure returns status information about the deletion. For example, you can use a macro or event procedure associated with the AfterDelConfirm event to recalculate totals affected by the deletion of records.

If you cancel the Delete event, the AfterDelConfirm event does not occur and the **Delete Confirm** dialog box isn't displayed.

Note The AfterDelConfirm event does not occur and the **Delete Confirm** dialog

box isn't displayed if you clear the **Record Changes** [check box](#) under **Confirm** on the **Edit/Find** tab of the **Options** dialog box, available by clicking **Options** on the **Tools** menu.

By running a macro or an event procedure when the Delete event occurs, you can prevent a record from being deleted or allow a record to be deleted only under certain conditions. You can also use a Delete event to display a dialog box asking whether the user wants to delete a record before it's deleted.

To delete a record, you can click **Delete Record** on the **Edit** menu. This deletes the current record (the record indicated by the [record selector](#)). You can also click the record selector or click **Select Record** on the **Edit** menu to select the record, and then press the DEL key to delete it. If you click **Delete Record**, the record selector of the current record, or **Select Record**, the [Exit](#) and [LostFocus](#) events for the control that has the focus occur. If you've changed any data in the record, the [BeforeUpdate](#) and [AfterUpdate](#) events for the record occur before the Exit and LostFocus events. If you click the record selector of a different record, the [Current](#) event for that record also occurs.

After you delete the record, the focus moves to the next record following the deleted record, and the Current event for that record occurs, followed by the [Enter](#) and [GotFocus](#) events for the first control in that record.

The BeforeDelConfirm event then occurs, just before Microsoft Access displays the **Delete Confirm** dialog box asking you to confirm the deletion. After you respond to the dialog box by confirming or canceling the deletion, the AfterDelConfirm event occurs.

You can delete one or more records at a time. The Delete event occurs after each record is deleted. This enables you to access the data in each record before it's actually deleted, and selectively confirm or cancel each deletion in the Delete macro or event procedure. When you delete more than one record, the Current event for the record following the last deleted record and the Enter and GotFocus events for the first control in this record don't occur until all the records are deleted. In other words, a Delete event occurs for each selected record, but no other events occur until all the selected records are deleted. The AfterDelConfirm event also does not occur until all the selected records are deleted.

Macro

You can use a Delete macro to display the Delete Confirm dialog box asking whether the user wants to delete a record before it's deleted.

You can use a BeforeDelConfirm or AfterDelConfirm macro to respond whenever the user deletes a record. However, the BeforeDelConfirm and AfterDelConfirm macros can't set the argument determining whether the Delete Confirm dialog box is displayed and can't return the argument indicating the status of the deletion, so you typically use event procedures with these events.

You can use the CancelEvent action in a Delete macro to cancel the deletion.

You can use the CancelEvent action in a BeforeDelConfirm macro to cancel the deletion of all the deleted records. If you do this, the Delete Confirm dialog box isn't displayed. However, the AfterDelConfirm event occurs even if you cancel the BeforeDelConfirm event.

You can't use the CancelEvent action in an AfterDelConfirm macro.

Example

The following example shows how you can use the BeforeDelConfirm event procedure to suppress the Delete Confirm dialog box and display a custom dialog box when a record is deleted. It also shows how you can use the AfterDelConfirm event procedure to display a message indicating whether the deletion progressed in the usual way or whether it was canceled in Visual Basic or by the user.

```
Private Sub Form_BeforeDelConfirm(Cancel As Integer, _  
    Response As Integer)  
    ' Suppress default Delete Confirm dialog box.  
    Response = acDataErrContinue  
    ' Display custom dialog box.  
    If MsgBox("Delete this record?", vbOKCancel) = vbCancel Then  
        Cancel = True  
    End If  
End Sub
```

```
Private Sub Form_AfterDelConfirm(Status As Integer)  
    Select Case Status  
        Case acDeleteOK  
            MsgBox "Deletion occurred normally."  
        Case acDeleteCancel  
            MsgBox "Programmer canceled the deletion."  
        Case acDeleteUserCancel  
            MsgBox "User canceled the deletion."  
    End Select  
End Sub
```

AfterFinalRender Event

Occurs after all elements in the specified PivotChart view have been rendered.

Private Sub Form_AfterFinalRender(ByVal *drawObject* As Object)

drawObject A [ChChartDraw](#) object. Use the methods and properties of this object to draw objects on the chart.

Example

The following example demonstrates the syntax for a subroutine that traps the `AfterFinalRender` event.

```
Private Sub Form_AfterFinalRender(ByVal drawObject As Object)
    MsgBox "The PivotChart View has fully rendered."
End Sub
```



[Show All](#)

AfterInsert Event

The AfterInsert event occurs after a new record is added.

Note Setting the value of a [control](#) by using a [macro](#) or Visual Basic doesn't trigger these events.

Private Sub Form_AfterInsert()

Remarks

You can use an AfterInsert event procedure or macro to [requery](#) a [recordset](#) whenever a new record is added.

To run a [macro](#) or [event procedure](#) when the AfterInsert event occurs, set the OnAfterInsert property to the name of the macro or to [Event Procedure].

Macro

You can use these macros to display messages or useful information. For example, you can have the BeforeInsert macro display data the user needs when entering a new record.

You can use the CancelEvent action in a BeforeInsert macro to cancel the creation of the new record. When you use the CancelEvent action in a BeforeInsert macro, the focus returns to the new record, which is blank (the character that the user typed is deleted).

You can't use the CancelEvent action in an AfterInsert macro.

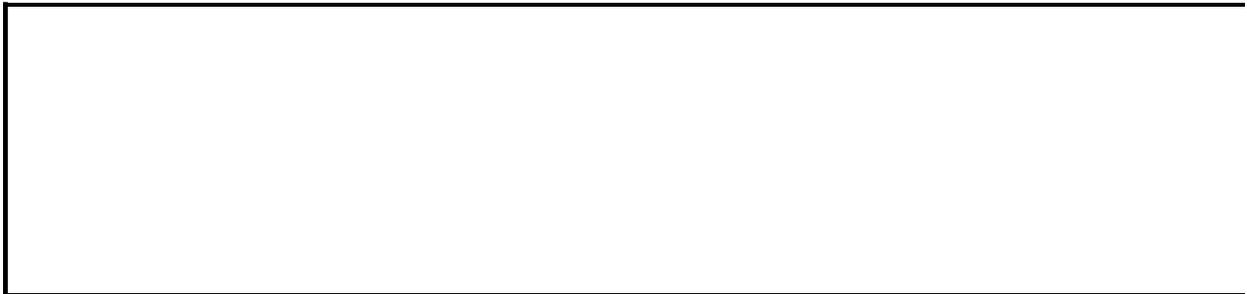
Example

This example shows how you can use a **BeforeInsert** event procedure to verify that the user wants to create a new record, and an **AfterInsert** event procedure to requery the record source for the Employees form after a record has been added.

To try the example, add the following event procedure to a form named Employees that is based on a table or query. Switch to form Datasheet view and try to insert a record.

```
Private Sub Form_BeforeInsert(Cancel As Integer)
    If MsgBox("Insert new record here?", _
        vbOKCancel) = vbCancel Then
        Cancel = True
    End If
End Sub

Private Sub Form_AfterInsert()
    Forms!Employees.Requery
End Sub
```



AfterLayout Event

Occurs after all charts in the specified PivotChart view have been laid out, but before they have been rendered.

Private Sub Form_AfterLayout(ByVal *drawObject* As Object)

drawObject A [ChChartDraw](#) object. Use the methods and properties of this object to draw objects on the chart.

Remarks

During this event, you can reposition the **ChTitle**, **ChLegend**, **ChChart**, and **ChAxis** objects of each PivotChart view by changing their **Left** and **Top** properties. You can reposition the **ChPlotArea** object by changing its **Left**, **Top**, **Right**, and **Bottom** properties. These properties cannot be changed outside of this event.

Example

The following example demonstrates the syntax for a subroutine that traps the AfterLayout event.

```
Private Sub Form_AfterLayout(ByVal drawObject As Object)
    MsgBox "The PivotChart view has been laid out."
End Sub
```



AfterRender Event

Occurs after the object represented by the *chartObject* argument has been rendered.

Private Sub Form_AfterRender(ByVal *drawObject* As Object, ByVal *chartObject* As Object)

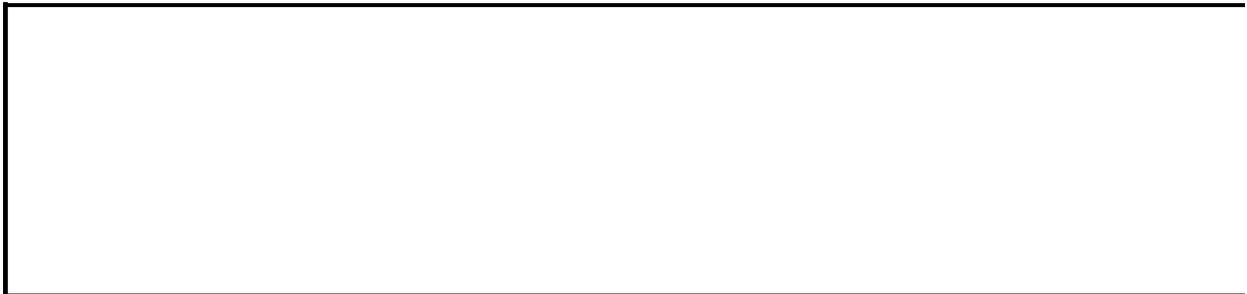
drawObject A [ChChartDraw](#) object. Use the methods and properties of this object to draw objects on the chart.

chartObject The object that has just been rendered. Use the **TypeName** function to determine what type of object has just been rendered.

Example

The following example demonstrates the syntax for a subroutine that traps the AfterRender event.

```
Private Sub Form_AfterRender( _  
    ByVal drawObject As Object, ByVal chartObject As Object)  
    MsgBox TypeName(chartObject) & " has been rendered."  
End Sub
```



[Show All](#)

AfterUpdate Event

The AfterUpdate event occurs after changed data in a control or record is updated.

Private Sub object_AfterUpdate()

Object The name of a form or a control.

Remarks

Notes

- Changing data in a control by using Visual Basic or a [macro](#) containing the [SetValue](#) action doesn't trigger these events for the control. However, if you then move to another record or save the record, the [form's](#) AfterUpdate event does occur.
- The AfterUpdate event applies only to controls on a form, not controls on a [report](#).
- This event does not apply to [option buttons](#), [check boxes](#), or [toggle buttons](#) in an [option group](#). It applies only to the option group itself.

To run a macro or [event procedure](#) when this event occurs, set the [AfterUpdate](#) property to the name of the macro or to [Event Procedure].

The AfterUpdate event is triggered when a control or record is updated. Within a record, changed data in each control is updated when the control loses the [focus](#) or when the user presses ENTER or TAB. When the focus leaves the record or if the user clicks **Save Record** on the **Records** menu, the entire record is updated, and the data is saved in the database.

When you enter new or changed data in a control on a form and then move to another record or save the record by clicking **Save Record** on the **Records** menu, the AfterUpdate event for the form occur immediately after the AfterUpdate event for the control. When you move to a different record, the [Exit](#) and [LostFocus](#) events for the control occur, followed by the [Current](#) event for the record you moved to, and the [Enter](#) and [GotFocus](#) events for the first control in this record. To run the AfterUpdate macro or event procedure without running the Exit and LostFocus macros or event procedures, save the record by using the **Save Record** command on the **Records** menu.

AfterUpdate macros and event procedures run only if you change the data in a control. This event does not occur when a value changes in a [calculated control](#). AfterUpdate macros and event procedures for a form run only if you change the data in one or more controls in the record.

For [bound controls](#), the [OldValue](#) property isn't set to the updated value until

after the `AfterUpdate` event for the form occurs. Even if the user enters a new value in the control, the **OldValue** property setting isn't changed until the data is saved (the record is updated). If you cancel an update, the value of the **OldValue** property replaces the existing value in the control.

Note To perform simple validations, or more complex validations such as requiring a value in a field or validating more than one control on a form, you can use the [ValidationRule](#) property for controls and the **ValidationRule** and [Required](#) properties for fields and records in tables.

Macro

You can use BeforeUpdate macros if you want to store all the validations for a form in one macro group or if you use a validation expression on several forms.

For example, suppose you have a form on which the user enters the name of a country in a Country control and its corresponding postal code in a Postal Code control. You use conditional expressions in the macro to make sure that the data entered in the Country control corresponds to the data entered in the Postal Code control and to display a message if invalid data is entered in the Postal Code control.

You can use an AfterUpdate macro to display a different page in the form or move the focus to a particular control or record. For example, when the user enters a value in a Category control on a form, you can use the GoToPage action in an AfterUpdate macro to move the focus to the page of the form that contains the controls for that category.

You can use the CancelEvent action in a BeforeUpdate macro to cancel the update. If the BeforeUpdate macro is attached to a control, the CancelEvent action returns the focus to the control, and the data the user entered remains in the control.

If a BeforeUpdate macro is attached to a form (in which it runs each time a record is changed), the CancelEvent action returns the focus to the record.

You can't use the CancelEvent action in an AfterUpdate macro to cancel the AfterUpdate event.



[Show All](#)

ApplyFilter Event

The ApplyFilter event can occur within a [Microsoft Access project](#) (.adp) or [Access database](#) (.mdb).

Within an Access database, an ApplyFilter event occurs when the user does one of the following:

- Clicks **Apply Filter/Sort** on the **Records** menu in [Form view](#), clicks **Apply Filter/Sort** on the **Filter** menu in the Filter window, or clicks **Apply Filter**  on the [toolbar](#). This applies the most recently created [filter](#) (created by using either the [Filter By Form](#) feature or the [Advanced Filter/Sort](#) window).
- On the **Records** menu in Form view, points to **Filter** and clicks **Filter By Selection**, or clicks **Filter By Selection**  on the toolbar. This applies a filter based on the current selection in the [form](#).
- On the **Records** menu in Form view, points to **Filter** and clicks **Filter Excluding Selection**. This applies a filter excluding the current selection in the form.
- Clicks **Remove Filter/Sort** on the **Records** menu in Form view, or clicks **Remove Filter**  on the toolbar. This removes any filter (or sort) currently applied to the form.

Note On subforms, the ApplyFilter event does not occur when the user removes a filter. In this case, the ApplyFilter event occurs on the parent form.

- Clicks **Filter By Selection**, **Filter Excluding Selection**, or **Remove Filter/Sort** or enters a value or [expression](#) in the **Filter For** box on the [shortcut menu](#) when a [bound control](#) has the [focus](#).

- Closes the Advanced Filter/Sort window or the Filter By Form window.
- Clicks **Advanced Filter/Sort** on the **Filter** menu while the Filter By Form window is open, or clicks **Filter By Form** on the **Filter** menu while the Advanced Filter/Sort window is open. This causes the ApplyFilter event to occur when the open filter window is closed, and then the [Filter](#) event to occur when the other filter window is opened.

Within an Access project, an ApplyFilter event occurs when the user does one of the following:

- Clicks **Apply Filter/Sort** on the **Records** menu in Form view, clicks **Apply Filter/Sort** on the **Filter** menu in the Filter window, or clicks **Apply Filter**  on the toolbar. This applies the most recently created filter (created by using the Filter By Form feature).
- Clicks **Apply Server Filter** on the **Records** menu in Form view, clicks **Apply Server Filter** on the **Filter** menu in the Filter window, or clicks **Apply Server Filter**  on the toolbar. This applies the most recently created filter (created by using the [Server Filter By Form](#) feature).
- On the **Records** menu in Form view, points to **Filter** and clicks **Filter By Selection**, or clicks **Filter By Selection**  on the toolbar. This applies a filter based on the current selection in the form.
- On the **Records** menu in Form view, points to **Filter** and clicks **Filter Excluding Selection**. This applies a filter excluding the current selection in the form.
- Clicks **Filter By Selection** or **Filter Excluding Selection** or enters a value or expression in the **Filter For** box on the shortcut menu when a bound control has the focus.

Remarks

To run a [macro](#) or [event procedure](#) when this event occurs, set the [OnApplyFilter](#) property to the name of the macro or to [Event Procedure].

You can use the ApplyFilter event to:

- Make sure the filter that is being applied is correct. For example, you may want to be sure that any filter applied to an Orders form includes criteria restricting the OrderDate field. To do this, check the form's [Filter](#) or [ServerFilter](#) property value to make sure this criteria is included in the [WHERE](#) clause expression.
- Change the display of the form before the filter is applied. For example, when you apply a certain filter, you may want to disable or hide some fields that aren't appropriate for the records displayed by this filter.
- Undo or change actions you took when the Filter event occurred. For example, you can disable or hide some controls on the form when the user is creating the filter, because you don't want these controls to be included in the filter criteria. You can then enable or show these controls after the filter is applied.

The actions in the ApplyFilter macro or event procedure occur before the filter is applied or removed; or after the Advanced Filter/Sort, Filter By Form, or Server Filter By Form window is closed, but before the form is redisplayed. The criteria you've entered in the newly created filter are available to the ApplyFilter macro or event procedure as the setting of the **Filter** or **ServerFilter** property.

Note The ApplyFilter event doesn't occur when the user does one of the following:

- Applies or removes a filter by using the [ApplyFilter](#), [OpenForm](#), or [ShowAllRecords](#) actions in a macro, or their corresponding methods of the [DoCmd](#) object in Visual Basic.
- Uses the [Close](#) action or the [Close](#) method of the **DoCmd** object to close the Advanced Filter/Sort, Filter By Form, or Server Filter By Form window.

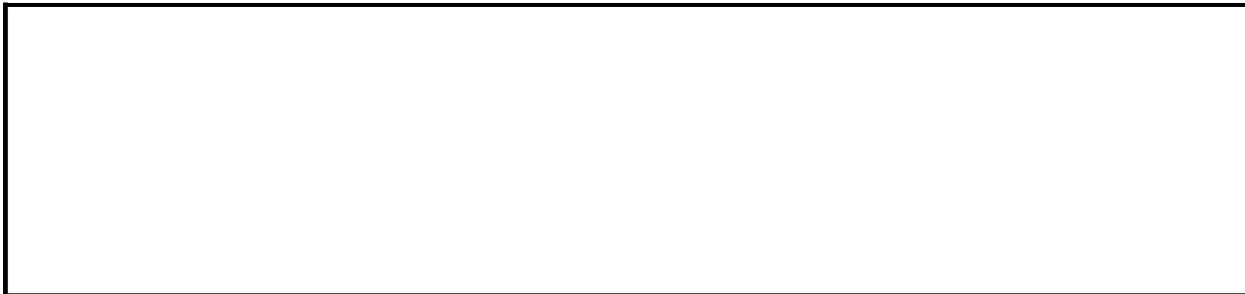
- Sets the **Filter** or **ServerFilter** property or **FilterOn** or **ServerFilterByForm** property in a macro or Visual Basic (although you can set these properties in an ApplyFilter macro or event procedure).

Example

The following example shows how to hide the `AmountDue`, `Tax`, and `TotalDue` controls on an `Orders` form when the applied filter restricts the records to only those orders that have been paid for.

To try this example, add the following event procedure to an `Orders` form that contains `AmountDue`, `Tax`, and `TotalDue` controls. Run a filter that lists only those orders that have been paid for.

```
Private Sub Form_ApplyFilter(Cancel As Integer, ApplyType As Integer
    If Not IsNull(Me.Filter) And (InStr(Me.Filter, "Orders.Paid = -1
        Or InStr(Me.Filter, "Orders.Paid = True")>0)Then
        If ApplyType = acApplyFilter Then
            Forms!Orders!AmountDue.Visible = False
            Forms!Orders!Tax.Visible = False
            Forms!Orders!TotalDue.Visible = False
        ElseIf ApplyType = acShowAllRecords Then
            Forms!Orders!AmountDue.Visible = True
            Forms!Orders!Tax.Visible = True
            Forms!Orders!TotalDue.Visible = True
        End If
    End If
End Sub
```



[Show All](#)

BeforeDelConfirm Event

The BeforeDelConfirm event occurs after the user deletes to the buffer one or more records, but before Microsoft Access displays a dialog box asking the user to confirm the deletions.

Private Sub Form_BeforeDeleteConfirm(Cancel As Integer, Response As Integer)

Cancel The setting determines if the BeforeDelConfirm event occurs. Setting the Cancel argument to True cancels the BeforeDelConfirm event and prevents the Delete Confirm dialog box from being displayed. If the event is canceled, the original records are restored, but the AfterDelConfirm event still occurs. If Cancel is set to True, the Response argument is ignored. If Cancel is set to False (0), which it is by default, the value in the Response argument is used by Microsoft Access to determine the type of response to the delete event.

Response The setting determines whether Microsoft Access displays the Delete Confirm dialog box asking if the record should be deleted. The Response argument can be set to one of the following intrinsic constants:

Constant Description

acDataErrContinue Continues without displaying the Delete Confirm dialog box. Setting the Cancel argument to False and the Response argument to acDataErrContinue enables Microsoft Access to delete records without prompting the user.

acDataErrDisplay (Default) Displays the Delete Confirm dialog box.

Remarks

To run a [macro](#) or [event procedure](#) when these events occur, set the [BeforeDelConfirm](#) property to the name of the macro or to [Event Procedure].

After a record is deleted, it's stored in a temporary buffer. The BeforeDelConfirm event occurs after the Delete event (or if you've deleted more than one record, after all the records are deleted, with a Delete event occurring for each record), but before the **Delete Confirm** dialog box is displayed. Canceling the BeforeDelConfirm event restores the record or records from the buffer and prevents the **Delete Confirm** dialog box from being displayed.

The AfterDelConfirm event occurs after a record or records are actually deleted or after a deletion or deletions are canceled. If the BeforeDelConfirm event isn't canceled, the AfterDelConfirm event occurs after the **Delete Confirm** dialog box is displayed. The AfterDelConfirm event occurs even if the BeforeDelConfirm event is canceled.

If you cancel the Delete event, the BeforeDelConfirm event does not occur and the **Delete Confirm** dialog box isn't displayed.

Note The BeforeDelConfirm event does not occur and the **Delete Confirm** dialog box isn't displayed if you clear the **Record Changes** [check box](#) under **Confirm** on the **Edit/Find** tab of the **Options** dialog box, available by clicking **Options** on the **Tools** menu.

By running a macro or an event procedure when the Delete event occurs, you can prevent a record from being deleted or allow a record to be deleted only under certain conditions. You can also use a Delete event to display a dialog box asking whether the user wants to delete a record before it's deleted.

To delete a record, you can click **Delete Record** on the **Edit** menu. This deletes the current record (the record indicated by the [record selector](#)). You can also click the record selector or click **Select Record** on the **Edit** menu to select the record, and then press the DEL key to delete it. If you click **Delete Record**, the record selector of the current record, or **Select Record**, the [Exit](#) and [LostFocus](#) events for the control that has the focus occur. If you've changed any data in the record, the [BeforeUpdate](#) and [AfterUpdate](#) events for the record occur before the

Exit and LostFocus events. If you click the record selector of a different record, the [Current](#) event for that record also occurs.

After you delete the record, the focus moves to the next record following the deleted record, and the Current event for that record occurs, followed by the [Enter](#) and [GotFocus](#) events for the first control in that record.

The BeforeDelConfirm event then occurs, just before Microsoft Access displays the **Delete Confirm** dialog box asking you to confirm the deletion. After you respond to the dialog box by confirming or canceling the deletion, the AfterDelConfirm event occurs.

You can delete one or more records at a time. The Delete event occurs after each record is deleted. This enables you to access the data in each record before it's actually deleted, and selectively confirm or cancel each deletion in the Delete macro or event procedure. When you delete more than one record, the Current event for the record following the last deleted record and the Enter and GotFocus events for the first control in this record don't occur until all the records are deleted. In other words, a Delete event occurs for each selected record, but no other events occur until all the selected records are deleted. The BeforeDelConfirm event does not occur until all the selected records are deleted.

Macro

You can use a Delete macro to display the Delete Confirm dialog box asking whether the user wants to delete a record before it's deleted.

You can use a BeforeDelConfirm or AfterDelConfirm macro to respond whenever the user deletes a record. However, the BeforeDelConfirm and AfterDelConfirm macros can't set the argument determining whether the Delete Confirm dialog box is displayed and can't return the argument indicating the status of the deletion, so you typically use event procedures with these events.

You can use the CancelEvent action in a Delete macro to cancel the deletion.

You can use the CancelEvent action in a BeforeDelConfirm macro to cancel the deletion of all the deleted records. If you do this, the Delete Confirm dialog box isn't displayed. However, the AfterDelConfirm event occurs even if you cancel the BeforeDelConfirm event.

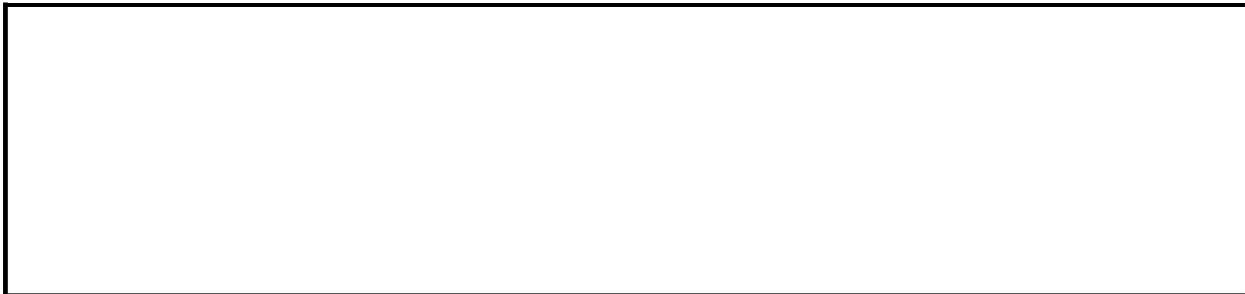
You can't use the CancelEvent action in an AfterDelConfirm macro.

Example

The following example shows how you can use the BeforeDelConfirm event procedure to suppress the Delete Confirm dialog box and display a custom dialog box when a record is deleted. It also shows how you can use the AfterDelConfirm event procedure to display a message indicating whether the deletion progressed in the usual way or whether it was canceled in Visual Basic or by the user.

```
Private Sub Form_BeforeDelConfirm(Cancel As Integer, _  
    Response As Integer)  
    ' Suppress default Delete Confirm dialog box.  
    Response = acDataErrContinue  
    ' Display custom dialog box.  
    If MsgBox("Delete this record?", vbOKCancel) = vbCancel Then  
        Cancel = True  
    End If  
End Sub
```

```
Private Sub Form_AfterDelConfirm(Status As Integer)  
    Select Case Status  
        Case acDeleteOK  
            MsgBox "Deletion occurred normally."  
        Case acDeleteCancel  
            MsgBox "Programmer canceled the deletion."  
        Case acDeleteUserCancel  
            MsgBox "User canceled the deletion."  
    End Select  
End Sub
```



[Show All](#)

BeforeInsert Event

The BeforeInsert event occurs when the user types the first character in a new [record](#), but before the record is actually created.

Private Sub Form_BeforeInsert(Cancel As Integer)

Cancel The setting determines if the BeforeInsert event occurs. Setting the Cancel argument to True (-1) cancels the BeforeInsert event.

Remarks

Note Setting the value of a [control](#) by using a [macro](#) or Visual Basic doesn't trigger these events.

To run a macro or [event procedure](#) when these events occur, set the [BeforeInsert](#) or [AfterInsert](#) property to the name of the macro or to [Event Procedure].

You can use an AfterInsert event procedure or macro to [requery](#) a [recordset](#) whenever a new record is added.

The BeforeInsert and AfterInsert events are similar to the [BeforeUpdate](#) and [AfterUpdate](#) events. These events occur in the following order:

BeforeInsert → BeforeUpdate → AfterUpdate → AfterInsert.

The following table summarizes the interaction between these events.

Event	Occurs when
BeforeInsert	User types the first character in a new record.
BeforeUpdate	User updates the record.
AfterUpdate	Record is updated.
AfterInsert	Record updated is a new record.

If the first character in a new record is typed into a [text box](#) or [combo box](#), the BeforeInsert event occurs before the [Change](#) event.

Macro

You can use these macros to display messages or useful information. For example, you can have the BeforeInsert macro display data the user needs when entering a new record.

You can use the CancelEvent action in a BeforeInsert macro to cancel the creation of the new record. When you use the CancelEvent action in a BeforeInsert macro, the focus returns to the new record, which is blank (the character that the user typed is deleted).

You can't use the CancelEvent action in an AfterInsert macro.

Example

This example shows how you can use a **BeforeInsert** event procedure to verify that the user wants to create a new record, and an **AfterInsert** event procedure to requery the record source for the Employees form after a record has been added.

To try the example, add the following event procedure to a form named Employees that is based on a table or query. Switch to form Datasheet view and try to insert a record.

```
Private Sub Form_BeforeInsert(Cancel As Integer)
    If MsgBox("Insert new record here?", _
        vbOKCancel) = vbCancel Then
        Cancel = True
    End If
End Sub

Private Sub Form_AfterInsert()
    Forms!Employees.Requery
End Sub
```



BeforeQuery Event

Occurs when the specified PivotTable view queries its data source.

Private Sub Form_BeforeQuery()

Remarks

This event occurs quite frequently. Some examples of actions that trigger this event include adding fields to the PivotTable view, moving fields, sorting, or filtering data.

Example

The following example demonstrates the syntax for a subroutine that traps the BeforeQuery event.

```
Private Sub Form_BeforeQuery()  
    MsgBox "The PivotTable view is about to query its data source."  
End Sub
```



BeforeRender Event

Occurs before any object in the specified PivotChart view has been rendered.

Private Sub Form_BeforeRender(ByVal *drawObject* As Object, ByVal *chartObject* As Object, ByVal *Cancel* As Object)

drawObject A reference to the [ChChartDraw](#) object. Use the [DrawType](#) property of the returned object to determine what type of rendering is about to occur.

chartObject The object that is to be rendered. Use the **TypeName** function to determine the type of the object.

Cancel Set the **Value** property of this object to **True** to cancel the rendering of the PivotChart View object.

Example

The following example demonstrates the syntax for a subroutine that traps the BeforeRender event.

```
Private Sub Form_BeforeRender( _  
    ByVal drawObject As Object, _  
    ByVal chartObject As Object, _  
    ByVal Cancel As Object)  
    Dim intResponse As Integer  
    Dim strPrompt As String  
  
    strPrompt = "Cancel render of current object?"  
  
    intResponse = MsgBox(strPrompt, vbYesNo)  
  
    If intResponse = vbYes Then  
        Cancel.Value = True  
    Else  
        Cancel.Value = False  
    End If  
End Sub
```



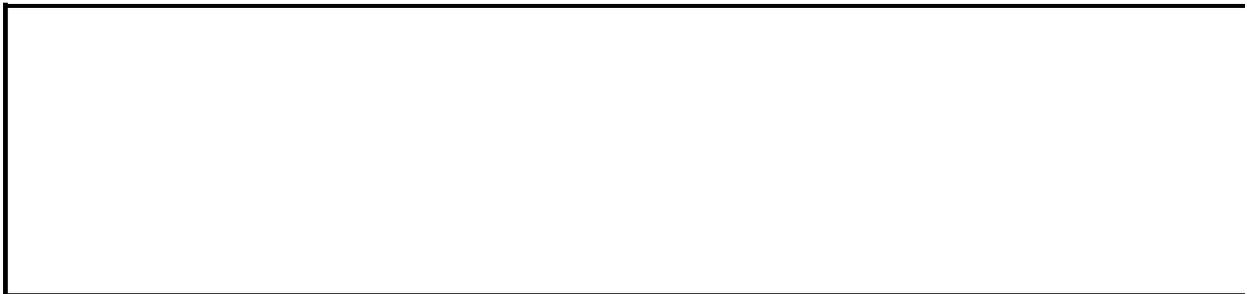
BeforeScreenTip Event

Occurs before a ScreenTip is displayed for an element in a PivotChart view or PivotTable view.

Private Sub Form_BeforeScreenTip(*ScreenTipText* As Object, ByVal *SourceObject* As Object)

ScreenTipText Set the Value property of this object to the ScreenTip that you want to display. Changing this argument to an empty string effectively hides the ScreenTip.

SourceObject The object that generates the ScreenTip.



[Show All](#)

BeforeUpdate Event

The BeforeUpdate event occurs before changed data in a [control](#) or record is [updated](#).

Private Sub object_BeforeUpdate(Cancel As Integer)

Object The name of a form or a control.

Cancel The setting determines if the BeforeUpdate event occurs. Setting the Cancel argument to True (-1) cancels the BeforeUpdate event.

Remarks

Changing data in a control by using Visual Basic or a [macro](#) containing the [SetValue](#) action doesn't trigger these events for the control. However, if you then move to another record or save the record, the [form's](#) BeforeUpdate event does occur.

The BeforeUpdate event applies only to controls on a form, not controls on a [report](#).

The BeforeUpdate event does not apply to [option buttons](#), [check boxes](#), or [toggle buttons](#) in an [option group](#). It applies only to the option group itself.

Remarks

To run a macro or [event procedure](#) when these events occur, set the [BeforeUpdate](#) property to the name of the macro or to [Event Procedure].

The BeforeUpdate event is triggered when a control or record is updated. Within a record, changed data in each control is updated when the control loses the [focus](#) or when the user presses ENTER or TAB. When the focus leaves the record or if the user clicks Save Record on the Records menu, the entire record is updated, and the data is saved in the database.

When you enter new or changed data in a control on a form and then move to another record or save the record by clicking Save Record on the Records menu, the BeforeUpdate event for the form occurs immediately after the BeforeUpdate event for the control. When you move to a different record, the [Exit](#) and [LostFocus](#) events for the control occur, followed by the [Current](#) event for the record you moved to, and the [Enter](#) and [GotFocus](#) events for the first control in this record. To run the BeforeUpdate macros or event procedures without running the Exit and LostFocus macros or event procedures, save the record by using the Save Record command on the Records menu.

BeforeUpdate macro and event procedures run only if you change the data in a control. These events don't occur when a value changes in a [calculated control](#). BeforeUpdate macro and event procedures for a form run only if you change the data in one or more controls in the record.

For forms, you can use the BeforeUpdate event to cancel updating of a record before moving to another record.

If the user enters a new value in the control, the OldValue property setting isn't changed until the data is saved (the record is updated). If you cancel an update, the value of the OldValue property replaces the existing value in the control.

You often use the BeforeUpdate event to validate data, especially when you perform complex validations, such as those that:

- Involve conditions for more than one value on a form.
- Display different error messages for different data entered.
- Can be overridden by the user.
- Contain references to controls on other forms or contain user-defined functions.

Note To perform simple validations, or more complex validations such as requiring a value in a field or validating more than one control on a form, you can use the [ValidationRule](#) property for controls and the [ValidationRule](#) and [Required](#) properties for fields and records in tables.

A run-time error will occur if you attempt to modify the data contained in the control that fired the BeforeUpdate event in the event's procedure.

Macro

You can use BeforeUpdate macros if you want to store all the validations for a form in one macro group or if you use a validation expression on several forms.

For example, suppose you have a form on which the user enters the name of a country in a Country control and its corresponding postal code in a Postal Code control. You use conditional expressions in the macro to make sure that the data entered in the Country control corresponds to the data entered in the Postal Code control and to display a message if invalid data is entered in the Postal Code control.

You can use an AfterUpdate macro to display a different page in the form or move the focus to a particular control or record. For example, when the user enters a value in a Category control on a form, you can use the GoToPage action in an AfterUpdate macro to move the focus to the page of the form that contains the controls for that category.

You can use the CancelEvent action in a BeforeUpdate macro to cancel the update. If the BeforeUpdate macro is attached to a control, the CancelEvent action returns the focus to the control, and the data the user entered remains in the control.

If a BeforeUpdate macro is attached to a form (in which it runs each time a record is changed), the CancelEvent action returns the focus to the record.

You can't use the CancelEvent action in an AfterUpdate macro to cancel the AfterUpdate event.

Example

The following example shows how you can use a BeforeUpdate event procedure to check whether a product name has already been entered in the database. After the user types a product name in the ProductName box, the value is compared to the ProductName field in the Products table. If there is a matching value in the Products table, a message is displayed that informs the user that the product has already been entered.

To try the example, add the following event procedure to a form named Products that contains a text box called ProductName.

```
Private Sub ProductName_BeforeUpdate(Cancel As Integer)
    If(Not IsNull(DLookup("[ProductName]", _
        "Products", "[ProductName] =' " & Me!ProductName & "'")) Then
        MsgBox "Product has already been entered in the database."
        Cancel = True
        Me!ProductName.Undo
    End If
End Sub
```



[Show All](#)

Change Event

The Change event occurs when the contents of a [text box](#) or the text portion of a [combo box](#) changes. It also occurs when you move from one page to another page in a [tab control](#).

Private Sub *object*_Change()

Object The name of a control.

Remarks

Examples of this event include entering a character directly in the text box or combo box or changing the control's **Text** property setting by using a [macro](#) or Visual Basic.

Notes

- Setting the value of a [control](#) by using a macro or Visual Basic doesn't trigger this event for the control. You must type the data directly into the control, or set the control's **Text** property.
- This event applies only to controls on a [form](#), not controls on a [report](#).

To run a macro or [event procedure](#) when this event occurs, set the **OnChange** property to the name of the macro or to [Event Procedure].

By running a macro or event procedure when a Change event occurs, you can coordinate data display among controls. You can also display data or a formula in one control and the results in another control.

The Change event doesn't occur when a value changes in a calculated control.

Note A Change event can cause a [cascading event](#). This occurs when a macro or event procedure that runs in response to the control's Change event alters the control's contents— for example, by changing a property setting that determines the control's value, such as the **Text** property for a text box. To prevent a cascading event:

- If possible, avoid attaching a Change macro or event procedure to a control that alters the control's contents.
- Avoid creating two or more controls having Change events that affect each other— for example, two text boxes that update each other.

Changing the data in a text box or combo box by using the keyboard causes keyboard events to occur in addition to control events like the Change event. For example, if you move to a new record and type an [ANSI](#) character in a text box in the record, the following events occur in this order:

KeyDown → KeyPress → BeforeInsert → Change → KeyUp

The [BeforeUpdate](#) and [AfterUpdate](#) events for the text box or combo box control occur after you have entered the new or changed data in the control and moved to another control (or clicked **Save Record** on the **Records** menu), and therefore after all of the Change events for the control.

In combo boxes for which the [LimitToList](#) property is set to Yes, the [NotInList](#) event occurs after you enter a value that isn't in the list and attempt to move to another control or save the record. It occurs after all the Change events for the combo box. In this case, the BeforeUpdate and AfterUpdate events for the combo box don't occur, because Microsoft Access doesn't accept a value that is not in the list.



[Show All](#)

Click Event

The Click event occurs when the user presses and then releases a mouse button over an object.

Private Sub *object*_Change()

Object The name of a Form or control.

Remarks

- The Click event applies only to [forms](#), form [sections](#), and [controls](#) on a form, not controls on a [report](#).
- This event doesn't apply to [check boxes](#), [option buttons](#), or [toggle buttons](#) in an [option group](#). It applies only to the option group itself.
- This event doesn't apply to a [label](#) attached to another control, such as the label for a [text box](#). It applies only to "freestanding" labels. Clicking an attached label has the same effect as clicking the associated control. The normal events for the control occur, not any events for the attached label.
- This event applies to a [control containing a hyperlink](#).

To run a [macro](#) or [event procedure](#) when this event occurs, set the **OnClick** property to the name of the macro or to [Event Procedure].

On a form, this event occurs when the user clicks a blank area or [record selector](#) on the form.

For a control, this event occurs when the user:

- Clicks a control with the left mouse button. Clicking a control with the right or middle mouse button does not trigger this event.
- Clicks a control containing hyperlink data with the left mouse button. Clicking a control with the right or middle mouse button does not trigger this event. When the user moves the mouse pointer over a control containing hyperlink data, the mouse pointer changes to a "hand" icon. When the user clicks the mouse button, the hyperlink is activated, and then the Click event occurs.
- Selects an item in a [combo box](#) or [list box](#), either by pressing the arrow keys and then pressing the ENTER key or by clicking the mouse button.
- Presses SPACEBAR when a command button, check box, option button, or toggle button has the [focus](#).
- Presses the ENTER key on a form that has a command button whose **Default** property is set to Yes.

- Presses the ESC key on a form that has a command button whose [Cancel](#) property is set to Yes.
- Presses a control's [access key](#). For example, if a command button's [Caption](#) property is set to &Go, pressing ALT+G triggers the event.

Typically, you attach a Click [event procedure](#) or [macro](#) to a command button to carry out commands and command-like actions. For the other applicable controls, use this event to trigger actions in response to one of the occurrences discussed earlier in this topic.

For a command button only, Microsoft Access runs the macro or event procedure specified by the [OnClick](#) property when the user chooses the command button by pressing the ENTER key or an access key. The macro or event procedure runs once. If you want the macro or event procedure to run repeatedly while the command button is pressed, set its [AutoRepeat](#) property to Yes. For other types of controls, you must click the control by using the mouse button to trigger the Click event.

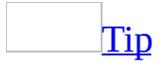
The Click event for a command button occurs when you choose the command button. In addition, if the command button doesn't already have the focus when you choose it, the [Enter](#) and [GotFocus](#) events for the command button occur before the Click event.

Double-clicking a control causes both the [DbClick](#) and Click events to occur. For command buttons, double-clicking triggers the following events, in this order:

MouseDown → MouseUp → Click → DbClick → Click

You can use a [CancelEvent](#) action in a DbClick macro to cancel the second Click event. For more information, see the DbClick event topic.

The Click event for an option group occurs after you change the value of one of the controls in the option group by clicking the control. For example, if you click a toggle button, option button, or check box in an option group, the Click event for the option group occurs after the [BeforeUpdate](#) and [AfterUpdate](#) events for the option group.



Tip

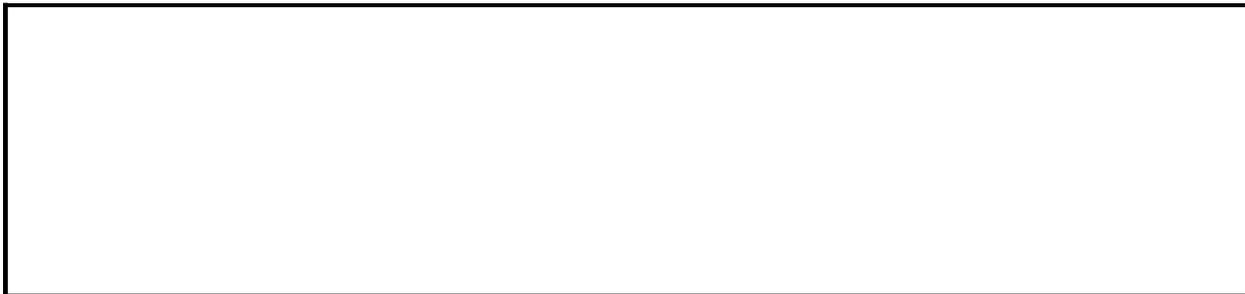
To distinguish between the left, right, and middle mouse buttons, use the [MouseDown](#) and [MouseUp](#) events.

Example

In the following example, the Click event procedure is attached to the ReadOnly check box. The event procedure sets the Enabled and Locked properties of another control on the form, the Amount text box. When the check box is clicked, the event procedure checks whether the check box is being selected or cleared and then sets the text box's properties to enable or disable editing accordingly.

To try the example, add the following event procedure to a form that contains a check box called ReadOnly and a text box named Amount.

```
Private Sub ReadOnly_Click()  
    With Me!Amount  
        If Me!ReadOnly = True Then           ' If checked.  
            .Enabled = False                 ' Disable editing.  
            .Locked = True  
        Else  
            .Enabled = True                 ' If cleared.  
            .Locked = False                 ' Enable editing.  
        End If  
    End With  
End Sub
```



[Show All](#)

Close Event

The Close event occurs when a form or report is closed and removed from the screen.

Private Sub *object*_Close()

Object The name of a Form or Report.

Remarks

To run a [macro](#) or [event procedure](#) when this event occurs, set the [OnClose](#) property to the name of the macro or to [Event Procedure].

The Close event occurs after the [Unload](#) event, which is triggered after the form is closed but before it is removed from the screen.

When you close a form, the following events occur in this order:

Unload → Deactivate → Close

When the Close event occurs, you can open another window or request the user's name to make a log entry indicating who used the form or report.

The Unload event can be canceled, but the Close event can't.



CommandBeforeExecute Event

Occurs before a specified command is executed. Use this event when you want to impose certain restrictions before a particular command is executed.

Private Sub Form_CommandBeforeExecute(ByVal *Command* As Variant, ByVal *Cancel* As Object)

Command The command that is going to be executed.

Cancel Set the **Value** property of this object to **True** to cancel the command.

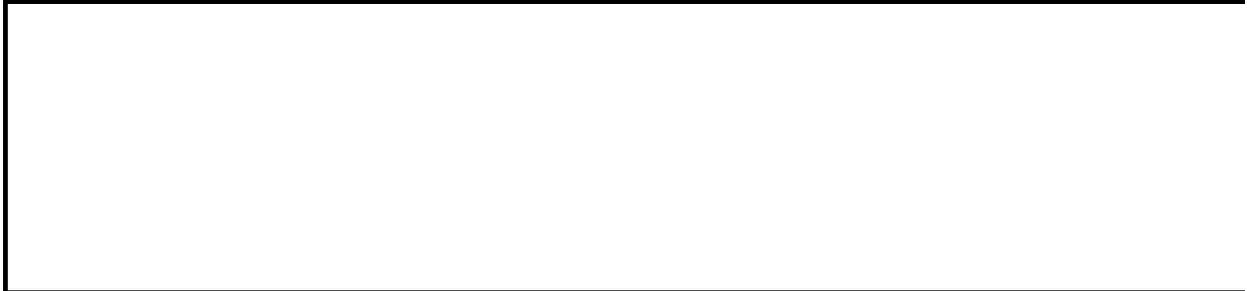
Remarks

The **OCCommandId**, **ChartCommandIdEnum**, and **PivotCommandId** constants contain lists of the supported commands for each of the Microsoft Office Web Components.

Example

The following example demonstrates the syntax for a subroutine that traps the `CommandBeforeExecute` event.

```
Private Sub Form_CommandBeforeExecute( _  
    ByVal Command As Variant, ByVal Cancel As Object)  
    Dim intResponse As Integer  
    Dim strPrompt As String  
  
    strPrompt = "Cancel the command?"  
  
    intResponse = MsgBox(strPrompt, vbYesNo)  
  
    If intResponse = vbYes Then  
        Cancel.Value = True  
    Else  
        Cancel.Value = False  
    End If  
End Sub
```



CommandChecked Event

Occurs when the specified Microsoft Office Web Component determines whether the specified command is checked.

Private Sub Form_CommandChecked(ByVal *Command* As Variant, ByVal *Checked* As Object)

Command The command that has been verified as being checked.

Checked Set the **Value** property of this object to **False** to uncheck the command.

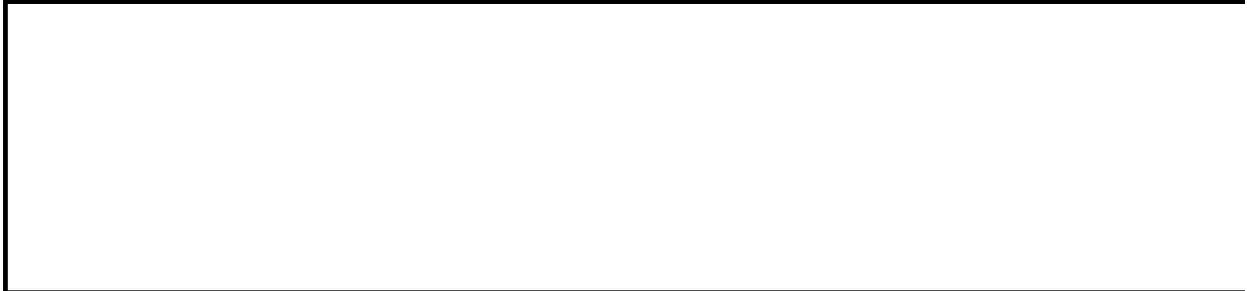
Remarks

The **OCCommandId**, **ChartCommandIdEnum**, and **PivotCommandId** constants contain lists of the supported commands for each Web component.

Example

The following example demonstrates the syntax for a subroutine that traps the CommandChecked event.

```
Private Sub Form_CommandChecked( _  
    ByVal Command As Variant, ByVal Checked As Object)  
    Dim intResponse As Integer  
    Dim strPrompt As String  
  
    strPrompt = "Uncheck the command?"  
  
    intResponse = MsgBox(strPrompt, vbYesNo)  
  
    If intResponse = vbYes Then  
        Checked.Value = False  
    Else  
        Checked.Value = True  
    End If  
End Sub
```



CommandEnabled Event

Occurs when the specified Microsoft Office Web Component determines whether the specified command is enabled.

Private Sub Form_CommandEnabled(ByVal *Command* As Variant, ByVal *Enabled* As Object)

Command The command that has been verified as being enabled.

Enabled Set the **Value** property of this object to **False** to disable the command.

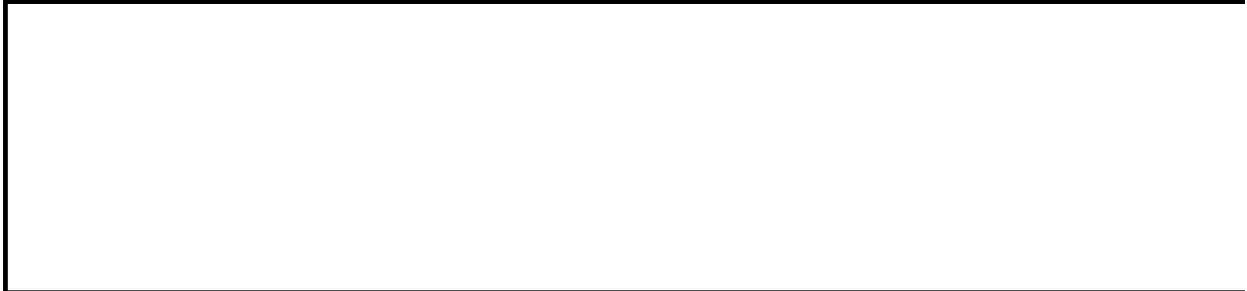
Remarks

The **OCCommandId**, **ChartCommandIdEnum**, and **PivotCommandId** constants contain lists of the supported commands for each Web component.

Example

The following example demonstrates the syntax for a subroutine that traps the CommandEnabled event.

```
Private Sub Form_CommandEnabled( _  
    ByVal Command As Variant, ByVal Enabled As Object)  
    Dim intResponse As Integer  
    Dim strPrompt As String  
  
    strPrompt = "Disable the command?"  
  
    intResponse = MsgBox(strPrompt, vbYesNo)  
  
    If intResponse = vbYes Then  
        Enabled.Value = False  
    Else  
        Enabled.Value = True  
    End If  
End Sub
```



CommandExecute Event

Occurs after the specified command is executed. Use this event when you want to execute a set of commands after a particular command is executed.

Private Sub Form_CommandBeforeExecute(ByVal *Command* As Variant)

Command The command that is executed.

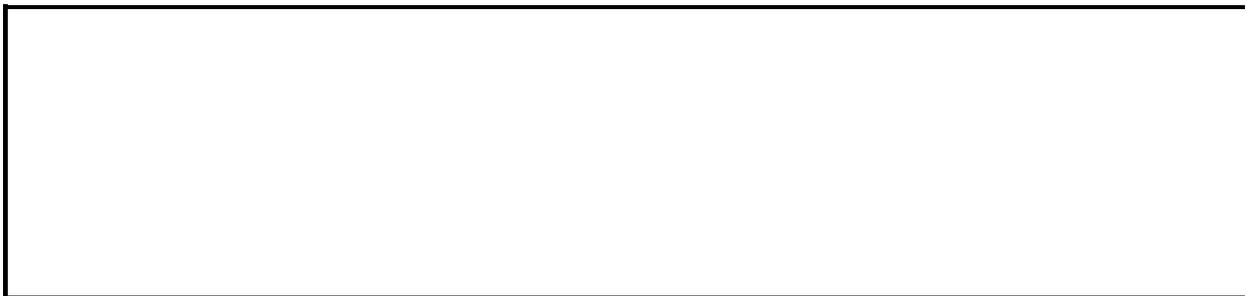
Remarks

The **OCCommandId**, **ChartCommandIdEnum**, and **PivotCommandId** constants contain lists of the supported commands for each of the Microsoft Office Web Components.

Example

The following example demonstrates the syntax for a subroutine that traps the CommandExecute event.

```
Private Sub Form_CommandExecute(ByVal Command As Variant)
    MsgBox "The command specified by " _
        & Command.Name & " has been executed."
End Sub
```



[Show All](#)

Current Event

The Current event occurs when the [focus](#) moves to a record, making it the current record, or when the [form](#) is [refreshed](#) or [requeried](#).

Private Sub *object_Current*()

Object The name of a Form.

Remarks

To run a [macro](#) or [event procedure](#) when this event occurs, set the [OnCurrent](#) property to the name of the macro or to [Event Procedure].

This event occurs both when a form is opened and whenever the focus leaves one record and moves to another. Microsoft Access runs the Current macro or event procedure before the first or next record is displayed.

By running a macro or event procedure when a form's Current event occurs, you can display a message or synchronize records in another form related to the current record. For example, when a customer record becomes current, you can display the customer's previous order. When a supplier record becomes current, you can display the products manufactured by the supplier in a Suppliers form. You can also perform calculations based on the current record or change the form in response to data in the current record.

If your macro or event procedure runs a [GoToControl](#) or [GoToRecord](#) action or the corresponding method of the [DoCmd](#) object in response to an [Open](#) event, the Current event occurs.

The Current event also occurs when you refresh a form or requery the form's underlying table or query—for example, when you click **Remove Filter/Sort** on the **Records** menu or use the [Requery](#) action in a macro or the [Requery](#) method in Visual Basic code.

When you first open a form, the following events occur in this order:

Open → Load → Resize → Activate → Current

Example

In the following example, a Current event procedure checks the status of an option button called Discontinued. If the button is selected, the example sets the background color of the ProductName field to red to indicate that the product has been discontinued.

To try the example, add the following event procedure to a form that contains an option called Discontinued and a text box called ProductName.

```
Private Sub Form_Current()  
    If Me!Discontinued Then  
        Me!ProductName.BackColor = 255  
    EndIf  
End Sub
```

A large empty rectangular box representing a form area, divided into two horizontal sections by a single line. The top section is larger than the bottom section.

[Show All](#)

DataChange Event

Occurs when certain properties are changed or when certain methods are executed in the specified PivotTable view.

Private Sub Form_DataChange(ByVal Reason As Long)

Reason Use the value of the [PivotDataReasonEnum](#) constant to determine the reason that this event was triggered.

PivotDataReasonEnum can be one of these PivotDataReasonEnum constants.

plDataReasonAdhocFieldAdded

plDataReasonAdhocFieldDeleted

plDataReasonAdhocMemberChanged

plDataReasonAllIncludeExcludeChange

plDataReasonAllowDetailsChange

plDataReasonAllowMultiFilterChange

plDataReasonAlwaysIncludeInCubeChange

plDataReasonCommandTextChange

plDataReasonConnectionStringChange

plDataReasonDataMemberChange

plDataReasonDataSourceChange

plDataReasonDisplayCalculatedMembersChange

plDataReasonDisplayCellColorChange

plDataReasonDisplayEmptyMembersChange

plDataReasonExcludedMembersChange

plDataReasonExpressionChange

plDataReasonFieldNameChange

plDataReasonFieldSetDeleted

plDataReasonFieldSetNameChange

plDataReasonFilterContextChange

plDataReasonFilterCrossJoinsChange

plDataReasonFilterFunctionChange

plDataReasonFilterFunctionValueChange
plDataReasonFilterOnChange
plDataReasonFilterOnScopeChange
plDataReasonGroupEndChange
plDataReasonGroupIntervalChange
plDataReasonGroupOnChange
plDataReasonGroupStartChange
plDataReasonIncludedMembersChange
plDataReasonInsertFieldSet
plDataReasonInsertTotal
plDataReasonIsFilteredChange
plDataReasonIsIncludedChange
plDataReasonMemberPropertyDisplayInChange
plDataReasonMemeberPropertyIsIncludedChange
plDataReasonOrderedMembersChange
plDataReasonRecordChanged
plDataReasonRefreshDataSource
plDataReasonRemoveFieldSet
plDataReasonRemoveTotal
plDataReasonSortDirectionChange
plDataReasonSortOnChange
plDataReasonSortOnScopeChange
plDataReasonSubtotalsChange
plDataReasonTotalAllMembersChange
plDataReasonTotalDeleted
plDataReasonTotalExpressionChange
plDataReasonTotalFunctionChange
plDataReasonTotalNameChange
plDataReasonTotalSolverOrderChange
plDataReasonUnknown
plDataReasonUser

Example

The following example demonstrates the syntax for a subroutine that traps the DataChange event. For this example to work, a reference must be set to the Microsoft Office Web Components 10.0 type library.

```
Private Sub Form_DataChange(Reason As Long)
    If Reason = OWC.plDataReasonDisplayCellColorChange Then
        MsgBox "The cell display color was changed."
    End If
End Sub
```



DataSetChange Event

Occurs whenever the specified PivotTable view is data-bound and the data set changes— for example, when a filter operation takes place. This event also occurs when initial data is available from the data source.

Private Sub Form_DataSetChange()

Example

The following example demonstrates the syntax for a subroutine that traps the `DataSetChange` event.

```
Private Sub Form_DataSetChange()  
    MsgBox "The data set for the PivotChart view has changed."  
End Sub
```



[Show All](#)

DbClick Event

The DbClick event occurs when the user presses and releases the left mouse button twice over an [object](#) within the double-click time limit of the system.

Private Sub *object*_DbClick(Cancel As Integer)

Object The name of a Form or control.

Cancel The setting determines if the DbClick event occurs. Setting the Cancel argument to True (-1) cancels the DbClick event.

Remarks

On a [form](#), the DblClick event occurs when the user double-clicks a blank area or [record selector](#) on the form. For a control, it occurs when the user double-clicks a control or its label in [Form view](#). The DblClick event occurs when the user double-clicks the form or control but before the result of the double-click action occurs (for example, before Microsoft Access selects the word that the insertion point is on in a [text box](#)).

- The DblClick event applies only to forms, form [sections](#), and controls on a form, not controls on a [report](#).
- This event doesn't apply to [check boxes](#), [option buttons](#), or [toggle buttons](#) in an [option group](#). It applies only to the option group itself.
- This event doesn't apply to a [label](#) attached to another control, such as the label for a text box. It applies only to "freestanding" labels. Double-clicking an attached label has the same effect as double-clicking the associated control. The normal events for the control occur, not any events for the attached label.

To run a [macro](#) or [event procedure](#) when this event occurs, set the [OnDblClick](#) property to the name of the macro or to [Event Procedure].

For controls, the result of double-clicking depends on the control. For example, double-clicking a word in a text box selects the entire word. Double-clicking a control containing an [OLE object](#) starts the application used to create the object, allowing it to be edited.

If the DblClick event doesn't occur within the double-click time limit of the system, the form, form section, or control recognizes two [Click](#) events instead of a single DblClick event. The double-click time limit depends on the setting under **Double-Click Speed** on the **Buttons** tab of the **Mouse** option of Windows Control Panel.

By running a macro or an event procedure when the DblClick event occurs, you can open a window or document when an icon is double-clicked.

Double-clicking a control causes both Click and DblClick events to occur. If the control doesn't already have the [focus](#) when you double-click it, the [Enter](#) and

[GotFocus](#) events for the control occur before the Click and DblClick events.

For objects that receive mouse events, the events occur in this order:

MouseDown → MouseUp → Click → DblClick

When you double-click a [command button](#), the following events occur in this order:

MouseDown → MouseUp → Click → DblClick → MouseUp → Click

The second click may have no effect (for example, if the Click macro or event procedure opens a modal dialog box in response to the first Click event). To prevent the second Click macro or event procedure from running, put a [CancelEvent](#) action in the DblClick macro or use the Cancel argument in the DblClick event procedure. Note that, generally speaking, double-clicking a command button should be discouraged.

If you double-click any other control besides a command button, the second Click event doesn't occur.

Macro

By running a macro when the `DblClick` event occurs, you can modify a control's default double-click behavior. For example, you can run a macro before an OLE server is opened in response to double-clicking an embedded object. The macro could display a message asking if the user wants to print or edit the object. You could use a user-defined function to print the object.

You can also use the `DblClick` event to enable a dialog box to be closed by double-clicking a control instead of clicking the OK button. The `DblClick` macro would run a `Close` action for the dialog box. You could also have the macro hide the dialog box by using the `SetValue` action to set the dialog box's `Visible` property to `No`.

You use the `CancelEvent` action in a `DblClick` macro to cancel the default double-click behavior of the control. If the user wanted to print the OLE object mentioned earlier in this topic instead of editing it, you would use a user-defined function to print the object, and then use a `CancelEvent` action to cancel opening of the OLE application.

Example

The following example shows how you can use a DblClick event procedure to open a form that displays records from the table that is the row source of a combo box. When the user double-clicks the Salesperson combo box in an Orders form, the Employees form is displayed, showing the record for the employee selected in the combo box.

To try the example, add the following event procedure to a form named Orders that contains a combo box named EmployeeID. The combo box should have as its row source the same table that is the source for the Employees form (or a query based on that table).

```
Private Sub EmployeeID_DblClick(Cancel As Integer)
    DoCmd.OpenForm "Employees", , , _
        "EmployeeID = Forms!Orders!EmployeeID"
End Sub
```



Deactivate Event

The **Deactivate** event occurs when a form or report loses the focus to a Table, Query, Form, Report, Macro, or Module window, or to the Database window.

Private Sub *object*_Deactivate()

Object The name of a Form or Report.

Remarks

When you switch between two open forms, the **Deactivate** event occurs for the form being switched from, and the **Activate** event occurs for the form being switched to. If the forms contain no visible, enabled controls, the **LostFocus** event occurs for the first form before the **Deactivate** event, and the **GotFocus** event occurs for the second form after the **Activate** event.

When you first open a form, the following events occur in this order:

Open → Load → Resize → Activate → Current

When you close a form, the following events occur in this order:

Unload → Deactivate → Close

Macro

You can use the ShowToolbar action in an Activate or Deactivate macro to display or hide a custom toolbar. Use the Activate or Deactivate event to display or hide custom toolbars when you have more than one form loaded at a time. If you have only one form loaded at a time, you can use the Open and Close events.

If you use a Deactivate macro to hide a custom toolbar on a form, also make sure to hide the toolbar in response to the Unload event for the form, because the Deactivate event doesn't occur when a form is unloaded. Don't use the GotFocus or LostFocus event to display or hide a custom toolbar on a form, because these events aren't triggered on forms that contain enabled controls.

You can't use the CancelEvent action in an Activate or Deactivate macro.

Example

The following example shows how to hide a toolbar when the focus moves to a different window.

```
Private Sub Form_Deactivate()  
    ' Hide custom toolbar.  
    DoCmd.ShowToolbar "CustomToolbar", acToolbarNo  
End  
Sub
```



[Show All](#)

Delete Event

Occurs when the user performs some action, such as pressing the DEL key, to delete a [record](#), but before the record is actually deleted.

Private Sub Form_Delete(Cancel As Integer)

Cancel The setting determines if the Delete event occurs. Setting the Cancel argument to True (-1) cancels the Delete event.

Remarks

To run a [macro](#) or [event procedure](#) when these events occur, set the [OnDelete](#), [BeforeDelConfirm](#), or [AfterDelConfirm](#) property to the name of the macro or to [Event Procedure].

After a record is deleted, it's stored in a temporary buffer. The BeforeDelConfirm event occurs after the Delete event (or if you've deleted more than one record, after all the records are deleted, with a Delete event occurring for each record), but before the **Delete Confirm** dialog box is displayed. Canceling the BeforeDelConfirm event restores the record or records from the buffer and prevents the **Delete Confirm** dialog box from being displayed.

The AfterDelConfirm event occurs after a record or records are actually deleted or after a deletion or deletions are canceled. If the BeforeDelConfirm event isn't canceled, the AfterDelConfirm event occurs after the **Delete Confirm** dialog box is displayed. The AfterDelConfirm event occurs even if the BeforeDelConfirm event is canceled. The AfterDelConfirm event procedure returns status information about the deletion. For example, you can use a macro or event procedure associated with the AfterDelConfirm event to recalculate totals affected by the deletion of records.

If you cancel the Delete event, the BeforeDelConfirm and AfterDelConfirm events don't occur and the **Delete Confirm** dialog box isn't displayed.

Note The BeforeDelConfirm and AfterDelConfirm events don't occur and the **Delete Confirm** dialog box isn't displayed if you clear the **Record Changes check box** under **Confirm** on the **Edit/Find** tab of the **Options** dialog box, available by clicking **Options** on the **Tools** menu.

By running a macro or an event procedure when the Delete event occurs, you can prevent a record from being deleted or allow a record to be deleted only under certain conditions. You can also use a Delete event to display a dialog box asking whether the user wants to delete a record before it's deleted.

To delete a record, you can click **Delete Record** on the **Edit** menu. This deletes the current record (the record indicated by the [record selector](#)). You can also click the record selector or click **Select Record** on the **Edit** menu to select the

record, and then press the DEL key to delete it. If you click **Delete Record**, the record selector of the current record, or **Select Record**, the [Exit](#) and [LostFocus](#) events for the control that has the focus occur. If you've changed any data in the record, the [BeforeUpdate](#) and [AfterUpdate](#) events for the record occur before the Exit and LostFocus events. If you click the record selector of a different record, the [Current](#) event for that record also occurs.

After you delete the record, the focus moves to the next record following the deleted record, and the Current event for that record occurs, followed by the [Enter](#) and [GotFocus](#) events for the first control in that record.

The BeforeDelConfirm event then occurs, just before Microsoft Access displays the **Delete Confirm** dialog box asking you to confirm the deletion. After you respond to the dialog box by confirming or canceling the deletion, the AfterDelConfirm event occurs.

You can delete one or more records at a time. The Delete event occurs after each record is deleted. This enables you to access the data in each record before it's actually deleted, and selectively confirm or cancel each deletion in the Delete macro or event procedure. When you delete more than one record, the Current event for the record following the last deleted record and the Enter and GotFocus events for the first control in this record don't occur until all the records are deleted. In other words, a Delete event occurs for each selected record, but no other events occur until all the selected records are deleted. The BeforeDelConfirm and AfterDelConfirm events also don't occur until all the selected records are deleted.

Macro

You can use a Delete macro to display the Delete Confirm dialog box asking whether the user wants to delete a record before it's deleted.

You can use a BeforeDelConfirm or AfterDelConfirm macro to respond whenever the user deletes a record. However, the BeforeDelConfirm and AfterDelConfirm macros can't set the argument determining whether the Delete Confirm dialog box is displayed and can't return the argument indicating the status of the deletion, so you typically use event procedures with these events.

You can use the CancelEvent action in a Delete macro to cancel the deletion.

You can use the CancelEvent action in a BeforeDelConfirm macro to cancel the deletion of all the deleted records. If you do this, the Delete Confirm dialog box isn't displayed. However, the AfterDelConfirm event occurs even if you cancel the BeforeDelConfirm event.

You can't use the CancelEvent action in an AfterDelConfirm macro.

Example

The following example shows how you can prevent a user from deleting records from a table.

To try this example, add the following event procedure to a form that is based on a table. Switch to form Datasheet view and try to delete a record.

```
Private Sub Form_Delete(Cancel As Integer)
    Cancel = True
    MsgBox "This record can't be deleted."
End Sub
```



[Show All](#)

Dirty Event

The Dirty event occurs when the contents of a [form](#) or the text portion of a [combo box](#) changes. It also occurs when you move from one page to another page in a [tab control](#).

Private Sub Form_Dirty(*Cancel As Integer*)

The Dirty event procedure has the following argument.

Argument	Description
<i>Cancel</i>	The setting determines if the Dirty event occurs. Setting the Cancel argument to True cancels the Dirty event. You can also use the CancelEvent method of the DoCmd object to cancel the event.

Remarks

Examples of this event include entering a character directly in the text box or combo box or changing the control's **Text** property setting by using a [macro](#) or Visual Basic.

- Modifying a record within a form by using a macro or Visual Basic doesn't trigger this event. You must type the data directly into the record or set the control's **Text** property.
- This event applies only to bound forms, not an [unbound form](#) or report.

To run a macro or [event procedure](#) when this event occurs, set the **OnDirty** property to the name of the macro or to [Event Procedure].

By running a macro or event procedure when a Dirty event occurs, you can determine if the record can be changed. You can also display a message and ask for edit permission.

Changing the data in a record by using the keyboard causes keyboard events to occur in addition to control events like the Dirty event. For example, if you move to a new record and type an [ANSI](#) character in a text box in the record, the following events occur in this order:

KeyDown > KeyPress > BeforeInsert > Dirty > KeyUp

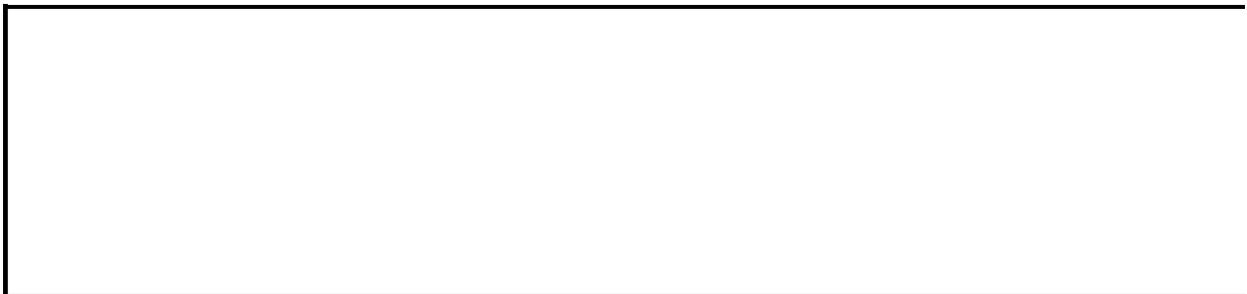
The [BeforeUpdate](#) and [AfterUpdate](#) events for a record occur after you have entered the new or changed data in the record and moved to another record (or clicked **Save Record** on the **Records** menu), and therefore after the Dirty event for the record.

Canceling the Dirty event will cause the changes to the current record to be rolled back. It is equivalent to pressing the ESC key.

Example

The following example enables the btnUndo button when data is changed. The UndoEdits() subroutine is called from the Dirty event of text box controls. Clicking the enabled btnUndo button restores the original value of the control by using the **OldValue** property.

```
Private Sub Form_Dirty()  
    If Me.Dirty Then  
        Me!btnUndo.Enabled = True      ' Enable button.  
    Else  
        Me!btnUndo.Enabled = False    ' Disable button.  
    End If  
End Sub  
  
Sub btnUndo_Click()  
    Dim ctlC As Control  
    ' For each control.  
    For Each ctlC in Me.Controls  
        If ctlC.ControlType = acTextBox Then  
            ' Restore Old Value.  
            ctlC.Value = ctlC.OldValue  
        End If  
    Next ctlC  
End Sub
```



[Show All](#)

Enter Event

The Enter event occurs before a [control](#) actually receives the [focus](#) from a control on the same [form](#).

Private Sub object_Enter()

Object The name of a control on a Form.

Remarks

The Enter event applies only to controls on a form, not controls on a [report](#). This event does not apply to [check boxes](#), [option buttons](#), or [toggle buttons](#) in an [option group](#). It applies only to the option group itself.

To run a [macro](#) or [event procedure](#) when these events occur, set the [OnEnter or OnExit](#) property to the name of the macro or to [Event Procedure].

Because the Enter event occurs before the focus moves to a particular control, you can use an Enter macro or event procedure to display instructions; for example, you could use a macro or event procedure to display a small form or message box identifying the type of data the control typically contains, or giving instructions on how to use the control.

The Enter event occurs before the [GotFocus](#) event. The Exit event occurs before the [LostFocus](#) event.

Unlike the GotFocus and LostFocus events, the Enter and Exit events don't occur when a form receives or loses the focus. For example, suppose you select a check box on a form, and then click a report. The Enter and GotFocus events occur when you select the check box. Only the LostFocus event occurs when you click the report. The Exit event doesn't occur (because the focus is moving to a different window). If you select the check box on the form again to bring it to the foreground, the GotFocus event occurs, but not the Enter event (because the control had the focus when the form was last active). The Exit event occurs only when you click another control on the form.

If you move the focus to a control on a form, and that control doesn't have the focus on that form, the Exit and LostFocus events for the control that does have the focus on the form occur before the Enter and GotFocus events for the control you moved to.

If you use the mouse to move the focus from a control on a main form to a control on a [subform](#) of that form (a control that doesn't already have the focus on the subform), the following events occur:

Exit (for the control on the main form)

↳

LostFocus (for the control on the main form)

↳

Enter (for the subform control)

↳

Exit (for the control on the subform that had the focus)

↳

LostFocus (for the control on the subform that had the focus)

↳

Enter (for the control on the subform that the focus moved to)

↳

GotFocus (for the control on the subform that the focus moved to)

If the control you move to on the subform previously had the focus, neither its Enter event nor its GotFocus event occurs, but the Enter event for the subform control does occur. If you move the focus from a control on a subform to a control on the main form, the Exit and LostFocus events for the control on the subform don't occur, just the Exit event for the subform control and the Enter and GotFocus events for the control on the main form.

Note You often use the mouse or a key such as TAB to move the focus to another control. This causes mouse or keyboard events to occur in addition to the events discussed in this topic.

Macro

When the Enter or Exit event occurs, you can run a macro that uses a GoToControl action to change the tab order based on current data in a control. For example, if the user enters Single in the MaritalStatus field, you can ensure that the focus doesn't move to the SpouseName field.

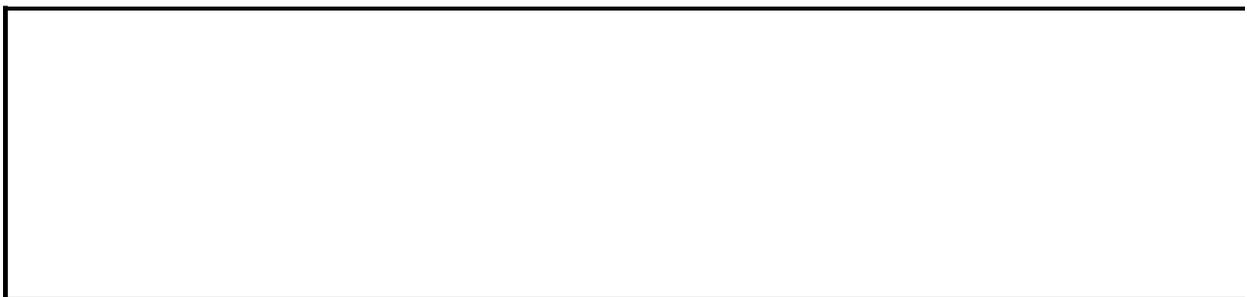
You can use the CancelEvent action in an Exit macro to cancel exiting the control. You can't use the CancelEvent action in an Enter macro to cancel the Enter event. However, you can use the GoToControl action in an Enter macro to move the focus to a different control.

Example

In the following example, two event procedures are attached to the LastName text box. The Enter event procedure displays a message specifying what type of data the user can enter in the text box. The Exit event procedure displays a dialog box asking the user if changes should be saved before the focus moves to another control. If the user clicks the Cancel button, the Cancel argument is set to **True** (-1), which moves the focus to the text box without saving changes. If the user chooses the OK button, the changes are saved, and the focus moves to another control.

To try the example, add the following event procedure to a form that contains a text box named LastName.

```
Private Sub LastName_Enter()  
    MsgBox "Enter your last name."  
End Sub  
  
Private Sub LastName_Exit(Cancel As Integer)  
    Dim strMsg As String  
  
    strMsg = "You entered '" & Me.LastName _  
        & "' as your last name." & _  
        vbCrLf & "Is this correct?"  
    If MsgBox(strMsg, vbYesNo) = vbNo Then  
        Cancel = True          ' Cancel exit.  
    Else  
        Exit Sub              ' Save changes and exit.  
    End If  
End Sub
```



[Show All](#)

Error Event

The Error event occurs when a [run-time error](#) is produced in Microsoft Access when a [form](#) or [report](#) has the [focus](#).

Private Sub *object_Error*(DataErr As Integer, Response As Integer)

Object The name of a Form or Report.

DataErr The error code returned by the Err object when an error occurs. You can use the DataErr argument with the Error function to map the number to the corresponding error message.

Response The setting determines whether or not an error message is displayed. The Response argument can be one of the following intrinsic constants.

Constant Description

acDataErrContinue Ignore the error and continue without displaying the default Microsoft Access error message. You can supply a custom error message in place of the default error message.

acDataErrDisplay (Default) Display the default Microsoft Access error message.

Remarks

This includes [Microsoft Jet database engine](#) errors, but not run-time errors in Visual Basic or errors from ADO.

To run a [macro](#) or [event procedure](#) when this event occurs, set the [OnError](#) property to the name of the macro or to [Event Procedure].

By running an event procedure or a macro when an Error event occurs, you can intercept a Microsoft Access error message and display a custom message that conveys a more specific meaning for your application.

Example

The following example shows how you can replace a default error message with a custom error message. When Microsoft Access returns an error message indicating it has found a duplicate key (error code 3022), this event procedure displays a message that gives more application-specific information to users.

To try the example, add the following event procedure to a form that is based on a table with a unique employee ID number as the key for each record.

```
Private Sub Form_Error(DataErr As Integer, Response As Integer)
    Const conDuplicateKey = 3022
    Dim strMsg As String

    If DataErr = conDuplicateKey Then
        Response = acDataErrContinue
        strMsg = "Each employee record must have a unique " _
            & "employee ID number. Please recheck your data."
        MsgBox strMsg
    End If
End Sub
```


[Show All](#)

Exit Event

The Exit event occurs just before a control loses the focus to another control on the same form.

Private Sub *object*_Exit()

Object The name of a control on a Form.

Remarks

The Exit event applies only to controls on a form, not controls on a [report](#). This event does not apply to [check boxes](#), [option buttons](#), or [toggle buttons](#) in an [option group](#). It applies only to the option group itself.

To run a [macro](#) or [event procedure](#) when this event occurs, set the **OnExit** property to the name of the macro or to [Event Procedure].

Because the Enter event occurs before the focus moves to a particular control, you can use an Enter macro or event procedure to display instructions; for example, you could use a macro or event procedure to display a small form or message box identifying the type of data the control typically contains, or giving instructions on how to use the control.

The Exit event occurs before the [LostFocus](#) event.

Unlike the LostFocus event, the Exit event does not occur when a form loses the focus. For example, suppose you select a check box on a form, and then click a report. The Enter and GotFocus events occur when you select the check box. Only the LostFocus event occurs when you click the report. The Exit event doesn't occur (because the focus is moving to a different window). If you select the check box on the form again to bring it to the foreground, the GotFocus event occurs, but not the Enter event (because the control had the focus when the form was last active). The Exit event occurs only when you click another control on the form.

If you move the focus to a control on a form, and that control doesn't have the focus on that form, the Exit and LostFocus events for the control that does have the focus on the form occur before the Enter and GotFocus events for the control you moved to.

If you use the mouse to move the focus from a control on a main form to a control on a [subform](#) of that form (a control that doesn't already have the focus on the subform), the following events occur:

Exit (for the control on the main form)

↳

LostFocus (for the control on the main form)

↳

Enter (for the subform control)

↳

Exit (for the control on the subform that had the focus)

↳

LostFocus (for the control on the subform that had the focus)

↳

Enter (for the control on the subform that the focus moved to)

↳

GotFocus (for the control on the subform that the focus moved to)

If the control you move to on the subform previously had the focus, neither its Enter event nor its GotFocus event occurs, but the Enter event for the subform control does occur. If you move the focus from a control on a subform to a control on the main form, the Exit and LostFocus events for the control on the subform don't occur, just the Exit event for the subform control and the Enter and GotFocus events for the control on the main form.

Note You often use the mouse or a key such as TAB to move the focus to another control. This causes mouse or keyboard events to occur in addition to the events discussed in this topic.

Macro

When the Enter or Exit event occurs, you can run a macro that uses a GoToControl action to change the tab order based on current data in a control. For example, if the user enters Single in the MaritalStatus field, you can ensure that the focus doesn't move to the SpouseName field.

You can use the CancelEvent action in an Exit macro to cancel exiting the control. You can't use the CancelEvent action in an Enter macro to cancel the Enter event. However, you can use the GoToControl action in an Enter macro to move the focus to a different control.

Example

In the following example, two event procedures are attached to the LastName text box. The Enter event procedure displays a message specifying what type of data the user can enter in the text box. The Exit event procedure displays a dialog box asking the user if changes should be saved before the focus moves to another control. If the user clicks the Cancel button, the Cancel argument is set to **True** (-1), which moves the focus to the text box without saving changes. If the user chooses the OK button, the changes are saved, and the focus moves to another control.

To try the example, add the following event procedure to a form that contains a text box named LastName.

```
Private Sub LastName_Enter()  
    MsgBox "Enter your last name."  
End Sub  
  
Private Sub LastName_Exit(Cancel As Integer)  
    Dim strMsg As String  
  
    strMsg = "You entered '" & Me!LastName _  
        & "' as your last name." & _  
        vbCrLf & "Is this correct?"  
    If MsgBox(strMsg, vbYesNo) = vbNo Then  
        Cancel = True          ' Cancel exit.  
    Else  
        Exit Sub              ' Save changes and exit.  
    End If  
End Sub
```



[Show All](#)

Filter Event

The Filter event can occur within a [Microsoft Access project](#) (.adp) or [Access database](#) (.mdb).

Private Sub *Form_Filter*(Cancel As Integer, FilterType As Integer)

Cancel The setting determines whether to open the filter window. Setting the Cancel argument to True (-1) prevents the filter window from opening. You can also use the CancelEvent method of the DoCmd object to cancel opening the filter window.

FilterType The filter window the user is trying to open. The FilterType argument can be one of the following intrinsic constants:

Constant Value

acFilterByForm 0

acFilterAdvanced 1

acServerFilterByForm 2

Within an Access database, a Filter event occurs when the user does one of the following:

- On the **Records** menu in [Form view](#), points to **Filter** and then clicks **Filter By Form**, or clicks **Filter By Form**  on the [toolbar](#). This opens the Filter By Form window, where you can create a [filter](#) based on the fields in the [form](#).
- On the **Records** menu in Form view, points to **Filter** and then clicks **Advanced Filter/Sort**. This opens the [Advanced Filter/Sort](#) window, where you can create complex filters for the form.
- Clicks **Advanced Filter/Sort** on the **Filter** menu while the Filter By Form window is open, or clicks **Filter By Form** on the **Filter** menu while the Advanced Filter/Sort window is open. This causes the [ApplyFilter](#) event to occur when the open filter window is closed, and then the Filter event to

occur when the other filter window is opened.

Within an Access project, a Filter event occurs when the user does one of the following:

- On the **Records** menu in Form view, points to **Filter** and then clicks **Filter By Form**, or clicks **Filter By Form**  on the toolbar. This opens the Filter By Form window, where you can create a filter based on the fields in the form.
- On the **Records** menu in Form view, points to **Filter** and then clicks **Server Filter By Form**  on the toolbar. This opens the [Server Filter By Form](#) window, where you can quickly create a server filter based on the fields in the form.
- The Advanced Filter/Sort window is not available in an Access project.

Remarks

To run a [macro](#) or [event procedure](#) when this event occurs, set the [OnFilter](#) property to the name of the macro or to [Event Procedure].

You can use the Filter event to:

- Remove any previous filter for the form. To do this, set the [Filter](#) or [ServerFilter](#) property of the form to a [zero-length string](#) (" ") in the Filter macro or event procedure. This is especially useful if you want to make sure extraneous criteria don't appear in the new filter. For example, when you use the [Filter By Selection](#) feature, the criteria you use (the selected text in the form) is added to the **Filter** or **ServerFilter** property [WHERE](#) clause expression, and appears in both the Filter By Form window and the Advanced Filter/Sort window or the Server Filter By Form window. You can remove these old criteria by using the Filter event.
- Enter default settings for the new filter. To do this, set the **Filter** or **ServerFilter** property to include these criteria. For example, you may want all filters for a Products form to display only current products (products for which the Discontinued control in the Products form isn't selected).
- Use your own custom filter window instead of one of the Microsoft Access filter windows. When the Filter event occurs, you can open your own custom form and use the entries on this form to set the **Filter** or **ServerFilter** property and filter the original form. When the user closes this custom form, set the [FilterOn](#) or [ServerFilterByForm](#) property of the original form to **True** (-1) to apply the filter. Canceling the Filter event prevents the Microsoft Access filter window from opening.
- Prevent certain controls on the form from appearing or being used in the Filter By Form or Server Filter By Form window. If you hide or disable a control in the Filter macro or event procedure, the control is hidden or disabled in the Filter By Form or Server Filter By Form window, and can't be used to set filter criteria. You can then use the [ApplyFilter](#) event to show or enable this control after the filter is applied, or when the filter is removed from the form.

Macro

You can set the Filter or ServerFilter property in a Filter macro by using the SetValue action. This enables you to customize the filter criteria that the user sees when the Filter By Form, Advanced Filter/Sort, or the Server Filter By Form window is displayed.

You can use the CancelEvent action in a Filter macro to cancel opening the filter window.

Example

The following example shows how to disable the TotalDue control on an Orders form when the user tries to create a filter, so that the user can't filter on this field. Any records that have a TotalDue value and meet the other filter criteria will always be shown on the filtered form. This example also forces the user to use the Filter By Form window and not the Advanced Filter/Sort window.

To try this example, add the following event procedure to an Orders form that contains a TotalDue control. Try to create a filter by using the Advanced Filter/Sort window that uses the TotalDue control. Also try creating the same filter by using the Filter By Form window.

```
Private Sub Form_Filter(Cancel As Integer, FilterType As Integer)
    If FilterType = acFilterByForm Then
        Forms!Orders!TotalDue.Enabled = False
    ElseIf FilterType = acFilterAdvanced Then
        MsgBox "The best way to filter this form is to use the " _
            & "Filter By Form command or toolbar button.", vbOKOnly
        Cancel = True
    End If
End Sub
```



[Show All](#)

GotFocus Event

The GotFocus event occurs when a [form](#) or [control](#) receives the [focus](#).

Private Sub *object*_GotFocus()

Object The name of a Form or a control on a Form.

Remarks

Note The GotFocus event applies only to forms and controls on a form, not controls on a [report](#).

To run a [macro](#) or [event procedure](#) when these events occur, set the [OnGotFocus](#) property to the name of the macro or to [Event Procedure].

These events occur when the focus moves in response to a user action, such as pressing the TAB key or clicking the object, or when you use the [SetFocus](#) method in Visual Basic or the [SelectObject](#), [GoToRecord](#), [GoToControl](#), or [GoToPage](#) action in a macro.

A control can receive the focus only if its [Visible](#) and **Enabled** properties are set to Yes. A form can receive the focus only if it has no controls or if all visible controls are disabled. If a form contains any visible, enabled controls, the GotFocus event for the form doesn't occur.

You can specify what happens when a form or control receives the focus by running a macro or an event procedure when the GotFocus event occurs. For example, by attaching a GotFocus event procedure to each control on a form, you can guide the user through your application by displaying brief instructions or messages in a text box. You can also provide visual cues by enabling, disabling, or displaying controls that depend on the control with the focus.

Note To customize the order in which the focus moves from control to control on a form when you press the TAB key, set the [tab order](#) or specify [access keys](#) for the controls.

The GotFocus event differs from the [Enter](#) event in that the GotFocus event occurs every time a control receives the focus. For example, suppose the user clicks a check box on a form, then clicks a report, and finally clicks the check box on the form to bring it to the foreground. The GotFocus event occurs both times the check box receives the focus. In contrast, the Enter event occurs only the first time the user clicks the check box. The GotFocus event occurs after the Enter event.

If you move the focus to a control on a form, and that control doesn't have the

focus on that form, the Exit and LostFocus events for the control that does have the focus on the form occur before the Enter and GotFocus events for the control you moved to.

If you use the mouse to move the focus from a control on a main form to a control on a [subform](#) of that form, the following events occur:

Exit (for the control on the main form)

↳

LostFocus (for the control on the main form)

↳

Enter (for the subform control)

↳

Exit (for the control on the subform that had the focus)

↳

LostFocus (for the control on the subform that had the focus)

↳

Enter (for the control on the subform that the focus moved to)

↳

GotFocus (for the control on the subform that the focus moved to)

If the control you move to on the subform previously had the focus, neither its Enter event nor its GotFocus event occurs, but the Enter event for the subform control does occur. If you move the focus from a control on a subform to a control on the main form, the Exit and LostFocus events for the control on the subform don't occur, just the Exit event for the subform control and the Enter and GotFocus events for the control on the main form.

Note You often use the mouse or a key such as TAB to move the focus to

another control. This causes mouse or keyboard events to occur in addition to the events discussed in this topic.

When you switch between two open forms, the [Deactivate](#) event occurs for the first form, and the [Activate](#) event occurs for the second form. If the forms contain no visible, enabled controls, the LostFocus event occurs for the first form before the Deactivate event, and the GotFocus event occurs for the second form after the Activate event.

Macro

You can use a LostFocus macro to validate entered data as the user moves the focus from a control. You can also reverse or change conditions that you set up in the object's GotFocus macro.

Other uses for LostFocus and GotFocus macros are enabling, disabling, displaying, and hiding other objects.

You can't use the CancelEvent action in a GotFocus or LostFocus macro.

Example

The following example displays a message in a label when the focus moves to an option button.

To try the example, add the following event procedures to a form named Contacts that contains an option button named OptionYes and a label named LabelYes.

```
Private Sub OptionYes_GotFocus()  
    Me!LabelYes.Caption = "Option button 'Yes' has the focus."  
End Sub
```

```
Private Sub OptionYes_LostFocus()  
    Me!LabelYes.Caption = ""           ' Clear caption.  
End Sub
```



[Show All](#)

ItemAdded Event

Some of the content in this topic may not be applicable to some languages.

The ItemAdded event occurs when a reference is added to the project from Visual Basic.

Remarks

- The ItemAdded event applies to the [References](#) collection. It isn't associated with a [control](#), [form](#), or [report](#), as are most other events. Therefore, in order to create a procedure definition for the ItemAdded [event procedure](#), you must use a special syntax.
- The ItemAdded event can run only an event procedure when it occurs, it cannot run a [macro](#).

This event occurs only when you add a reference from code. It doesn't occur when you add a reference from the **References** dialog box, available by clicking **References** on the **Tools** menu when the Module window is the active window.

Example

The following example includes event procedures for the ItemAdded and ItemRemoved events. To try this example, first create a new class module by clicking **Class Module** on the **Insert** menu. Paste the following code into the class module and save the module as RefEvents:

```
' Declare object variable to represent References collection.
Public WithEvents evtReferences As References

' When instance of class is created, initialize evtReferences
' variable.
Private Sub Class_Initialize()
    Set evtReferences = Application.References
End Sub

' When instance is removed, set evtReferences to Nothing.
Private Sub Class_Terminate()
    Set evtReferences = Nothing
End Sub

' Display message when reference is added.
Private Sub evtReferences_ItemAdded(ByVal Reference As _
    Access.Reference)
    MsgBox "Reference to " & Reference.Name & " added."
End Sub

' Display message when reference is removed.
Private Sub evtReferences_ItemRemoved(ByVal Reference As _
    Access.Reference)
    MsgBox "Reference to " & Reference.Name & " removed."
End Sub
```

The following **Function** procedure adds a specified reference. When a reference is added, the ItemAdded event procedure defined in the RefEvents class runs.

For example, to set a reference to the calendar control, you could pass the string "C:\Windows\System\Mscal.ocx", if this is the correct location for the calendar control on your computer.

```
' Create new instance of RefEvents class.
Dim objRefEvents As New RefEvents
```

```
' Pass file name and path of type library to this procedure.
Function AddReference(strFileName As String) As Boolean
    Dim ref As Reference

    On Error GoTo Error_AddReference
    ' Create new reference on References object variable.
    Set ref = objRefEvents.evtReferences.AddFromFile(strFileName)
    AddReference = True

Exit_AddReference:
    Exit Function

Error_AddReference:
    MsgBox Err & ": " & Err.Description
    AddReference = False
    Resume Exit_AddReference
End Function
```



[Show All](#)

ItemRemoved Event

Some of the content in this topic may not be applicable to some languages.

The ItemRemoved event occurs when a reference is removed from the project.

Remarks

- The ItemRemoved event applies to the [References](#) collection. It isn't associated with a [control](#), [form](#), or [report](#), as are most other events. Therefore, in order to create a procedure definition for the ItemRemoved [event procedure](#), you must use a special syntax.
- The ItemRemoved event can run only an event procedure when it occurs, it cannot run a [macro](#).

This event occurs only when you remove a reference from code. It doesn't occur when you remove a reference from the **References** dialog box, available by clicking **References** on the **Tools** menu when the Module window is the active window.

Example

The following example includes event procedures for the ItemAdded and ItemRemoved events. To try this example, first create a new class module by clicking **Class Module** on the **Insert** menu. Paste the following code into the class module and save the module as RefEvents:

```
' Declare object variable to represent References collection.
Public WithEvents evtReferences As References

' When instance of class is created, initialize evtReferences
' variable.
Private Sub Class_Initialize()
    Set evtReferences = Application.References
End Sub

' When instance is removed, set evtReferences to Nothing.
Private Sub Class_Terminate()
    Set evtReferences = Nothing
End Sub

' Display message when reference is added.
Private Sub evtReferences_ItemAdded(ByVal Reference As _
    Access.Reference)
    MsgBox "Reference to " & Reference.Name & " added."
End Sub

' Display message when reference is removed.
Private Sub evtReferences_ItemRemoved(ByVal Reference As _
    Access.Reference)
    MsgBox "Reference to " & Reference.Name & " removed."
End Sub
```

The next **Function** procedure removes a specified reference. When a reference is removed, the ItemRemoved event procedure defined in the RefEvents class runs.

For example, to remove a reference to the calendar control, you could pass the string "MSACAL", which is the name of the **Reference** object that represents the calendar control.

```
Function RemoveReference(strRefName As String) As Boolean
    Dim ref As Reference
```

```
On Error GoTo Error_RemoveReference
' Return object representing existing reference.
Set ref = objRefEvents.evtReferences(strRefName)
' Remove reference from collection.
objRefEvents.evtReferences.Remove ref
RemoveReference = True
```

```
Exit_RemoveReference:
Exit Function
```

```
Error_RemoveReference:
MsgBox Err & ": " & Err.Description
RemoveReference = False
Resume Exit_RemoveReference
End Function
```



[Show All](#)

KeyDown Event

The KeyDown event occurs when the user presses a key while a [form](#) or [control](#) has the [focus](#). This event also occurs if you send a keystroke to a form or control by using the [SendKeys](#) action in a [macro](#) or the **SendKeys** statement in Visual Basic.

Private Sub *object*_KeyDown(KeyCode As Integer, Shift As Integer)

Object The name of a Form or control on a Form.

KeyCode A key code, such as vbKeyF1 (the F1 key) or vbKeyHome (the HOME key). To specify key codes, use the intrinsic constants shown in the Object Browser. You can prevent an object from receiving a keystroke by setting KeyCode to 0.

Shift The state of the SHIFT, CTRL, and ALT keys at the time of the event. If you need to test for the Shift argument, you can use one of the following intrinsic constants as bit masks:

Constant Description

acShiftMask The bit mask for the SHIFT key.

acCtrlMask The bit mask for the CTRL key.

acAltMask The bit mask for the ALT key.

Remarks

Note The KeyDown event applies only to forms and controls on a form, not controls on a [report](#).

To run a macro or [event procedure](#) when these events occur, set the [OnKeyDown](#) property to the name of the macro or to [Event Procedure].

For both events, the object with the focus receives all keystrokes. A form can have the focus only if it has no controls or all its visible controls are disabled.

A form will also receive all keyboard events, even those that occur for controls, if you set the [KeyPreview](#) property of the form to Yes. With this property setting, all keyboard events occur first for the form, and then for the control that has the focus. You can respond to specific keys pressed in the form, regardless of which control has the focus. For example, you may want the key combination CTRL+X to always perform the same action on a form.

If you press and hold down a key, the KeyDown and [KeyPress](#) events alternate repeatedly (KeyDown, KeyPress, KeyDown, KeyPress, and so on) until you release the key, then the KeyUp event occurs.

Although the KeyDown event occurs when most keys are pressed, it is typically used to recognize or distinguish between:

- Extended character keys, such as function keys.
- Navigation keys, such as HOME, END, PAGE UP, PAGE DOWN, UP ARROW, DOWN ARROW, RIGHT ARROW, LEFT ARROW, and TAB.
- Combinations of keys and standard keyboard modifiers (SHIFT, CTRL, or ALT keys).
- The numeric keypad and keyboard number keys.

The KeyDown event does not occur when you press:

- The ENTER key if the form has a [command button](#) for which the [Default](#) property is set to Yes.
- The ESC key if the form has a command button for which the [Cancel](#) property is set to Yes.



Tip

To find out the [ANSI](#) character corresponding to the key pressed, use the [KeyPress](#) event.

The `KeyDown` event occurs when you press or send an ANSI key. The `KeyUp` event occurs after any event for a control caused by pressing or sending the key. If a keystroke causes the focus to move from one control to another control, the `KeyDown` event occurs for the first control, while the `KeyPress` and `KeyUp` events occur for the second control.

For more information, see [Order of events for keystrokes and mouse clicks](#).

If a [modal](#) dialog box is displayed as a result of pressing or sending a key, the `KeyDown` and `KeyPress` events occur, but the `KeyUp` event doesn't occur.

Macro

You can use a `KeyDown` or `KeyUp` macro to respond whenever the user presses or releases a key while a form or control has the focus. However, macros can't return the key code and determine which key was pressed, so you typically use event procedures with these events.

You can't use the `CancelEvent` action in a `KeyDown` or `KeyUp` macro.

Example

The following example determines whether you have pressed the SHIFT, CTRL, or ALT key.

To try the example, add the following event procedure to a form containing a text box named KeyHandler.

```
Private Sub KeyHandler_KeyDown(KeyCode As Integer, _
    Shift As Integer)
    Dim intShiftDown As Integer, intAltDown As Integer
    Dim intCtrlDown As Integer

    ' Use bit masks to determine which key was pressed.
    intShiftDown = (Shift And acShiftMask) > 0
    intAltDown = (Shift And acAltMask) > 0
    intCtrlDown = (Shift And acCtrlMask) > 0
    ' Display message telling user which key was pressed.
    If intShiftDown Then MsgBox "You pressed the SHIFT key."
    If intAltDown Then MsgBox "You pressed the ALT key."
    If intCtrlDown Then MsgBox "You pressed the CTRL key."
End Sub
```



[Show All](#)

KeyPress Event

The KeyPress event occurs when the user presses and releases a key or key combination that corresponds to an [ANSI](#) code while a [form](#) or [control](#) has the [focus](#). This event also occurs if you send an ANSI keystroke to a form or control by using the [SendKeys](#) action in a [macro](#) or the **SendKeys** statement in Visual Basic.

Private Sub *object*_KeyPress(KeyAscii As Integer)

Object The name of a Form or control on a Form.

KeyAscii Returns a numeric ANSI key code. The KeyAscii argument is passed by reference; changing it sends a different character to the object. Setting the KeyAscii argument to 0 cancels the keystroke so that the object doesn't recognize that a key was pressed.

Remarks

Note The KeyPress event applies only to forms and controls on a form, not controls on a [report](#).

To run a macro or [event procedure](#) when this event occurs, set the [OnKeyPress](#) property to the name of the macro or to [Event Procedure].

The object with the focus receives all keystrokes. A form can have the focus only if it has no controls or all its visible controls are disabled.

A form will also receive all keyboard events, even those that occur for controls, if you set the [KeyPreview](#) property of the form to Yes. With this property setting, all keyboard events occur first for the form, and then for the control that has the focus. You can respond to specific keys pressed in the form, regardless of which control has the focus. For example, you may want the key combination CTRL+X to always perform the same action on a form.

If you press and hold down an ANSI key, the [KeyDown](#) and KeyPress events alternate repeatedly (KeyDown, KeyPress, KeyDown, KeyPress, and so on) until you release the key, then the [KeyUp](#) event occurs.

A KeyPress event can involve any printable keyboard character, the CTRL key combined with a character from the standard alphabet or a special character, and the ENTER or BACKSPACE key. You can use the KeyDown and KeyUp event procedures to handle any keystroke not recognized by the KeyPress event, such as function keys, navigation keys, and any combinations of these with keyboard modifiers (ALT, SHIFT, or CTRL keys). Unlike the KeyDown and KeyUp events, the KeyPress event doesn't indicate the physical state of the keyboard; instead, it indicates the ANSI character that corresponds to the pressed key or key combinations.

KeyPress interprets the uppercase and lowercase of each character as separate key codes and, therefore, as two separate characters.

Note The BACKSPACE key is part of the ANSI character set, but the DEL key isn't. If you delete a character in a control by using the BACKSPACE key, you cause a KeyPress event; if you use the DEL key, you don't.

The KeyDown and KeyPress events occur when you press or send an ANSI key. The KeyUp event occurs after any event for a control caused by pressing or sending the key. If a keystroke causes the focus to move from one control to another control, the KeyDown event occurs for the first control, while the KeyPress and KeyUp events occur for the second control.

For example, if you go to a new record and type a character in the first control in the record, the following events occur:

Current (for the new record)

↳

Enter (for the first control in the new record)

↳

GotFocus (for the control)

↳

KeyDown (for the control)

↳

KeyPress (for the control)

↳

BeforeInsert (for the new record in the form)

↳

Change (for the control if it's a text box or combo box)

↳

KeyUp (for the control)

For more information, see [Order of events for keystrokes and mouse clicks](#).

Macro

You can use a `KeyPress` macro to respond whenever the user presses an ANSI key while the focus is on a form or control. However, macros can't return the ANSI key code and determine which key was pressed, so you typically use event procedures with this event.

You can use the `CancelEvent` action in a `KeyPress` macro to cancel the key or key combination. For example, you may want to disallow the entry of ANSI keystrokes in a control under certain conditions.

Example

The following example converts text entered in a text box to uppercase as the text is typed in, one character at a time.

To try the example, add the following event procedure to a form that contains a text box named ShipRegion.

```
Private Sub ShipRegion_KeyPress(KeyAscii As Integer)
    Dim strCharacter As String

    ' Convert ANSI value to character string.
    strCharacter = Chr(KeyAscii)
    ' Convert character to upper case, then to ANSI value.
    KeyAscii = Asc(UCase(strCharacter))
End Sub
```



[Show All](#)

KeyUp Event

The KeyUp event occurs when the user releases a key while a form or control has the focus. This event also occurs if you send a keystroke to a form or control by using the SendKeys action in a macro or the **SendKeys** statement in Visual Basic.

Private Sub *object*_KeyUp(KeyCode As Integer, Shift As Integer)

Object The name of a Form or control on a Form.

KeyCode A key code, such as vbKeyF1 (the F1 key) or vbKeyHome (the HOME key). To specify key codes, use the intrinsic constants shown in the Object Browser. You can prevent an object from receiving a keystroke by setting KeyCode to 0.

Shift The state of the SHIFT, CTRL, and ALT keys at the time of the event. If you need to test for the Shift argument, you can use one of the following intrinsic constants as bit masks:

Remarks

Note The KeyUp event applies only to forms and controls on a form, not controls on a [report](#).

To run a macro or [event procedure](#) when these events occur, set the **OnKeyUp** property to the name of the macro or to [Event Procedure].

For this event, the object with the focus receives all keystrokes. A form can have the focus only if it has no controls or all its visible controls are disabled.

A form will also receive all keyboard events, even those that occur for controls, if you set the **KeyPreview** property of the form to Yes. With this property setting, all keyboard events occur first for the form, and then for the control that has the focus. You can respond to specific keys pressed in the form, regardless of which control has the focus. For example, you may want the key combination CTRL+X to always perform the same action on a form.

If you press and hold down a key, the KeyDown and **KeyPress** events alternate repeatedly (KeyDown, KeyPress, KeyDown, KeyPress, and so on) until you release the key, then the KeyUp event occurs.

Although the KeyUp event occurs when most keys are pressed, they are typically used to recognize or distinguish between:

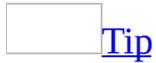
- Extended character keys, such as function keys.
- Navigation keys, such as HOME, END, PAGE UP, PAGE DOWN, UP ARROW, DOWN ARROW, RIGHT ARROW, LEFT ARROW, and TAB.
- Combinations of keys and standard keyboard modifiers (SHIFT, CTRL, or ALT keys).
- The numeric keypad and keyboard number keys.

The KeyUp event does not occur when you press:

- The ENTER key if the form has a [command button](#) for which the **Default**

property is set to Yes.

- The ESC key if the form has a command button for which the [Cancel](#) property is set to Yes.



To find out the [ANSI](#) character corresponding to the key pressed, use the [KeyPress](#) event.

The KeyUp event occurs after any event for a control caused by pressing or sending the key. If a keystroke causes the focus to move from one control to another control, the KeyDown event occurs for the first control, while the KeyPress and KeyUp events occur for the second control.

For more information, see [Order of events for keystrokes and mouse clicks](#).

If a [modal](#) dialog box is displayed as a result of pressing or sending a key, the KeyDown and KeyPress events occur, but the KeyUp event doesn't occur.

Macro

You can use a `KeyDown` or `KeyUp` macro to respond whenever the user presses or releases a key while a form or control has the focus. However, macros can't return the key code and determine which key was pressed, so you typically use event procedures with these events.

You can't use the `CancelEvent` action in a `KeyDown` or `KeyUp` macro.



[Show All](#)

Load Event

The Load event occurs when a [form](#) is opened and its records are displayed.

Private Sub Form_Load()

Remarks

To run a [macro](#) or [event procedure](#) when these events occur, set the **OnLoad** property to the name of the macro or to [Event Procedure].

The Load event is caused by user actions such as:

- Starting an application.
- Opening a form by clicking **Open** in the [Database window](#).
- Running the [OpenForm](#) action in a macro.

By running a macro or an event procedure when a form's Load event occurs, you can specify default settings for controls, or display calculated data that depends on the data in the form's records.

By running a macro or an event procedure when a form's Unload event occurs, you can verify that the form should be unloaded or specify actions that should take place when the form is unloaded. You can also open another form or display a dialog box requesting the user's name to make a log entry indicating who used the form.

When you first open a form, the following events occur in this order:

Open → Load → Resize → Activate → Current

If you're trying to decide whether to use the Open or Load event for your macro or event procedure, one significant difference is that the Open event can be canceled, but the Load event can't. For example, if you're dynamically building a record source for a form in an event procedure for the form's Open event, you can cancel opening the form if there are no records to display.

When you close a form, the following events occur in this order:

Unload → Deactivate → Close

The Unload event occurs before the [Close](#) event. The Unload event can be canceled, but the Close event can't.

Note When you create macros or event procedures for events related to the

Load event, such as [Activate](#) and [GotFocus](#), be sure that they don't conflict (for example, make sure you don't cause something to happen in one macro or procedure that is canceled in another) and that they don't cause [cascading events](#).

Macro

You can use a Load macro to carry out actions for the controls or records on a form after the form opens. For example, you can specify default settings for controls.

You can't use the CancelEvent action in a Load macro.

You can use the CancelEvent action in an Unload macro to cancel unloading of the records. This also cancels closing of the form.

If a form's Unload macro carries out a CancelEvent action, you won't be able to close the form. You must either correct the condition that caused the CancelEvent action to be carried out or open the macro and delete the CancelEvent action. If the form is modal, you won't be able to open the macro or work in any other windows in the application.

Example

The following example displays the current date in the form's caption when the form is loaded.

To try the example, add the following event procedure to a form:

```
Private Sub Form_Load()  
    Me.Caption = Date  
End Sub
```



[Show All](#)

LostFocus Event

The LostFocus event occurs when a form or control loses the focus.

Private Sub *object*_LostFocus()

Object The name of a Form or a control on a Form.

Remarks

To run a [macro](#) or [event procedure](#) when these events occur, set the [OnLostFocus](#) property to the name of the macro or to [Event Procedure].

This event occurs when the focus moves in response to a user action, such as pressing the TAB key or clicking the object, or when you use the [SetFocus](#) method in Visual Basic or the [SelectObject](#), [GoToRecord](#), [GoToControl](#), or [GoToPage](#) action in a macro.

A control can receive the focus only if its [Visible](#) and **Enabled** properties are set to Yes. A form can receive the focus only if it has no controls or if all visible controls are disabled. If a form contains any visible, enabled controls, the GotFocus event for the form doesn't occur.

Note To customize the order in which the focus moves from control to control on a form when you press the TAB key, set the [tab order](#) or specify [access keys](#) for the controls.

The LostFocus event differs from the [Exit](#) event in that the LostFocus event occurs every time a control loses the focus. The Exit event occurs only before a control loses the focus to another control on the same form. The LostFocus event occurs after the Exit event.

If you move the focus to a control on a form, and that control doesn't have the focus on that form, the Exit and LostFocus events for the control that does have the focus on the form occur before the Enter and GotFocus events for the control you moved to.

If you use the mouse to move the focus from a control on a main form to a control on a [subform](#) of that form, the following events occur:

Exit (for the control on the main form)

↳

LostFocus (for the control on the main form)

↳

Enter (for the subform control)

↳

Exit (for the control on the subform that had the focus)

↳

LostFocus (for the control on the subform that had the focus)

↳

Enter (for the control on the subform that the focus moved to)

↳

GotFocus (for the control on the subform that the focus moved to)

If the control you move to on the subform previously had the focus, neither its Enter event nor its GotFocus event occurs, but the Enter event for the subform control does occur. If you move the focus from a control on a subform to a control on the main form, the Exit and LostFocus events for the control on the subform don't occur, just the Exit event for the subform control and the Enter and GotFocus events for the control on the main form.

Note You often use the mouse or a key such as TAB to move the focus to another control. This causes mouse or keyboard events to occur in addition to the events discussed in this topic.

When you switch between two open forms, the [Deactivate](#) event occurs for the first form, and the [Activate](#) event occurs for the second form. If the forms contain no visible, enabled controls, the LostFocus event occurs for the first form before the Deactivate event, and the GotFocus event occurs for the second form after the Activate event.

Macro

You can use a LostFocus macro to validate entered data as the user moves the focus from a control. You can also reverse or change conditions that you set up in the object's GotFocus macro.

Other uses for LostFocus and GotFocus macros are enabling, disabling, displaying, and hiding other objects.

You can't use the CancelEvent action in a GotFocus or LostFocus macro.

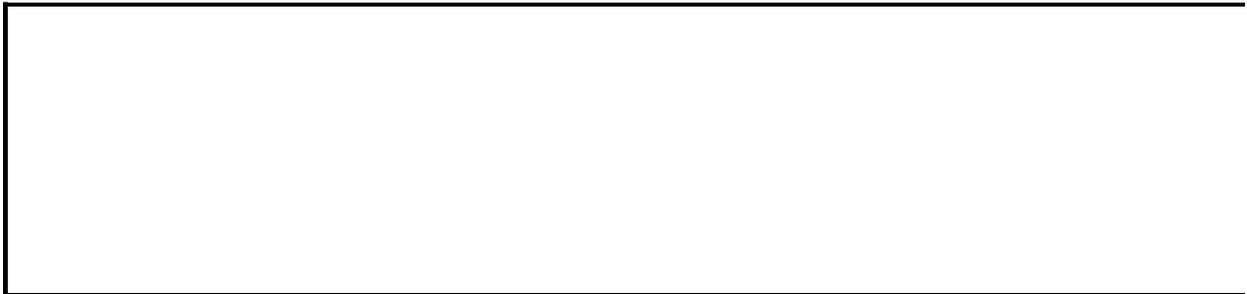
Example

The following example displays a message in a label when the focus moves to an option button.

To try the example, add the following event procedures to a form named Contacts that contains an option button named OptionYes and a label named LabelYes.

```
Private Sub OptionYes_GotFocus()  
    Me!LabelYes.Caption = "Option button 'Yes' has the focus."  
End Sub
```

```
Private Sub OptionYes_LostFocus()  
    Me!LabelYes.Caption = ""           ' Clear caption.  
End Sub
```



[Show All](#)

MouseDown Event

The MouseDown event occurs when the user presses a mouse button.

Private Sub *object*_MouseDown(Button As Integer, Shift As Integer, X As Single, Y As Single)

Object The name of a Form, Form section, or control on a Form.

Button The button that was pressed (MouseDown) or released (MouseUp) to trigger the event. If you need to test for the Button argument, you can use one of the following intrinsic constants as bit masks:

Constant Description

acLeftButton The bit mask for the left mouse button.

acRightButton The bit mask for the right mouse button.

acMiddleButton The bit mask for the middle mouse button.

Shift The state of the SHIFT, CTRL, and ALT keys when the button specified by the Button argument was pressed or released. If you need to test for the Shift argument, you can use one of the following intrinsic constants as bit masks:

Constant Description

acShiftMask The bit mask for the SHIFT key.

acCtrlMask The bit mask for the CTRL key.

acAltMask The bit mask for the ALT key.

X, Y The x and y coordinates for the current location of the mouse pointer. The X and Y arguments are always expressed in twips.

Remarks

- The MouseDown event applies only to [forms](#), [form sections](#), and [controls](#) on a form, not controls on a report.
- This event does not apply to a [label](#) attached to another control, such as the label for a [text box](#). It applies only to "freestanding" labels. Pressing and releasing a mouse button in an attached label has the same effect as pressing and releasing the button in the associated control. The normal events for the control occur; no separate events occur for the attached label.

To run a [macro](#) or [event procedure](#) when these events occur, set the [OnMouseDown](#) property to the name of the macro or to [Event Procedure].

You can use a MouseDown event to specify what happens when a particular mouse button is pressed or released. Unlike the [Click](#) and [DbClick](#) events, the MouseDown event enables you to distinguish between the left, right, and middle mouse buttons. You can also write code for mouse-keyboard combinations that use the SHIFT, CTRL, and ALT keys.

To cause a MouseDown event for a form to occur, press the mouse button in a blank area or [record selector](#) on the form. To cause a MouseDown event for a form section to occur, press the mouse button in a blank area of the form section.

The following apply to MouseDown events:

- If a mouse button is pressed while the pointer is over a form or control, that object receives all mouse events up to and including the last MouseUp event.
- If mouse buttons are pressed in succession, the object that receives the mouse event after the first press receives all mouse events until all buttons are released.

To respond to an event caused by moving the mouse, you use a [MouseMove](#) event.

Macro

You can use a `MouseDown` or `MouseUp` macro to respond whenever the user presses or releases a mouse button in a form or control. However, macros can't return the button code and determine which mouse button was pressed, so you typically use event procedures with this event.

You can't use the `CancelEvent` action in a `MouseDown` or `MouseUp` macro, with one exception: You can use the `CancelEvent` action in a `MouseDown` macro to cancel the event that occurs when you press the right mouse button. For example, you can cancel the display of a shortcut menu and display your own custom shortcut menu.

Example

The following example shows how you can find out which mouse button caused a MouseDown event.

To try the example, add the following event procedure to a form:

```
Private Sub Form_MouseDown(Button As Integer, _
    Shift As Integer, X As Single, _
    Y As Single)
    If Button = acLeftButton Then
        MsgBox "You pressed the left button."
    End If
    If Button = acRightButton Then
        MsgBox "You pressed the right button."
    End If
    If Button = acMiddleButton Then
        MsgBox "You pressed the middle button."
    End If
End Sub
```



[Show All](#)

MouseMove Event

The MouseMove event occurs when the user moves the mouse.

Private Sub *object*_MouseMove(Button As Integer, Shift As Integer, X As Single, Y As Single)

Object The name of a Form, Form section, or control on a Form.

Button The button that was pressed (MouseDown) or released (MouseUp) to trigger the event. If you need to test for the Button argument, you can use one of the following intrinsic constants as bit masks:

Constant Description

acLeftButton The bit mask for the left mouse button.

acRightButton The bit mask for the right mouse button.

acMiddleButton The bit mask for the middle mouse button.

Shift The state of the SHIFT, CTRL, and ALT keys when the button specified by the Button argument was pressed or released. If you need to test for the Shift argument, you can use one of the following intrinsic constants as bit masks:

Constant Description

acShiftMask The bit mask for the SHIFT key.

acCtrlMask The bit mask for the CTRL key.

acAltMask The bit mask for the ALT key.

X, Y The x and y coordinates for the current location of the mouse pointer. The X and Y arguments are always expressed in twips.

Remarks

The MouseMove event applies only to [forms](#), [form sections](#), and [controls](#) on a form, not controls on a report.

This event doesn't apply to a [label](#) attached to another control, such as the label for a [text box](#). It applies only to "freestanding" labels. Moving the mouse pointer over an attached label has the same effect as moving the pointer over the associated control. The normal events for the control occur; no separate events occur for the attached label.

To run a [macro](#) or [event procedure](#) when this event occurs, set the [OnMouseMove](#) property to the name of the macro or to [Event Procedure].

The MouseMove event is generated continually as the mouse pointer moves over objects. Unless another object generates a mouse event, an object recognizes a MouseMove event whenever the mouse pointer is positioned within its borders.

To cause a MouseMove event for a form to occur, move the mouse pointer over a blank area, [record selector](#), or scroll bar on the form. To cause a MouseMove event for a form section to occur, move the mouse pointer over a blank area of the form section.

Notes

- Moving a form can trigger a MouseMove event even if the mouse is stationary. MouseMove events are generated when the form moves underneath the pointer. If a macro or event procedure moves a form in response to a MouseMove event, the event can [cascade](#) (that is, continually generate MouseMove events).
- If two controls are very close together, and you move the mouse pointer quickly over the space between them, the MouseMove event may not occur for the space (for example, this might be the MouseMove event for the form section). In such cases, you may need to respond to the MouseMove event in the contiguous control, as well as in the form section.

To run a macro or event procedure in response to pressing and releasing the

mouse buttons, you use the [MouseDown](#) and [MouseUp](#) events.

Macro

You can use a `MouseMove` macro to respond whenever the user moves the mouse over a form or control. However, macros can't return the button code and determine the state of the mouse buttons or determine the coordinates of the mouse pointer when the movement occurs, so you typically use event procedures with this event.

You can't use the `CancelEvent` action in a `MouseMove` macro.

Example

The following example determines where the mouse is and whether the left mouse button and/or the SHIFT key is pressed. The x and y coordinates of the mouse pointer position are displayed in a label control as you move the mouse.

To try the example, add the following event procedure to a form that contains a label named Coordinates:

```
Private Sub Detail_MouseMove(Button As Integer, _
    Shift As Integer, X As Single, Y As Single)
    Dim intShiftDown As Integer, intLeftButton As Integer

    Me!Coordinates.Caption = X & ", " & Y
    ' Use bit masks to determine state of
    ' SHIFT key and left button.
    intShiftDown = Shift And acShiftMask
    intLeftButton = Button And acLeftButton
    ' Check that SHIFT key and left button
    ' are both pressed.
    If intShiftDown And intLeftButton > 0 Then
        MsgBox "Shift key and left mouse button were pressed."
    End If
End Sub
```



[Show All](#)

MouseUp Event

The MouseUp event occurs when the user releases a mouse button.

Private Sub *object*_MouseUp(Button As Integer, Shift As Integer, X As Single, Y As Single)

Object The name of a Form, Form section, or control on a Form.

Button The button that was pressed (MouseDown) or released (MouseUp) to trigger the event. If you need to test for the Button argument, you can use one of the following intrinsic constants as bit masks:

Constant Description

acLeftButton The bit mask for the left mouse button.

acRightButton The bit mask for the right mouse button.

acMiddleButton The bit mask for the middle mouse button.

Shift The state of the SHIFT, CTRL, and ALT keys when the button specified by the Button argument was pressed or released. If you need to test for the Shift argument, you can use one of the following intrinsic constants as bit masks:

Constant Description

acShiftMask The bit mask for the SHIFT key.

acCtrlMask The bit mask for the CTRL key.

acAltMask The bit mask for the ALT key.

X, Y The x and y coordinates for the current location of the mouse pointer. The X and Y arguments are always expressed in twips.

Remarks

- The MouseUp events apply only to [forms](#), [form sections](#), and [controls](#) on a form, not controls on a report.
- These events don't apply to a [label](#) attached to another control, such as the label for a [text box](#). They apply only to "freestanding" labels. Pressing and releasing a mouse button in an attached label has the same effect as pressing and releasing the button in the associated control. The normal events for the control occur; no separate events occur for the attached label.

Remarks

To run a [macro](#) or [event procedure](#) when these events occur, set the [OnMouseUp](#) property to the name of the macro or to [Event Procedure].

You can use a MouseUp event to specify what happens when a particular mouse button is pressed or released. Unlike the [Click](#) and [DbClick](#) events, the MouseUp event enables you to distinguish between the left, right, and middle mouse buttons. You can also write code for mouse-keyboard combinations that use the SHIFT, CTRL, and ALT keys.

To cause a MouseUp event for a form to occur, press the mouse button in a blank area or [record selector](#) on the form. To cause a MouseUp event for a form section to occur, press the mouse button in a blank area of the form section.

The following applies to MouseUp events:

- If a mouse button is pressed while the pointer is over a form or control, that object receives all mouse events up to and including the last MouseUp event.
- If mouse buttons are pressed in succession, the object that receives the mouse event after the first press receives all mouse events until all buttons are released.

To respond to an event caused by moving the mouse, you use a [MouseMove](#) event.

Macro

You can use a `MouseDown` or `MouseUp` macro to respond whenever the user presses or releases a mouse button in a form or control. However, macros can't return the button code and determine which mouse button was pressed, so you typically use event procedures with this event.

You can't use the `CancelEvent` action in a `MouseDown` or `MouseUp` macro, with one exception: You can use the `CancelEvent` action in a `MouseDown` macro to cancel the event that occurs when you press the right mouse button. For example, you can cancel the display of a shortcut menu and display your own custom shortcut menu.



MouseWheel Event

Occurs when the user rolls the mouse wheel in Form View, Datasheet View, PivotChart View, or PivotTable View.

Private Sub Form_MouseWheel(ByVal *Page* As Boolean, ByVal *Count* As Long)

***Page* True** if the page was changed.

Count The number of lines by which the view was scrolled with the mouse wheel.

Example

The following example demonstrates the syntax for a subroutine that traps the MouseWheel event.

```
Private Sub Form_MouseWheel( _  
    ByVal Page As Boolean, ByVal Count As Long)  
    If Page = True Then  
        MsgBox "You've moved to another page."  
    End If  
End Sub
```



[Show All](#)

NoData Event

The NoData event occurs after Microsoft Access formats a [report](#) for printing that has no data (the report is bound to an empty [recordset](#)), but before the report is printed. You can use this event to cancel printing of a blank report.

Private Sub Report_NoData(Cancel As Integer)

Cancel The setting determines whether to print the report. Setting the Cancel argument to True (-1) prevents the report from printing. You can also use the CancelEvent method of the DoCmd object to cancel printing the report.

Remarks

To run a [macro](#) or [event procedure](#) when this event occurs, set the [OnNoData](#) property to the name of the macro or to [Event Procedure].

If the report isn't bound to a [table](#) or [query](#) (by using the report's [RecordSource](#) property), the NoData event doesn't occur.

This event occurs after the [Format](#) events for the report, but before the first [Print](#) event.

This event doesn't occur for [subreports](#). If you want to hide [controls](#) on a subreport when the subreport has no data, so that the controls don't print in this case, you can use the [HasData](#) property in a macro or event procedure that runs when the Format or Print event occurs.

The NoData event occurs before the first [Page](#) event for the report.

Example

The following example shows how to cancel printing a report when it has no data. A message box notifying the user that the printing has been canceled is also displayed.

To try this example, add the following event procedure to a report. Try running the report when it contains no data.

```
Private Sub Report_NoData(Cancel As Integer)
    MsgBox "The report has no data." & _
        chr(13) & "Printing is canceled. " & _
        chr(13) & "Check the data source for the " & _
        chr(13) & "report. Make sure you entered " & _
        chr(13) & "the correct criteria (for " & _
        chr(13) & "example, a valid range of " & _
        chr(13) & "dates), ." vbOKOnly + vbInformation
    Cancel = True
End Sub
```



[Show All](#)

NotInList Event

The NotInList event occurs when the user enters a value in the [text box](#) portion of a [combo box](#) that isn't in the combo box list.

Private Sub *object*_NotInList(NewData As String, Response As Integer)

Object The name of a combo box control.

NewData A string that Microsoft Access uses to pass the text the user entered in the text box portion of the combo box to the event procedure.

Response The setting indicates how the NotInList event was handled. The Response argument can be one of the following intrinsic constants:

Constant Description

acDataErrDisplay (Default) Displays the default message to the user. You can use this when you don't want to allow the user to add a new value to the combo box list.

acDataErrContinue Doesn't display the default message to the user. You can use this when you want to display a custom message to the user. For example, the event procedure could display a custom dialog box asking if the user wanted to save the new entry. If the response is Yes, the event procedure would add the new entry to the list and set the Response argument to acDataErrAdded. If the response is No, the event procedure would set the Response argument to acDataErrContinue.

acDataErrAdded Doesn't display a message to the user but enables you to add the entry to the combo box list in the NotInList event procedure. After the entry is added, Microsoft Access updates the list by requerying the combo box. Microsoft Access then rechecks the string against the combo box list, and saves the value in the NewData argument in the field the combo box is bound to. If the string is not in the list, then Microsoft Access displays an error message.

Remarks

The NotInList event applies only to [controls](#) on a [form](#), not controls on a [report](#).

To run a [macro](#) or [event procedure](#) when this event occurs, set the [OnNotInList](#) property to the name of the macro or to [Event Procedure].

This event enables the user to add a new value to the combo box list.

The [LimitToList](#) property must be set to Yes for the NotInList event to occur.

The NotInList event doesn't trigger the [Error](#) event.

The NotInList event occurs for combo boxes whose **LimitToList** property is set to Yes, after you enter a value that isn't in the list and attempt to move to another control or save the record. The event occurs after all the [Change](#) events for the combo box.

When the [AutoExpand](#) property is set to Yes, Microsoft Access selects matching values in the list as the user enters characters in the text box portion of the combo box. If the characters the user types match the first characters of a value in the list (for example, the user types "Smith" and "Smithson" is a value in the list), the NotInList event will not occur when the user moves to another control or saves the record. However, the characters that Microsoft Access adds to the characters the user types (in the example, "son") are selected in the text box portion of the combo box. If the user wants the NotInList event to fire in such cases (for example, the user wants to add the new name "Smith" to the combo box list), the user can enter a SPACE, BACKSPACE, or DEL character after the last character in the new value.

When the **LimitToList** property is set to Yes and the combo box list is dropped down, Microsoft Access selects matching values in the list as the user enters characters in the text box portion of the combo box, even if the **AutoExpand** property is set to No. If the user presses ENTER or moves to another control or record, the selected value appears in the combo box. In this case, the NotInList event will not fire. To allow the NotInList event to fire, the user should not drop down the combo box list.

Macro

You can use a NotInList macro to add a new value to the combo box list. When the NotInList event occurs, open a custom dialog box and set the value of one of its controls to the new value. This control should be bound to the field in the table or query that is the source for the combo box. Save the record in the custom dialog box, then requery the combo box.

You can't use the CancelEvent action in a NotInList macro.

Example

The following example uses the `NotInList` event to add an item to a combo box.

To try this example, create a combo box called `Colors` on a form. Set the combo box's `LimitToList` property to `Yes`. To populate the combo box, set the combo box's `RowSourceType` property to `Value List`, and supply a list of values separated by semicolons as the setting for the `RowSource` property. For example, you might supply the following values as the setting for this property: `Red; Green; Blue`.

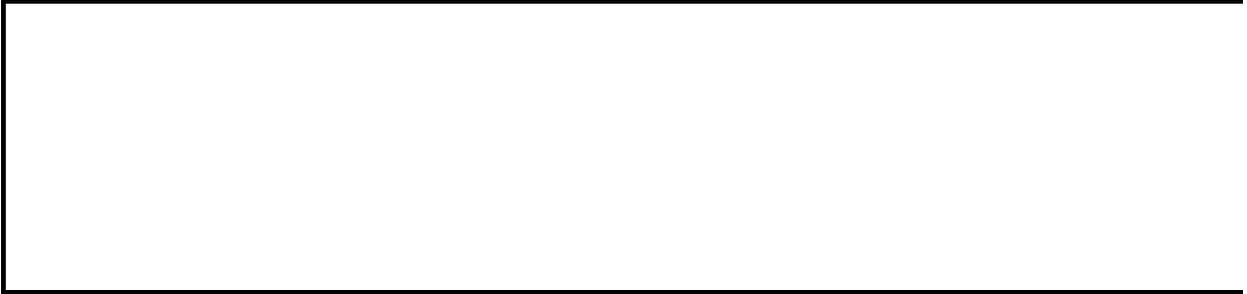
Next add the following event procedure to the form. Switch to `Form view` and enter a new value in the text portion of the combo box.

```
Private Sub Colors_NotInList(NewData As String, _
    Response As Integer)
    Dim ctl As Control

    ' Return Control object that points to combo box.
    Set ctl = Me!Colors
    ' Prompt user to verify they wish to add new value.
    If MsgBox("Value is not in list. Add it?", _
        vbOKCancel) = vbOK Then
        ' Set Response argument to indicate that data
        ' is being added.
        Response = acDataErrAdded
        ' Add string in NewData argument to row source.
        ctl.RowSource = ctl.RowSource & ";" & NewData
    Else
        ' If user chooses Cancel, suppress error message
        ' and undo changes.
        Response = acDataErrContinue
        ctl.Undo
    End If
End Sub
```

Note The above example adds an item to an unbound combo box. When you add an item to a bound combo box, you add a value to a field in the underlying data source. In most cases you can't simply add one field in a new record — depending on the structure of data in the table, you probably will need to add one or more fields to fulfill data requirements. For instance, a new record must

include values for any fields comprising the primary key. If you need to add items to a bound combo box dynamically, you must prompt the user to enter data for all required fields, save the new record, and then requery the combo box to display the new value.



OnConnect Event

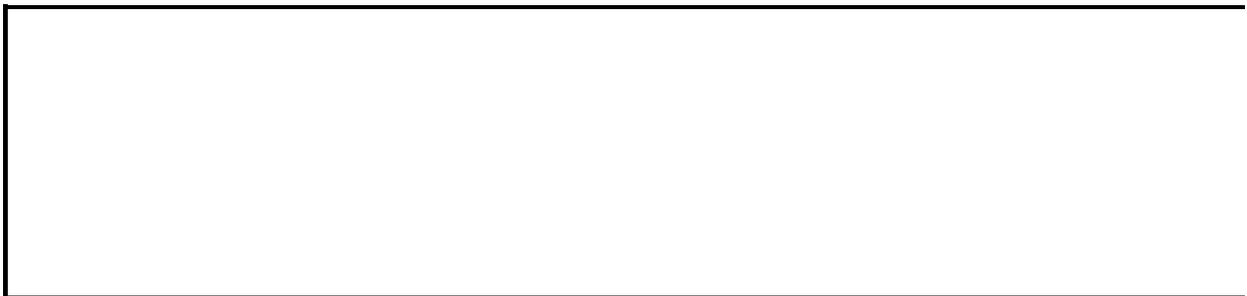
Occurs when the specified PivotTable view connects to a data source.

Private Sub Form_OnConnect()

Example

The following example demonstrates the syntax for a subroutine that traps the OnConnect event.

```
Private Sub Form_OnConnect()  
    MsgBox "The PivotTable View has " _  
        & "connected to its data source!"  
End Sub
```



OnDisconnect Event

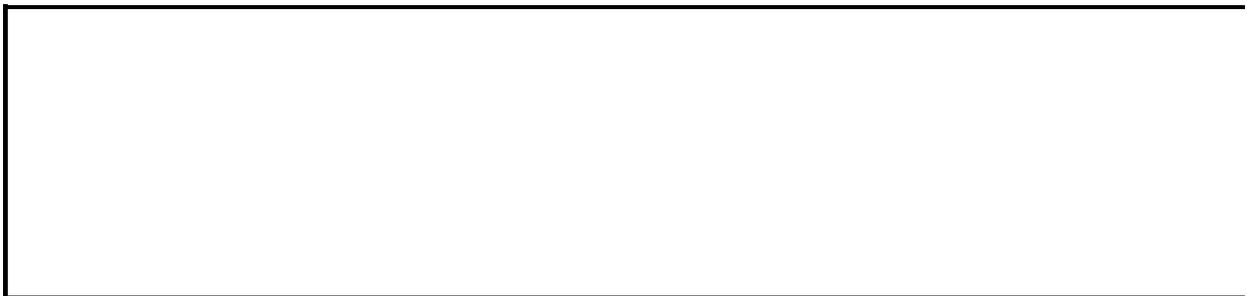
Occurs when the specified PivotTable view disconnects from a data source.

Private Sub Form_OnDisconnect()

Example

The following example demonstrates the syntax for a subroutine that traps the OnDisconnect event.

```
Private Sub Form_OnDisconnect()  
    MsgBox "The PivotTable View has " _  
        & "disconnected from its data source!"  
End Sub
```



[Show All](#)

Open Event

The Open event occurs when a [form](#) is opened, but before the first record is displayed. For [reports](#), the event occurs before a report is previewed or printed.

Private Sub *object_Open*(Cancel As Integer)

Object The name of a Form or Report.

Cancel The setting determines if the opening of the form or report occurs. Setting the Cancel argument to True (-1) cancels the opening of the form or report.

Remarks

To run a [macro](#) or [event procedure](#) when these events occur, set the [OnOpen](#) property to the name of the macro or to [Event Procedure].

By running a macro or an event procedure when a form's Open event occurs, you can close another window or move the [focus](#) to a particular control on a form. You can also run a macro or an event procedure that asks for information needed before the form or report is opened or printed. For example, an Open macro or event procedure can open a custom dialog box in which the user enters the criteria for the set of records to display on a form or the date range to include for a report.

The Open event doesn't occur when you activate a form that's already open—for example, when you switch to the form from another window in Microsoft Access or use the [OpenForm](#) action in a macro to bring the open form to the top. However, the [Activate](#) event does occur in these situations.

When you open a form based on an underlying query, Microsoft Access runs the underlying query for the form before it runs the Open macro or event procedure. However, when you open a report based on an underlying query, Microsoft Access runs the Open macro or event procedure before it runs the underlying query for the report. This enables the user to specify criteria for the report before it opens—for example, in a custom dialog box you display when the Open event occurs.

If your application can have more than one form loaded at a time, use the [Activate](#) and [Deactivate](#) events instead of the Open event to display and hide custom [toolbars](#) when the focus moves to a different form.

The Open event occurs before the [Load](#) event, which is triggered when a form is opened and its records are displayed.

When you first open a form, the following events occur in this order:

Open → Load → Resize → Activate → Current

The Close event occurs after the [Unload](#) event, which is triggered after the form

is closed but before it is removed from the screen.

When you close a form, the following events occur in this order:

Unload → Deactivate → Close

When the Close event occurs, you can open another window or request the user's name to make a log entry indicating who used the form or report.

If you're trying to decide whether to use the Open or Load event for your macro or event procedure, one significant difference is that the Open event can be canceled, but the Load event can't. For example, if you're dynamically building a record source for a form in an event procedure for the form's Open event, you can cancel opening the form if there are no records to display. Similarly, the Unload event can be canceled, but the Close event can't.

Macro

You can use the `CancelEvent` action in an `Open` macro to cancel opening of the form or report. You can't use the `CancelEvent` action in a `Close` macro to cancel the `Close` event. However, you can use the `CancelEvent` action in a macro that runs when the `Unload` event occurs on a form. This cancels closing of the form.

If you want to refer to controls from an `Open` macro, you must first move the focus to the appropriate control or record. For example, to use a `SetValue` action in an `Open` macro to set the value of a control on a form, you must first use the `GoToControl` or `GoToRecord` action to access the control or the record containing the control.

Example

The following example shows how you can cancel the opening of a form when the user clicks a No button. A message box prompts the user to enter order details. If the user clicks No, the Order Details form isn't opened.

To try the example, add the following event procedure to a form.

```
Private Sub Form_Open(Cancel As Integer)
    Dim intReturn As Integer
    intReturn = MsgBox("Enter order details now?", vbYesNo)
    Select Case intReturn
        Case vbYes
            ' Open Order Details form.
            DoCmd.OpenForm "Order Details"
        Case vbNo
            MsgBox "Remember to enter order details by 5 P.M."
            Cancel = True                ' Cancel Open event.
    End Select
End Sub
```



[Show All](#)

Page Event

The Page event occurs after Microsoft Access formats a [page](#) of a [report](#) for printing, but before the page is printed. You can use this event to draw a border around the page, or add other graphic elements to the page.

Private Sub Report_Page()

Remarks

To run a [macro](#) or [event procedure](#) when this event occurs, set the [OnPage](#) property to the name of the macro or to [Event Procedure].

This event occurs after all the [Format](#) events for the report, and after all the [Print](#) events for the page, but before the page is actually printed.

You normally use the [Line](#), [Circle](#), or [PSet](#) methods in the Page event procedure to create the desired graphics for the page.

The [NoData](#) event occurs before the first Page event for the report.

Example

The following example shows how to draw a rectangle around a report page by using the Line method. The ScaleWidth and ScaleHeight properties by default return the internal width and height of the report.

```
Private Sub Report_Page()  
    Me.Line(0, 0)-(Me.ScaleWidth, Me.ScaleHeight), , B  
End Sub
```



[Show All](#)

PivotTableChange Event

Occurs whenever the specified PivotTable view field, field set, or total is added or deleted.

Private Sub Form_PivotTableChange(ByVal Reason As Long)

Reason Specifies how the PivotTable list changed. Can be one of the [PivotTableReasonEnum](#) constants.

plPivotTableReasonTotalAdded

plPivotTableReasonFieldSetAdded

plPivotTableReasonFieldAdded

Example

The following example demonstrates the syntax for a subroutine that traps the PivotTableChange event. For this example to work, a reference must be set to the Microsoft Office Web Components 10.0 type library.

```
Private Sub Form_PivotTableChange(Reason As Long)
    Select Case Reason
        Case OWC.plPivotTableReasonTotalAdded
            MsgBox "A total was added!"
        Case OWC.plPivotTableReasonFieldSetAdded
            MsgBox "A field set was added!"
        Case OWC.plPivotTableReasonFieldAdded
            MsgBox "A field was added!"
    End Select
End Sub
```



Query Event

Occurs whenever the specified PivotTable view query becomes necessary. The query may not occur immediately; it may be delayed until the new data is displayed.

Private Sub Form_Query()

Example

The following example demonstrates the syntax for a subroutine that traps the Query event.

```
Private Sub Form_Query()  
    MsgBox "A query has become necessary."  
End Sub
```



[Show All](#)

Resize Event

The Resize event occurs when a [form](#) is opened and whenever the size of a form changes.

Private Sub Form_Resize()

Remarks

To run a [macro](#) or [event procedure](#) when this event occurs, set the [OnResize](#) property to the name of the macro or to [Event Procedure].

This event occurs if you change the size of the form in a macro or event procedure— for example, if you use the [MoveSize](#) action in a macro to resize the form.

By running a macro or an event procedure when a Resize event occurs, you can move or resize a [control](#) when the form it's on is resized. You can also use a Resize event to recalculate variables or reset properties that may depend on the size of the form.

When you first open a form, the following events occur in this order:

Open → Load → Resize → Activate → Current

Note You need to be careful if you use a MoveSize, [Maximize](#), [Minimize](#), or [Restore](#) action (or the corresponding methods of the [DoCmd](#) object) in a Resize macro or event procedure. These actions can trigger a Resize event for the form, and thus cause a [cascading event](#).

Example

The following example shows how a `Resize` event procedure can be used to repaint a form when it is maximized. When the user clicks a command button labeled "Maximize," the form is maximized and the `Resize` event is triggered.

To try the example, add the following event procedures to a form named `Contacts` that contains a command button named `Maximize`:

```
Private Sub Maximize_Click()  
    DoCmd.Maximize  
End Sub
```

```
Private Sub Form_Resize()  
    Forms!Contacts.Repaint  
End Sub
```



SelectionChange Event

Occurs whenever the user makes a new selection in a PivotChart view or PivotTable view.

Private Sub Form_SelectionChange()

Remarks

The user cannot cancel this event.

Example

The following example demonstrates the syntax for a subroutine that traps the SelectionChange event.

```
Private Sub Form_SelectionChange()  
    MsgBox "The selection has changed!"  
End Sub
```



[Show All](#)

Timer Event

The Timer event occurs for a [form](#) at regular intervals as specified by the form's [TimerInterval](#) property.

Private Sub Form_Timer()

Remarks

To run a [macro](#) or [event procedure](#) when this event occurs, set the [OnTimer](#) property to the name of the macro or to [Event Procedure].

By running a macro or event procedure when a Timer event occurs, you can control what Microsoft Access does at every timer interval. For example, you might want to [requery](#) underlying records or [repaint](#) the screen at specified intervals.

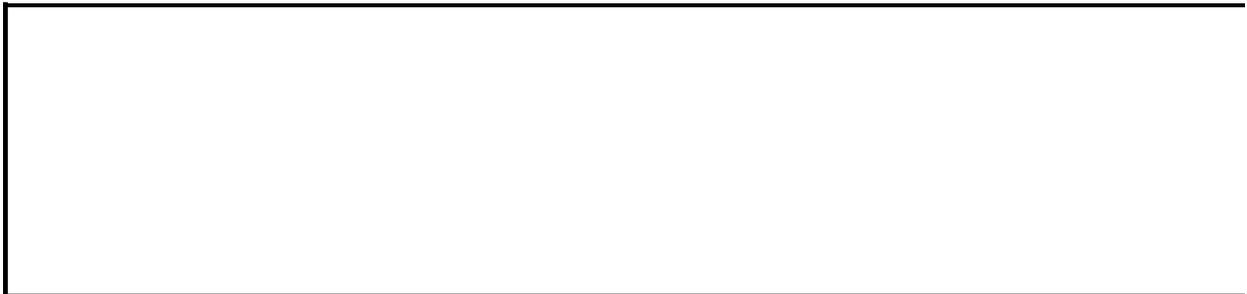
The **TimerInterval** property setting of the form specifies the interval, in milliseconds, between Timer events. The interval can be between 0 and 2,147,483,647 milliseconds. Setting the **TimerInterval** property to 0 prevents the Timer event from occurring.

Example

The following example demonstrates a digital clock you can display on a form. A label control displays the current time according to your computer's system clock.

To try the example, add the following event procedure to a form that contains a label named Clock. Set the form's TimerInterval property to 1000 milliseconds to update the clock every second.

```
Private Sub Form_Timer()  
    Clock.Caption = Time           ' Update time display.  
End Sub
```



Undo Event

Occurs when the user undoes a change to a combo box control, a form, or a text box control.

Private Sub *object*_Undo(*Cancel* As Integer)

object A variable which references an object of one of the types in the Applies To list.

Cancel Set this argument to **True** to cancel the undo operation and leave the control or form in its edited state.

Remarks

The Undo event for controls occurs whenever the user returns a control to its original state by clicking the **Undo Field/Record** button on the command bar, clicking the **Undo** button, pressing the ESC key, or calling the [Undo](#) method of the specified control. The control needs to have focus in all three cases. The event does not occur if the user clicks the **Undo Typing** button on the command bar.

The Undo event for forms occurs whenever the user returns a form to its original state by clicking the **Undo** button, pressing the ESC key, or calling the **Undo** method of the specified form.

Example

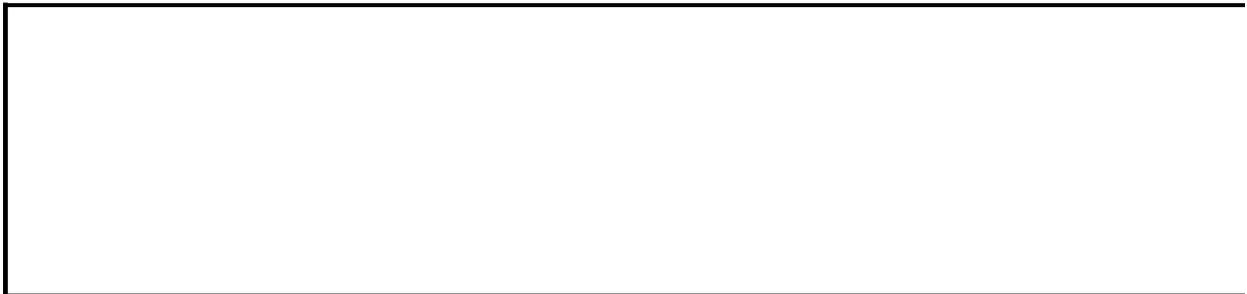
The following example demonstrates the syntax for a subroutine that traps the Undo event for a form.

```
Private Sub Form_Undo(Cancel As Integer)
    Dim intResponse As Integer
    Dim strPrompt As String

    strPrompt = "Cancel the undo operation?"

    intResponse = MsgBox(strPrompt, vbYesNo)

    If intResponse = vbYes Then
        Cancel = True
    Else
        Cancel = False
    End If
End Sub
```



[Show All](#)

Unload Event

The Unload event occurs after a form is closed but before it's removed from the screen. When the form is reloaded, Microsoft Access redisplay the form and reinitializes the contents of all its [controls](#).

Private Sub Form_Unload()

Remarks

To run a [macro](#) or [event procedure](#) when these events occur, set the **OnUnload** property to the name of the macro or to [Event Procedure].

The Unload event is caused by user actions such as:

- Clicking a Form window's **Close** button or clicking **Close** on the **File** menu or a form's **Control** menu.
- Running the [Close](#) action in a macro.
- Quitting an application by right-clicking the application's taskbar button and then clicking **Close**.
- Quitting Windows while an application is running.

By running a macro or an event procedure when a form's Unload event occurs, you can verify that the form should be unloaded or specify actions that should take place when the form is unloaded. You can also open another form or display a dialog box requesting the user's name to make a log entry indicating who used the form.

When you close a form, the following events occur in this order:

Unload → Deactivate → Close

The Unload event occurs before the [Close](#) event. The Unload event can be canceled, but the Close event can't.

Note When you create macros or event procedures for events related to the Load event, such as [Activate](#) and [GotFocus](#), be sure that they don't conflict (for example, make sure you don't cause something to happen in one macro or procedure that is canceled in another) and that they don't cause [cascading events](#).

Example

This example prompts the user to verify that the form should close.

To try the example, add the following event procedure to a form. In Form view, close the form to display the dialog box, and then click Yes or No.

```
Private Sub Form_Unload(Cancel As Integer)
    If MsgBox("Close form?", vbYesNo) = vbYes Then
        Exit Sub
    Else
        Cancel = True
    End If
End Sub
```



[Show All](#)

Updated Event

Some of the content in this topic may not be applicable to some languages.

The Updated event occurs when an [OLE object's](#) data has been modified.

Remarks

The Updated event applies only to [controls](#) on a [form](#), not controls on a [report](#).

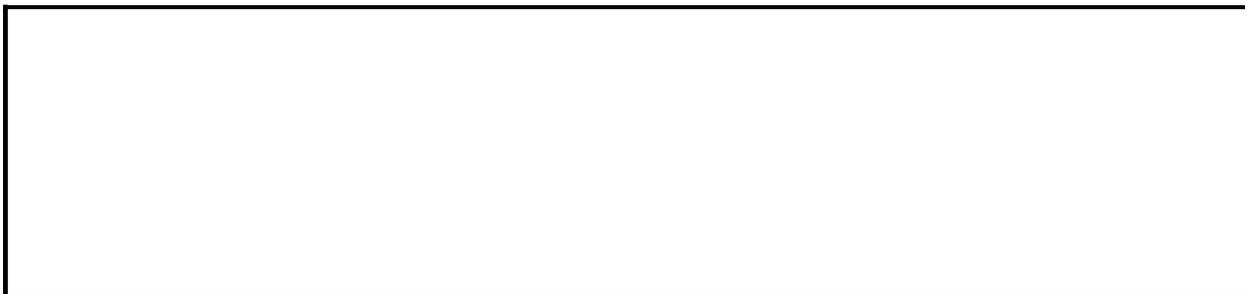
To run a [macro](#) or [event procedure](#) when this event occurs, set the **OnUpdated** property to the name of the macro or to [Event Procedure].

You can use this event to determine if an object's data has been changed since it was last saved.

The Updated event occurs when the data in an OLE object has been modified. This update can come from the application in which the object was created or from one of the [linked](#) copies of this object. As a result, this event is asynchronous with other Microsoft Access control events.

Notes

- The Updated event and the [BeforeUpdate](#) and [AfterUpdate](#) events for [bound](#) and [unbound object frames](#) are not related. The Updated event occurs when an OLE object's data is changed, and the BeforeUpdate and AfterUpdate events occur when data is [updated](#). Although not related, all three events usually occur when an OLE object's data is changed. The Updated event generally occurs before the BeforeUpdate and AfterUpdate events; however, this may not happen every time.
- The Calendar control included with Microsoft Access 97 no longer supports the Updated event. If you convert a database that includes the Calendar control from a previous version of Microsoft Access to Microsoft Access 97, you should move any code in the Updated event of the Calendar control to the AfterUpdate event.



ViewChange Event

Occurs whenever the specified PivotChart view or PivotTable view is redrawn.

Private Sub Form_ViewChange(ByVal *Reason* As Long)

Reason The **PivotViewReasonEnum** constant that indicates how the view was changed. ***Reason*** always returns -1 for PivotChart Views.

Example

The following example demonstrates the syntax for a subroutine that traps the ViewChange event. For this example to work, a reference must be set to the Microsoft Office Web Components 10.0 type library.

```
Private Sub Form_ViewChange(ByVal Reason As Long)
    If Reason = OWC.plViewReasonShowDetails Then
        MsgBox "You've opted to show details."
    End If
End Sub
```



[Show All](#)

Microsoft Access Constants

This topic lists all the constants in the Microsoft Access object model.

[AcCloseSave](#)

Constant	Value
acSaveNo	2
acSavePrompt	0
acSaveYes	1

[AcColorIndex](#)

Constant	Value
acColorIndexAqua	14
acColorIndexBlack	0
acColorIndexBlue	12
acColorIndexBrightGreen	10
acColorIndexDarkBlue	4
acColorIndexFuschia	13
acColorIndexGray	7
acColorIndexGreen	2
acColorIndexMaroon	1
acColorIndexOlive	3
acColorIndexRed	9
acColorIndexSilver	8
acColorIndexTeal	6
acColorIndexViolet	5
acColorIndexWhite	15
acColorIndexYellow	11

[AcCommand](#)

Constant	Value
acCmdAboutMicrosoftAccess	35
acCmdAddInManager	526
acCmdAddToNewGroup	494
acCmdAddWatch	201
acCmdAdvancedFilterSort	99
acCmdAlignBottom	46
acCmdAlignCenter	477
acCmdAlignLeft	43
acCmdAlignmentAndSizing	478
acCmdAlignMiddle	476
acCmdAlignRight	44
acCmdAlignToGrid	47
acCmdAlignTop	45
acCmdAlignToShortest	153
acCmdAlignToTallest	154
acCmdAnalyzePerformance	283
acCmdAnalyzeTable	284
acCmdAnswerWizard	235
acCmdApplyDefault	55
acCmdApplyFilterSort	93
acCmdAppMaximize	10
acCmdAppMinimize	11
acCmdAppMove	12
acCmdAppRestore	9
acCmdAppSize	13
acCmdArrangeIconsAuto	218
acCmdArrangeIconsByCreated	216
acCmdArrangeIconsByModified	217
acCmdArrangeIconsByName	214
acCmdArrangeIconsByType	215
acCmdAutoCorrect	261
acCmdAutoDial	192

acCmdAutoFormat	270
acCmdBackgroundPicture	474
acCmdBackgroundSound	475
acCmdBackup	513
acCmdBookmarksClearAll	310
acCmdBookmarksNext	308
acCmdBookmarksPrevious	309
acCmdBookmarksToggle	307
acCmdBringToFront	52
acCmdCallStack	172
acCmdChangeToCheckBox	231
acCmdChangeToComboBox	230
acCmdChangeToCommandButton	501
acCmdChangeToImage	234
acCmdChangeToLabel	228
acCmdChangeToListBox	229
acCmdChangeToOptionButton	233
acCmdChangeToTextBox	227
acCmdChangeToToggleButton	232
acCmdClearAll	146
acCmdClearAllBreakpoints	132
acCmdClearGrid	71
acCmdClearHyperlink	343
acCmdClearItemDefaults	237
acCmdClose	58
acCmdCloseWindow	186
acCmdColumnWidth	117
acCmdCompactDatabase	4
acCmdCompileAllModules	125
acCmdCompileAndSaveAllModules	126
acCmdCompileLoadedModules	290
acCmdCompleteWord	306
acCmdConditionalFormatting	500

acCmdConnection	383
acCmdControlWizardsToggle	197
acCmdConvertDatabase	171
acCmdConvertMacrosToVisualBasic	279
acCmdCopy	190
acCmdCopyDatabaseFile	516
acCmdCopyHyperlink	328
acCmdCreateMenuFromMacro	334
acCmdCreateRelationship	150
acCmdCreateReplica	263
acCmdCreateShortcut	219
acCmdCreateShortcutMenuFromMacro	336
acCmdCreateToolbarFromMacro	335
acCmdCut	189
acCmdDataAccessPageAddToPage	480
acCmdDataAccessPageBrowse	344
acCmdDataAccessPageDesignView	385
acCmdDataAccessPageFieldListRefresh	479
acCmdDatabaseProperties	256
acCmdDatabaseSplitter	520
acCmdDataEntry	78
acCmdDataOutline	468
acCmdDatasheetView	282
acCmdDateAndTime	226
acCmdDebugWindow	123
acCmdDelete	337
acCmdDeleteGroup	493
acCmdDeletePage	332
acCmdDeleteQueryColumn	81
acCmdDeleteRecord	223
acCmdDeleteRows	188
acCmdDeleteTab	255
acCmdDeleteTable	489

acCmdDeleteTableColumn	271
acCmdDeleteWatch	267
acCmdDemote	388
acCmdDesignView	183
acCmdDiagramAddRelatedTables	373
acCmdDiagramAutosizeSelectedTables	378
acCmdDiagramDeleteRelationship	382
acCmdDiagramLayoutDiagram	380
acCmdDiagramLayoutSelection	379
acCmdDiagramModifyUserDefinedView	375
acCmdDiagramNewLabel	372
acCmdDiagramNewTable	381
acCmdDiagramRecalculatePageBreaks	377
acCmdDiagramShowRelationshipLabels	374
acCmdDiagramViewPageBreaks	376
acCmdDocMaximize	15
acCmdDocMinimize	60
acCmdDocMove	16
acCmdDocRestore	14
acCmdDocSize	17
acCmdDocumenter	285
acCmdDropSQLDatabase	517
acCmdDuplicate	34
acCmdEditHyperlink	325
acCmdEditingAllowed	70
acCmdEditRelationship	151
acCmdEditTriggers	384
acCmdEditWatch	202
acCmdEncryptDecryptDatabase	5
acCmdEnd	198
acCmdExit	3
acCmdExport	487
acCmdFavoritesAddTo	299

acCmdFavoritesOpen	298
acCmdFieldList	42
acCmdFilterByForm	207
acCmdFilterBySelection	208
acCmdFilterExcludingSelection	277
acCmdFind	30
acCmdFindNext	341
acCmdFindNextWordUnderCursor	313
acCmdFindPrevious	120
acCmdFindPrevWordUnderCursor	312
acCmdFitToWindow	245
acCmdFont	19
acCmdFormatCells	77
acCmdFormHdrFtr	36
acCmdFormView	281
acCmdFreezeColumn	105
acCmdGoBack	294
acCmdGoContinue	127
acCmdGoForward	295
acCmdGroupByTable	387
acCmdGroupControls	484
acCmdHideColumns	79
acCmdHidePane	365
acCmdHideTable	147
acCmdHorizontalSpacingDecrease	158
acCmdHorizontalSpacingIncrease	159
acCmdHorizontalSpacingMakeEqual	157
acCmdHyperlinkDisplayText	329
acCmdImport	257
acCmdIndent	205
acCmdIndexes	152
acCmdInsertActiveXControl	258
acCmdInsertChart	293

acCmdInsertFile	39
acCmdInsertFileIntoModule	118
acCmdInsertHyperlink	259
acCmdInsertLookupColumn	273
acCmdInsertLookupField	291
acCmdInsertMovieFromFile	469
acCmdInsertObject	33
acCmdInsertPage	331
acCmdInsertPicture	222
acCmdInsertPivotTable	470
acCmdInsertProcedure	262
acCmdInsertQueryColumn	82
acCmdInsertRows	187
acCmdInsertSpreadsheet	471
acCmdInsertSubdatasheet	499
acCmdInsertTableColumn	272
acCmdInsertUnboundSection	472
acCmdInvokeBuilder	178
acCmdJoinProperties	72
acCmdLastPosition	339
acCmdLayoutPreview	141
acCmdLineUpIcons	213
acCmdLinkedTableManager	519
acCmdLinkTables	102
acCmdListConstants	303
acCmdLoadFromQuery	95
acCmdMacroConditions	87
acCmdMacroNames	86
acCmdMakeMDEFile	7
acCmdMaximumRecords	508
acCmdMicrosoftAccessHelpTopics	100
acCmdMicrosoftOnTheWeb	236
acCmdMicrosoftScriptEditor	390

acCmdMoreWindows	8
acCmdNewDatabase	26
acCmdNewGroup	491
acCmdNewObjectAutoForm	193
acCmdNewObjectAutoReport	194
acCmdNewObjectClassModule	140
acCmdNewObjectDataAccessPage	346
acCmdNewObjectDiagram	352
acCmdNewObjectForm	136
acCmdNewObjectFunction	394
acCmdNewObjectMacro	138
acCmdNewObjectModule	139
acCmdNewObjectQuery	135
acCmdNewObjectReport	137
acCmdNewObjectStoredProcedure	351
acCmdNewObjectTable	134
acCmdNewObjectView	350
acCmdObjBrwFindWholeWordOnly	314
acCmdObjBrwGroupMembers	318
acCmdObjBrwHelp	316
acCmdObjBrwShowHiddenMembers	315
acCmdObjBrwViewDefinition	317
acCmdObjectBrowser	200
acCmdOfficeClipboard	488
acCmdOLEDDLinks	27
acCmdOLEObjectConvert	167
acCmdOLEObjectDefaultVerb	57
acCmdOpenDatabase	25
acCmdOpenHyperlink	326
acCmdOpenNewHyperlink	327
acCmdOpenSearchPage	253
acCmdOpenStartPage	252
acCmdOpenTable	221

acCmdOpenURL	251
acCmdOptions	49
acCmdOutdent	206
acCmdOutputToExcel	175
acCmdOutputToRTF	176
acCmdOutputToText	177
acCmdPageHdrFtr	182
acCmdPageNumber	225
acCmdPageProperties	467
acCmdPageSetup	32
acCmdParameterInfo	305
acCmdPartialReplicaWizard	524
acCmdPaste	191
acCmdPasteAppend	38
acCmdPasteAsHyperlink	490
acCmdPasteSpecial	64
acCmdPivotAutoAverage	416
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acCmdPivotAutoFilter	398
acCmdPivotAutoMax	415
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acCmdPivotAutoStdDev	417
acCmdPivotAutoStdDevP	419
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acCmdPivotAutoVar	418
acCmdPivotAutoVarP	420
acCmdPivotChartByRowByColumn	456
acCmdPivotChartDrillInto	457
acCmdPivotChartDrillOut	532
acCmdPivotChartMultiplePlots	458
acCmdPivotChartMultiplePlotsUnifiedScale	459
acCmdPivotChartShowLegend	455
acCmdPivotChartSortAscByTotal	534

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acCmdPivotChartType	453
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acCmdPivotRefresh	404
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acCmdPivotShowBottom10	435
acCmdPivotShowBottom10Percent	440
acCmdPivotShowBottom1Percent	437
acCmdPivotShowBottom2	433
acCmdPivotShowBottom25	436
acCmdPivotShowBottom25Percent	441
acCmdPivotShowBottom2Percent	438
acCmdPivotShowBottom5	434
acCmdPivotShowBottom5Percent	439
acCmdPivotShowBottomOther	442
acCmdPivotShowTop1	421
acCmdPivotShowTop10	424
acCmdPivotShowTop10Percent	429
acCmdPivotShowTop1Percent	426
acCmdPivotShowTop2	422
acCmdPivotShowTop25	425
acCmdPivotShowTop25Percent	430
acCmdPivotShowTop2Percent	427
acCmdPivotShowTop5	423
acCmdPivotShowTop5Percent	428
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acCmdPivotTableHideDetails	402
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acCmdPivotTableMoveToDetailArea	409
acCmdPivotTableMoveToFilterArea	408
acCmdPivotTableMoveToRowArea	406
acCmdPivotTablePercentColumnTotal	447
acCmdPivotTablePercentGrandTotal	450
acCmdPivotTablePercentParentColumnItem	449
acCmdPivotTablePercentParentRowItem	448
acCmdPivotTablePercentRowTotal	446
acCmdPivotTablePromote	410
acCmdPivotTableRemove	529
acCmdPivotTableShowAsNormal	445
acCmdPivotTableShowDetails	403
acCmdPivotTableSubtotal	399
acCmdPivotTableUngroupItems	531
acCmdPivotTableView	396
acCmdPreviewEightPages	249
acCmdPreviewFourPages	248
acCmdPreviewOnePage	246
acCmdPreviewTwelvePages	250
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acCmdQueryTypeDelete	92
acCmdQueryTypeMakeTable	94
acCmdQueryTypeSelect	89
acCmdQueryTypeSQLDataDefinition	168
acCmdQueryTypeSQLPassThrough	169
acCmdQueryTypeSQLUnion	180
acCmdQueryTypeUpdate	90
acCmdQuickInfo	304
acCmdQuickPrint	278
acCmdQuickWatch	203
acCmdRecordsGoToFirst	67
acCmdRecordsGoToLast	68
acCmdRecordsGoToNew	28
acCmdRecordsGoToNext	65
acCmdRecordsGoToPrevious	66
acCmdRecoverDesignMaster	265
acCmdRedo	199
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acCmdRelationships	133

acCmdRemove	366
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acCmdRenameGroup	492
acCmdRepairDatabase	6
acCmdReplace	29
acCmdReportHdrFtr	37
acCmdReset	124
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acCmdRestore	514
acCmdRowHeight	116
acCmdRun	181
acCmdRunMacro	31
acCmdRunOpenMacro	338
acCmdSave	20
acCmdSaveAllModules	280
acCmdSaveAllRecords	392
acCmdSaveAs	21
acCmdSaveAsASP	323
acCmdSaveAsDataAccessPage	389
acCmdSaveAsHTML	321
acCmdSaveAsIDC	322
acCmdSaveAsQuery	96
acCmdSaveAsReport	142
acCmdSaveLayout	145
acCmdSaveModuleAsText	119
acCmdSaveRecord	97
acCmdSelectAll	333
acCmdSelectAllRecords	109
acCmdSelectDataAccessPage	347
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acCmdSelectRecord	50
acCmdSelectReport	319
acCmdSend	173
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acCmdTransferSQLDatabase	515
acCmdTransparentBackground	288
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acCmdZoom50	242
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 [AcControlType](#)

Constant	Value
acBoundObjectFrame	108
acCheckBox	106
acComboBox	111

acCommandButton	104
acCustomControl	119
acImage	103
acLabel	100
acLine	102
acListBox	110
acObjectFrame	114
acOptionButton	105
acOptionGroup	107
acPage	124
acPageBreak	118
acRectangle	101
acSubform	112
acTabCtl	123
acTextBox	109
acToggleButton	122

[AcCurrentView](#)

Constant	Value
acCurViewDatasheet	2
acCurViewDesign	0
acCurViewFormBrowse	1
acCurViewPivotChart	4
acCurViewPivotTable	3
acCurViewPreview	5

[AcDataAccessPageView](#)

Constant	Value
acDataAccessPageBrowse	0
acDataAccessPageDesign	1

[AcDataObjectType](#)

Constant	Value
acActiveDataObject	-1
acDataForm	2
acDataFunction	10
acDataQuery	1
acDataServerView	7
acDataStoredProcedure	9
acDataTable	0

[AcDataTransferType](#)

Constant Value

acExport	1
acImport	0
acLink	2

[AcDefView](#)

Constant	Value
acDefViewContinuous	1
acDefViewDatasheet	2
acDefViewPivotChart	4
acDefViewPivotTable	3
acDefViewSingle	0

[AcExportXMLEncoding](#)

Constant Value

acEUCJ	4
acUCS2	2
acUCS4	3
acUTF16	1
acUTF8	0

[AcExportXMLObjectType](#)

Constant	Value
acExportDataAccessPage	6
acExportForm	2
acExportFunction	10
acExportQuery	1
acExportReport	3
acExportServerView	7
acExportStoredProcedure	9
acExportTable	0

[AcExportXMLOtherFlags](#)

Constant	Value
acEmbedSchema	1
acExcludePrimaryKeyAndIndexes	2
acLiveReportSource	8
acPersistReportML	16
acRunFromServer	4

[AcExportXMLSchemaFormat](#)

Constant	Value
acSchemaNone	0
acSchemaXSD	1

[AcFileFormat](#)

Constant	Value
acFileFormatAccess2	2
acFileFormatAccess2000	9
acFileFormatAccess2002	10
acFileFormatAccess95	7

acFileFormatAccess97 8

[AcFilterType](#)

Constant Value

acFilterNormal 0

acServerFilter 1

[AcFindField](#)

Constant Value

acAll 0

acCurrent -1

[AcFindMatch](#)

Constant Value

acAnywhere 0

acEntire 1

acStart 2

[AcFormatConditionOperator](#)

Constant	Value
acBetween	0
acEqual	2
acGreaterThan	4
acGreaterThanOrEqual	6
acLessThan	5
acLessThanOrEqual	7
acNotBetween	1
acNotEqual	3

[AcFormatConditionType](#)

Constant	Value
acExpression	1
acFieldHasFocus	2
acFieldValue	0

[AcFormOpenDataMode](#)

Constant	Value
acFormAdd	0
acFormEdit	1
acFormPropertySettings	-1
acFormReadOnly	2

[AcFormView](#)

Constant	Value
acDesign	1
acFormDS	3
acFormPivotChart	5
acFormPivotTable	4
acNormal	0
acPreview	2

[AcHyperlinkPart](#)

Constant	Value
acAddress	2
acDisplayedValue	0
acDisplayText	1
acFullAddress	5
acScreenTip	4
acSubAddress	3

[AcImeMode](#)

Constant	Value
acImeModeAlpha	8
acImeModeAlphaFull	7
acImeModeDisable	3
acImeModeHangul	10
acImeModeHangulFull	9
acImeModeHiragana	4
acImeModeKatakana	5
acImeModeKatakanaHalf	6
acImeModeNoControl	0
acImeModeOff	2
acImeModeOn	1

[AcImeSentenceMode](#)

Constant	Value
acImeSentenceModeConversation	2
acImeSentenceModeNone	3
acImeSentenceModePhrasePredict	0
acImeSentenceModePluralClause	1

[AcImportXMLObjectType](#)

Constant	Value
acImportQuery	1
acImportServerView	7
acImportTable	0

[AcImportXMLOption](#)

Constant	Value
acAppendData	2
acStructureAndData	1
acStructureOnly	0

[AcModuleType](#)

Constant	Value
acClassModule	1
acStandardModule	0

[AcObjectType](#)

Constant	Value
acDataAccessPage	6
acDefault	-1
acDiagram	8
acForm	2
acFunction	10
acMacro	4
acModule	5
acQuery	1
acReport	3
acServerView	7
acStoredProcedure	9
acTable	0

[AcOpenDataMode](#)

Constant	Value
acAdd	0
acEdit	1
acReadOnly	2

[AcOutputObjectType](#)

Constant	Value
acOutputDataAccessPage	6
acOutputForm	2

acOutputFunction	10
acOutputModule	5
acOutputQuery	1
acOutputReport	3
acOutputServerView	7
acOutputStoredProcedure	9
acOutputTable	0

 [AcPrintColor](#)

Constant	Value
acPRCMColor	2
acPRCMMonochrome	1

 [AcPrintDuplex](#)

Constant	Value
acPRDPHorizontal	2
acPRDPSimplex	1
acPRDPVertical	3

 [AcPrintItemLayout](#)

Constant	Value
acPRHorizontalColumnLayout	1953
acPRVerticalColumnLayout	1954

 [AcPrintObjQuality](#)

Constant	Value
acPRPQDraft	-1
acPRPQHigh	-4
acPRPQLow	-2
acPRPQMedium	-3

AcPrintOrientation

Constant	Value
acPRORLandscape	2
acPRORPortrait	1

AcPrintPaperBin

Constant	Value
acPRBNAuto	7
acPRBNCassette	14
acPRBNEvelope	5
acPRBNEnvManual	6
acPRBNFormSource	15
acPRBNLargeCapacity	11
acPRBNLargeFmt	10
acPRBNLower	2
acPRBNManual	4
acPRBNMiddle	3
acPRBNSmallFmt	9
acPRBNTractor	8
acPRBNUpper	1

AcPrintPaperSize

Constant	Value
acPRPS10x14	16
acPRPS11x17	17
acPRPSA3	8
acPRPSA4	9
acPRPSA4Small	10
acPRPSA5	11
acPRPSB4	12
acPRPSB5	13

acPRPSCSheet	24
acPRPSDSheet	25
acPRPSEnv10	20
acPRPSEnv11	21
acPRPSEnv12	22
acPRPSEnv14	23
acPRPSEnv9	19
acPRPSEnvB4	33
acPRPSEnvB5	34
acPRPSEnvB6	35
acPRPSEnvC3	29
acPRPSEnvC4	30
acPRPSEnvC5	28
acPRPSEnvC6	31
acPRPSEnvC65	32
acPRPSEnvDL	27
acPRPSEnvItaly	36
acPRPSEnvMonarch	37
acPRPSEnvPersonal	38
acPRPSESheet	26
acPRPSExecutive	7
acPRPSFanfoldLglGerman	41
acPRPSFanfoldStdGerman	40
acPRPSFanfoldUS	39
acPRPSFolio	14
acPRPSLedger	4
acPRPSLegal	5
acPRPSLetter	1
acPRPSLetterSmall	2
acPRPSNote	18
acPRPSQuarto	15
acPRPSStatement	6
acPRPSTabloid	3

acPRPSUser 256

[AcPrintQuality](#)

Constant Value

acDraft 3

acHigh 0

acLow 2

acMedium 1

[AcPrintRange](#)

Constant Value

acPages 2

acPrintAll 0

acSelection 1

[AcProjectType](#)

Constant Value

acADP 1

acMDB 2

acNull 0

[AcQuitOption](#)

Constant Value

acQuitPrompt 0

acQuitSaveAll 1

acQuitSaveNone 2

[AcRecord](#)

Constant Value

acFirst 2
acGoTo 4
acLast 3
acNewRec 5
acNext 1
acPrevious 0

[AcSearchDirection](#)

Constant Value

acDown 1
acSearchAll 2
acUp 0

[AcSection](#)

Constant	Value
acDetail	0
acFooter	2
acGroupLevel1Footer	6
acGroupLevel1Header	5
acGroupLevel2Footer	8
acGroupLevel2Header	7
acHeader	1
acPageFooter	4
acPageHeader	3

[AcSendObjectType](#)

Constant	Value
acSendDataAccessPage	6
acSendForm	2
acSendModule	5
acSendNoObject	-1

acSendQuery	1
acSendReport	3
acSendTable	0

[AcShowToolbar](#)

Constant	Value
acToolbarNo	2
acToolbarWhereApprop	1
acToolbarYes	0

[AcSpreadSheetType](#)

Constant	Value
acSpreadsheetTypeExcel3	0
acSpreadsheetTypeExcel4	6
acSpreadsheetTypeExcel5	5
acSpreadsheetTypeExcel7	5
acSpreadsheetTypeExcel8	8
acSpreadsheetTypeExcel9	8
acSpreadsheetTypeLotusWJ2	4
acSpreadsheetTypeLotusWK1	2
acSpreadsheetTypeLotusWK3	3
acSpreadsheetTypeLotusWK4	7

[AcSysCmdAction](#)

Constant	Value
acSysCmdAccessDir	9
acSysCmdAccessVer	7
acSysCmdClearHelpTopic	11
acSysCmdClearStatus	5
acSysCmdGetObjectState	10
acSysCmdGetWorkgroupFile	13

acSysCmdIniFile	8
acSysCmdInitMeter	1
acSysCmdProfile	12
acSysCmdRemoveMeter	3
acSysCmdRuntime	6
acSysCmdSetStatus	4
acSysCmdUpdateMeter	2

[AcTextTransferType](#)

Constant	Value
acExportDelim	2
acExportFixed	3
acExportHTML	8
acExportMerge	4
acImportDelim	0
acImportFixed	1
acImportHTML	7
acLinkDelim	5
acLinkFixed	6
acLinkHTML	9

[AcTransformXMLScriptOption](#)

Constant	Value
acDisableObjects	2
acDisableScript	2
acEnableObjects	0
acEnableScript	0
acPromptObjects	1
acPromptScript	1

[AcView](#)

Constant	Value
acViewDesign	1
acViewNormal	0
acViewPivotChart	4
acViewPivotTable	3
acViewPreview	2

 [AcWindowMode](#)

Constant	Value
acDialog	3
acHidden	1
acIcon	2
acWindowNormal	0

[Show All](#)

Set Form, Report, and Control Properties

Each [form](#), [report](#), [section](#), and [control](#) has property settings that you can change to alter the look or behavior of that particular item. You view and change [properties](#) by using the [property sheet](#), macro, or Visual Basic.

To set properties

1. In [form Design view](#) or [report Design view](#), select the control, section, form, or report for which you want to set the property. You can select:
 - One or more controls. To select multiple controls, hold down the SHIFT key and click the controls, or drag the mouse pointer over the controls you wish to select. If you select multiple controls, the property sheet will display only those properties that the selected controls have in common.
 - One section. Click the [section selector](#) of the section you wish to select.
 - The entire form or report. Click the [form selector](#) or [report selector](#) in the upper-left corner of the form or report.
2. Display the property sheet by right-clicking the object or section and then clicking **Properties** on the shortcut menu, or by clicking **Properties** on the [toolbar](#).
3. Click the property for which you want to set the value, and then do one of the following:
 - In the property box, type the appropriate setting or [expression](#).
 - If the property box contains an arrow, click the arrow and then click a value in the list.
 - If a **Build** button appears to the right of the property box, click it to display a [builder](#) or to display a dialog box giving you a choice of builders. For example, you can use the Code Builder, Macro Builder, or Query Builder to set some properties.

Tips

- Microsoft Access provides a **Zoom** box for typing and viewing expressions

or other long property settings. To display the **Zoom** box, click a property box in the property sheet. Then press SHIFT+F2, or right-click and then click **Zoom** on the shortcut menu.

- You can set the **ControlSource** property for some controls by typing the property setting in the control itself.
- You can [change the default property settings](#) for a type of control so that future controls you create will have the new default settings.
- The property settings of a [bound control](#) might not match the corresponding settings in the field in the underlying table or query to which the control is bound. If the settings are different, the form or report settings typically override those in the table or query. For more information about how properties are inherited, see [How control properties relate to properties in their underlying fields](#).



[Show All](#)

Unbound Object Frame Control

The unbound object frame control displays a picture, [chart](#), or any [OLE object](#) not stored in a table. For example, you can use an unbound object frame to display a chart that you created and stored in Microsoft Graph.

Remarks

This control allows you to create or edit the object from within a Microsoft Access form or report by using the application in which the object was originally created.

To display objects that are stored in a Microsoft Access database, use a [bound object frame control](#).

The object in an unbound object frame is the same for every record.

The unbound object frame can display [linked](#) or [embedded](#) objects.



You can use the unbound object frame or an [image control](#) to display unbound pictures in a form or report. The advantage of using the unbound object frame is that you can edit the object directly from the form or report. The advantage of using the image control is that it's faster to display.

Image Control (Forms and Reports)

The image control can add a picture to a form or report. For example, you could include an image control for a logo on an Invoice report.

Note This control should not be confused with the Dynamic HTML image control used on a data access page. For information about a image control on a data access page, see [Image Control \(Data Access Page\)](#).

Remarks

You can use the image control or an [unbound object frame](#) for unbound pictures. The advantage of using the image control is that it's faster to display. The advantage of using the unbound object frame is that you can edit the object directly from the form or report.



[Show All](#)

Check Box Control (Data Access Pages)

A check box on a [data access page](#) is a bound control that displays a Yes/No value from an underlying [record source](#).

Control: **Tool:**

Address Change



Remarks

When you select or clear a check box that's bound to a Yes/No field, Microsoft Access displays the value in the underlying table according to the field's [Format](#) property (Yes/No, **True/False**, or On/Off).

You can also use check boxes in an [option group](#) to display values to choose from.

It's also possible to use an [unbound](#) check box in a [custom dialog box](#) to accept user input.

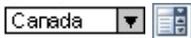


[Show All](#)

Drop-down List Box Control (Data Access Pages)

The drop-down list box control on a [data access page](#) combines some of the features of a [text box](#) and a [list box](#). Use a drop-down list box control when you want the option of displaying and selecting a value from a predefined list.

Control: Tool:



Remarks

In Page view, Microsoft Access doesn't display the list until you click the drop-down list box control's arrow.

If you have Control Wizards on before you select the drop-down list box control tool, you can create a drop-down list box with a wizard. To turn Control Wizards on or off, click the Control Wizards tool  in the toolbox.

You cannot enter values that aren't in the list.

The list can be single- or multiple-column, and the columns can appear with or without headings.



[Show All](#)

Event Properties

Event properties cause a [macro](#) or the associated Visual Basic [event procedure](#) to run when a particular [event](#) occurs. For example, if you enter the name of a macro in a command button's **OnClick** property, that macro runs when the command button is clicked.

Setting

To run a macro, enter the name of the macro. You can choose an existing macro in the list. If the macro is in a [macro group](#), it will be listed under the macro group name, as *macrogroupname.macroname*.

To run the event procedure associated with the event, select **[Event Procedure]** in the list.

Note Although using an event procedure is the recommended method for running Visual Basic code in response to an event, you can also run a user-defined function when an event occurs. To run a user-defined function, place an equal sign (=) before the function name and parentheses after it, as in *=functionname()*.

You can set event properties in the [property sheet](#) for an object, in a [macro](#), or by using Visual Basic. Note that you can't set any event properties while you're formatting or printing a form or report.



You can use builders to help you set an event property. To use them, click the **Build** button  to the right of the property box, or right-click the property box and then click **Build** on the shortcut menu. In the **Choose Builder** dialog box, select:

- The Macro Builder to create and specify a macro for this event property. You can also use the Macro Builder to edit a macro already specified by the property.
- The Code Builder to create and specify an event procedure for this event property. You can also use the Code Builder to edit an event procedure already specified by the property.
- In a [Microsoft Access database](#) (.mdb), the Expression Builder to choose and specify a user-defined function for this event property.

In Visual Basic, set the property to a string expression.

To run this **Use this syntax**

Example

Macro "*macroname*" Button1.OnClick = "MyMacro"

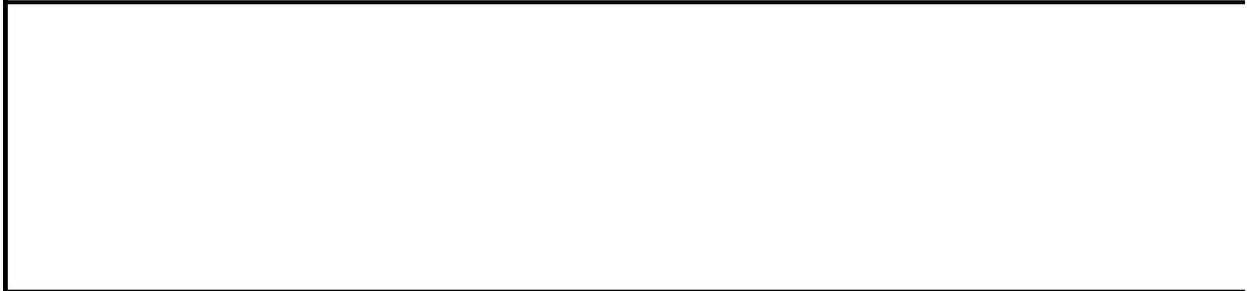
Event "**[Event** Button1.OnClick = "[Event Procedure]"
procedure **Procedure]**"

User-defined "*=functionname*(Button1.OnClick = "*=MyFunction()*"
function *)*"

Example

The following example shows how you can use the value entered in the Country control to determine which of two different macros to run when you click the Print Country Report button.

```
Private Sub Country_AfterUpdate()  
    If Country = "Canada" Then  
        [Print Country Report].OnClick = "PrintCanadaReport"  
    ElseIf Country = "USA" Then  
        [Print Country Report].OnClick = "PrintUSAReport"  
    End If  
End Sub
```



[Show All](#)

Command Button Control (Data Access Pages)

A command button on a [data access page](#) can start an action or a set of actions. On a data access page, code written in either [JavaScript](#) or Visual Basic Script is attached to a command button using the Microsoft [Visual Script Editor](#).

Control: **Tool:**



Remarks

You can display text on a command button by setting its **Value** property.



[Show All](#)

KeepTogether Property - Groups

You can use the **KeepTogether** property for a group in a report to keep parts of a group— including the [group header](#), [detail section](#), and [group footer](#)— together on the same page. For example, you might want a group header to always be printed on the same page with the first detail section.

Setting

The **KeepTogether** property for a group uses the following settings.

Setting	Visual Basic	Description
No	0	(Default) Prints the group without keeping the group header, detail section, and group footer on the same page.
Whole Group	1	Prints the group header, detail section, and group footer on the same page.
With First Detail	2	Prints the group header on a page only if it can also print the first detail record.

You can set the **KeepTogether** property for a group by using the **Sorting And Grouping** box, a [macro](#), or [Visual Basic](#).

In Visual Basic, you set the **KeepTogether** property for a group in [report Design view](#) or the [Open](#) event procedure of a report by using the [GroupLevel](#) property.

Remarks

To set the **KeepTogether** property for a group to a value other than No, you must set the [GroupHeader](#) or [GroupFooter](#) property or both to Yes for the selected field or expression.

A group includes the group header, detail section, and group footer. If you set the **KeepTogether** property for a group to Whole Group and the group is too large to fit on one page, Microsoft Access will ignore the setting for that group. Similarly, if you set this property to With First Detail and either the group header or detail record is too large to fit on one page, the setting will be ignored.

If the [KeepTogether](#) property for a section is set to No and the **KeepTogether** property for a group is set to Whole Group or With First Detail, the **KeepTogether** property setting for the section is ignored.

[Show All](#)

Image Control (Data Access Pages)

The image control can add a picture to a [data access page](#). For example, you could include an image control for a logo on a Sales entry page.

Control: Tool:



Remarks

You can use the image control or an [unbound object frame](#) for unbound pictures. The advantage of using the image control is that it's faster to display.



[Show All](#)

Label Control (Data Access Pages)

Labels on an [data access page](#) display descriptive text such as titles, captions, or brief instructions. Labels have certain characteristics:

- Labels don't display values from [fields](#) or [expressions](#).
- Labels don't change as you move from record to record.

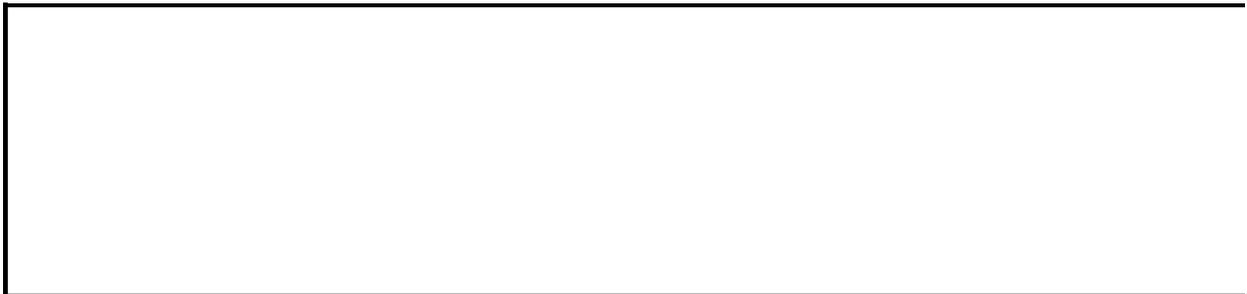
Control: **Tool:**

Contact Name:

Remarks

A label can be attached to another control. When you create a text box, for example, it has an attached label that displays a caption for that text box.

When you create a label by using the **Label** tool, the label stands on its own it isn't attached to any other control. You use stand-alone labels for information such as the title, or for other descriptive text.

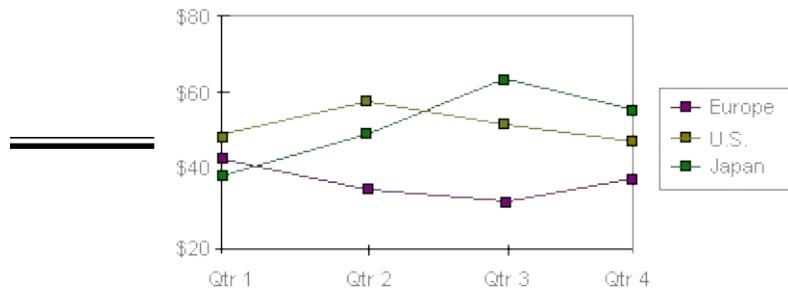


[Show All](#)

Line Control (Data Access Pages)

The line control displays a horizontal, vertical, or diagonal line on a [data access page](#).

Control: Tool:



Remarks

You can use the **Height** property to change the line width. You can use **Line/Border Color**  to change the color of the border or make it transparent.

[Show All](#)

List Box Control (Data Access Pages)

The list box control displays a list of values or alternatives. In many cases, it's quicker and easier to select a value from a list than to remember a value to type. A list of choices also helps ensure that the value that's entered in a field is correct.

Control:



Tool:



The list in a list box consists of rows of data. Rows can have one or more columns, which can appear with or without headings.



Two-column list box with headings

Remarks

If a multiple-column list box is [bound](#), Microsoft Access stores the values from one of the columns.

You can use an [unbound](#) list box to store a value that you can use with another control. For example, you could use an unbound list box to limit the values in another list box or in a [custom dialog box](#). You could also use an unbound list box to find a record based on the value you select in the list box.

If you don't have room on your form to display a list box, use a [dropdown box](#) instead of a list box.



[Show All](#)

Bound Object Frame Control

A bound object frame control displays a picture, [chart](#), or any [OLE object](#) stored in a table in a Microsoft Access database. For example, if you store pictures of your employees in a table in Microsoft Access, you can use a bound object frame to display these pictures on a form or report.

Remarks

This control type allows you to create or edit the object from within the form or report by using the [OLE server](#).

A bound object frame is [bound](#) to a field in an underlying table.

The field in the underlying table to which the bound object frame is bound must be of the [OLE Object](#) data type.

The object in a bound object frame is different for each record. The bound object frame can display [linked](#) or [embedded](#) objects. If you want to display objects not stored in an underlying table, use an [unbound object frame](#) or an [image control](#).



[Show All](#)

Option Button Control (Data Access Pages)

An option button on a [data access page](#) is a stand-alone control used to display a Yes/No value from an underlying [record source](#)

Control: **Tool:**



Remarks

When you select or clear an option button that's bound to a Yes/No field, Microsoft Access displays the value in the underlying table according to the field's **Format** property (Yes/No, **True/False**, or On/Off).

You can also use option buttons in an [option group](#) to display values to choose from.

It's also possible to use an unbound option button in a [custom dialog box](#) to accept user input.



[Show All](#)

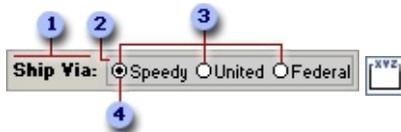
Option Group Control (Data Access Pages)

An option group on a [data access page](#) displays a limited set of alternatives. An option group makes selecting a value easy since you can just click the value you want. Only one option in an option group can be selected at a time.

An option group consists of a group frame and a set of [check boxes](#), [toggle buttons](#), or [option buttons](#).

Control:

Tool:



Remarks

If an option group is [bound](#) to a field, only the group frame itself is bound to the field, not the check boxes, toggle buttons, or option buttons inside the frame. Instead of setting the **ControlSource** property for each control in the option group, you set the **Value** property of each check box, toggle button, or option button to a number that's meaningful for the field to which the group frame is bound. When you select an option in an option group, Microsoft Access sets the value of the field to which the option group is bound to the value of the selected option's **Value** property.



Note The **Value** property is set to a number because the value of an option group can only be a number, not text. Microsoft Access stores this number in the underlying table. In the preceding example, if you want to display the name of the shipper instead of a number in the Orders table, you can create a separate table called Shippers that stores shipper names, and then make the ShipVia field in the Orders table a Lookup field that looks up data in the Shippers table.

An option group can also be set to an [expression](#), or it can be unbound. You can use an unbound option group in a [custom dialog box](#) to accept user input and then carry out an action based on that input.



[Show All](#)

Rectangle Control (Data Access Pages)

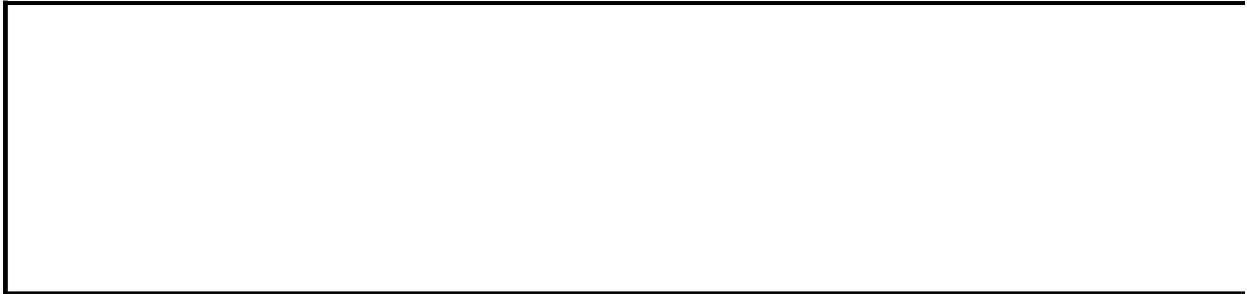
The rectangle control displays a rectangle on a [data access page](#).

Control: Tool:



Remarks

You can move a rectangle and the controls in it as a single unit by dragging the mouse pointer diagonally across the entire rectangle to select all of the controls. The entire selection can then be moved to a new position.



[Show All](#)

Text Box Control (Data Access Pages)

Text boxes on a [data access page](#) display data from a [record source](#). This type of text box is called a bound text box because it's [bound](#) to data in a field. Text boxes can also be [unbound](#). For example, you can create an unbound text box to display the results of a calculation, or to accept input from a user. Data in an unbound text box isn't saved with the database.

Control:

Tool:

Extension:

5467

abl

[Show All](#)

Guid Property

The **GUID** property of a [Reference](#) object returns a [GUID](#) that identifies a [type library](#) in the Windows Registry. Read-only **String**.

expression.**Guid**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **GUID** property is available only by using Visual Basic.

Every type library has an associated GUID which is stored in the Registry. When you set a reference to a type library, Microsoft Access uses the type library's GUID to identify the type library.

You can use the [AddFromGUID](#) method to create a **Reference** object from a type library's GUID.

Example

The following example prints the value of the **FullPath**, **GUID**, **IsBroken**, **Major**, and **Minor** properties for each **Reference** object in the **References** collection:

```
Sub ReferenceProperties()  
    Dim ref As Reference  
  
    ' Enumerate through References collection.  
    For Each ref In References  
        ' Check IsBroken property.  
        If ref.IsBroken = False Then  
            Debug.Print "Name: ", ref.Name  
            Debug.Print "FullPath: ", ref.FullPath  
            Debug.Print "Version: ", ref.Major & "." & ref.Minor  
        Else  
            Debug.Print "GUIDs of broken references:"  
            Debug.Print ref.GUID  
        EndIf  
    Next ref  
End Sub
```



[Show All](#)

Set Options from Visual Basic

You can use the [SetOption](#) and [GetOption](#) methods to set and return option values in the **Options** dialog box from code. To view the **Options** dialog box, click **Options** on the **Tools** menu.

The following tables list the names of all options that can be set or returned from code and the tabs on which they can be found in the **Options** dialog box, followed by the corresponding string argument that you must pass to the **SetOption** or **GetOption** method.

Notes

If your database may run on a version of Microsoft Access for a language other than the one in which you created it, then you must supply the arguments for the **GetOption** and **SetOption** methods in English.

Some options are available only within a [Microsoft Access database](#) (.mdb) or [Access project](#) (.adp).

View Tab

Option text	String argument
Show, Status bar	Show Status Bar
Show, Startup Task Pane	Show Startup Dialog Box
Show, New object shortcuts	Show New Object Shortcuts
Show, Hidden objects	Show Hidden Objects
Show, System objects	Show System Objects
Show, Windows in Taskbar	ShowWindowsInTaskbar
Show in Macro Design, Names column	Show Macro Names Column
Show in Macro Design, Conditions column	Show Conditions Column
Click options in database window	Database Explorer Click Behavior

General Tab

Option text	String argument
Print margins, Left margin	Left Margin
Print margins, Right margin	Right Margin
Print margins, Top margin	Top Margin
Print margins, Bottom margin	Bottom Margin
Use four-year digit year formatting, This database	Four-Digit Year Formatting
Use four-year digit year formatting, All databases	Four-Digit Year Formatting All Databases
Name AutoCorrect, Track name AutoCorrect info	Track Name AutoCorrect Info
Name AutoCorrect, Perform name AutoCorrect	Perform Name AutoCorrect
Name AutoCorrect, Log name AutoCorrect changes	Log Name AutoCorrect Changes
Recently used file list	Enable MRU File List
Recently used file list, (number of files)	Size of MRU File List
Provide feedback with sound	Provide Feedback with Sound
Compact on Close	Auto Compact
New database sort order	New Database Sort Order
Remove personal information from file properties on save	Remove Personal Information
Default database folder	Default Database Directory

Edit/Find Tab

Option text	String argument
Default find/replace behavior	Default Find/Replace Behavior
Confirm, Record changes	Confirm Record Changes
Confirm, Document deletions	Confirm Document Deletions
Confirm, Action queries	Confirm Action Queries
Show list of values in, Local indexed fields	Show Values in Indexed
Show list of values in, Local nonindexed fields	Show Values in Non-Indexed
Show list of values in, ODBC fields	Show Values in Remote
Show list of values in, Records in local snapshot	Show Values in Snapshot
Show list of values in, Records at server	Show Values in Server
Don't display lists where more than this number of records read	Show Values Limit

Datasheet Tab

Option text	String argument
Default colors, Font	Default Font Color
Default colors, Background	Default Background Color
Default colors, Gridlines	Default Gridlines Color
Default gridlines showing, Horizontal	Default Gridlines Horizontal
Default gridlines showing, Vertical	Default Gridlines Vertical
Default column width	Default Column Width
Default font, Font	Default Font Name
Default font, Weight	Default Font Weight
Default font, Size	Default Font Size
Default font, Underline	Default Font Underline
Default font, Italic	Default Font Italic
Default cell effect	Default Cell Effect
Show animations	Show Animations
Show Smart Tags on Datasheets	Show Smart Tags on Datasheets

Keyboard Tab

Option text	String argument
Move after enter	Move After Enter
Behavior entering field	Behavior Entering Field
Arrow key behavior	Arrow Key Behavior
Cursor stops at first/last field	Cursor Stops at First/Last Field
Auto commit	Ime Autocommit
Datasheet IME control	Datasheet Ime Control

Tables/Queries Tab

Option text	String argument
Table design, Default field sizes - Text	Default Text Field Size
Table design, Default field sizes - Number	Default Number Field Size
Table design, Default field type	Default Field Type
Table design, AutoIndex on Import/Create	AutoIndex on Import/Create
Query design, Show table names	Show Table Names
Query design, Output all fields	Output All Fields
Query design, Enable AutoJoin	Enable AutoJoin
Query design, Run permissions	Run Permissions
Query design, SQL Server Compatible Syntax (ANSI 92) - This database	ANSI Query Mode
Query design, SQL Server Compatible Syntax (ANSI 92) - Default for new databases	ANSI Query Mode Default
Query design, Query design font, Font	Query Design Font Name
Query design, Query design font, Size	Query Design Font Size
Show Property Update Options buttons	Show Property Update Options buttons

Forms/Reports Tab

Option text

Selection behavior

Form template

Report template

Always use event procedures

Show Smart Tags on Forms

Show Windows Themed Controls on Forms

String argument

Selection Behavior

Form Template

Report Template

Always Use Event Procedures

Show Smart Tags on Forms

Themed Form Controls

Advanced Tab

Option text	String argument
DDE operations, Ignore DDE requests	Ignore DDE Requests
DDE operations, Enable DDE refresh	Enable DDE Refresh
Default File Format	Default File Format
Default open mode	Default Open Mode for Databases
Command-line arguments	Command-Line Arguments
OLE/DDE timeout (sec)	OLE/DDE Timeout (sec)
Default record locking	Default Record Locking
Refresh interval (sec)	Refresh Interval (sec)
Number of update retries	Number of Update Retries
ODBC refresh interval (sec)	ODBC Refresh Interval (sec)
Update retry interval (msec)	Update Retry Interval (msec)
Open databases using record-level locking	Use Row Level Locking

Pages Tab

Option text	String argument
Default Designer Properties, Section Indent	Section Indent
Default Designer Properties, Alternate Row Color	Alternate Row Color
Default Designer Properties, Caption Section Style	Caption Section Style
Default Designer Properties, Footer Section Style	Footer Section Style
Default Database/Project Properties, Use Default Page Folder	Use Default Page Folder
Default Database/Project Properties, Default Page Folder	Default Page Folder
Default Database/Project Properties, Use Default Connection File	Use Default Connection File
Default Database/Project Properties, Default Connection File	Default Connection File

Spelling Tab

Option text	String argument
Dictionary Language	Spelling dictionary language
Add words to	Spelling add words to
Suggest from main dictionary only	Spelling suggest from main dictionary only
Ignore words in UPPERCASE	Spelling ignore words in UPPERCASE
Ignore words with numbers	Spelling ignore words with number
Ignore Internet and file addresses	Spelling ignore Internet and file addresses
Language-specific, German: Use post-reform rules	Spelling use German post-reform rules
Language-specific, Korean: Combine aux verb/adj.	Spelling combine aux verb/adj
Language-specific, Korean: Search misused word list	Spelling use auto-change list
Language-specific, Korean: Process compound nouns	Spelling process compound nouns
Language-specific, Hebrew modes	Spelling Hebrew modes
Language-specific, Arabic modes	Spelling Arabic modes

International Tab

Option text	String argument
Right-to-Left, Default direction	Default direction
Right-to-Left, General alignment	General alignment
Right-to-Left, Cursor movement	Cursor movement
Use Hijri Calendar	Use Hijri Calendar

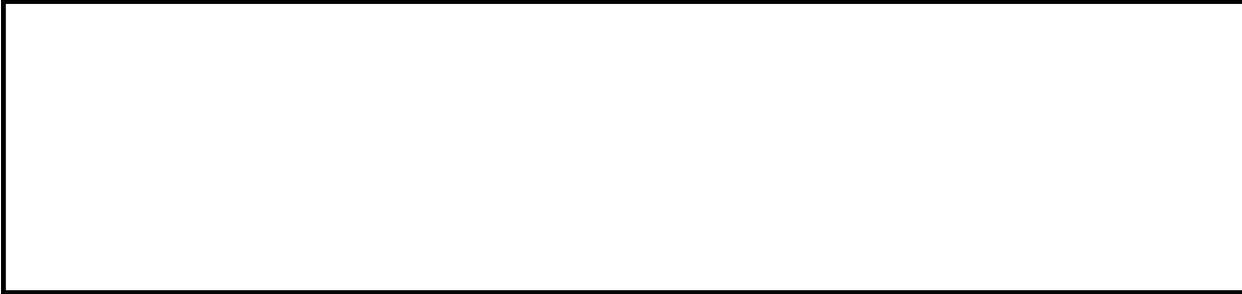
Error Checking Tab

Option text	String argument
Settings, Enable error checking	Enable Error Checking
Settings, Error indicator color	Error Checking Indicator Color
Form/Report Design Rules, Unassociated label and control	Unassociated Label and Control Error Checking
Form/Report Design Rules, New unassociated labels	New Unassociated Label Error Checking
Form/Report Design Rules, Keyboard shortcut errors	Keyboard Shortcut Errors Error Checking
Form/Report Design Rules, Invalid control properties	Invalid Control Properties Error Checking
Form/Report Design Rules, Common report errors	Common Report Errors Error Checking

Note If you are developing a database application, [add-in](#), [library database](#), or [referenced database](#), make sure that the **Error Trapping** option is set to 2 (**Break On Unhandled Errors**) when you have finished debugging your code.

The value that you pass to the **SetOption** method as the *setting* argument depends on which type of option you are setting. The following table establishes some guidelines for setting options.

If the option is	Then the <i>setting</i> argument is
A text box	A string
A check box	A Boolean value— True (-1) or False (0)
An option button in an option group , or an option in a combo box or a list box	An integer corresponding to the option's position in the option group or list (starting with zero [0])



[Show All](#)

Print Event

The Print event occurs after data in a [report section](#) is formatted for printing, but before the section is printed.

Private Sub *object*_Print(Cancel As Integer, PrintCount As Integer)

Object The name of a Report section.

Cancel The setting determines if the printing of the section occurs. Setting the Cancel argument to True (-1) cancels printing of the section.

PrintCount An Integer value that specifies whether the Print event has occurred more than once for a record. For example, if part of a record is printed on one page and the rest is printed on the next page, the Print event occurs twice, and Microsoft Access sets the PrintCount argument to 2.

Remarks

To run a [macro](#) or [event procedure](#) when this event occurs, set the [OnPrint](#) property to the name of the macro or to [Event Procedure].

For a report detail section, the Print event occurs for each record in the section just before Microsoft Access prints the data in the record. A Print event procedure or macro has access to the data in the current record.

For report group headers, the Print event occurs for each new group, and a Print macro or event procedure has access to the data in the group header and the data in the first record in the detail section. For report group footers, the Print event occurs for each new group, and a Print macro or event procedure has access to the data in the group footer and the data in the last record in the detail section.

You can use the Print event to run a macro or event procedure only after Microsoft Access has prepared data for printing on a page. For example, you can calculate running page totals that are printed in the page header or footer.

For changes that affect page layout, such as displaying or hiding controls, use the [Format](#) event.

The Print event occurs only for sections that are actually printed. If you need access to data from sections that aren't printed (for example, you are keeping a running sum, but are only printing certain pages), use the Format event instead.

The [Page](#) event occurs after all the Format events for the report, and after all the Print events for a page, but before the page is actually printed.

Macro

You can use the `PrintCount` property to check whether the `Print` event has occurred more than once for a record. For example, if part of a record is printed on one page and the rest is printed on the next page, the `Print` event occurs twice, and the `PrintCount` property is set to 2. You can check the `PrintCount` property value for `Print` macros that should run only once for a record, such as a macro that shows totals for the records on a page in a page footer.

You can use the `CancelEvent` action in a `Print` macro to cancel printing of a section. Microsoft Access prints a blank area on the page where the section would have been when the report is printed. You can use the `CancelEvent` action to skip a record in a report and leave a blank area on the page in its place when the report is printed.

A `Print` macro runs only for sections that are actually printed.

Example

The following example checks the PrintCount argument to determine the number of times the Print event has occurred. If it has occurred more than once, the Print event is canceled for the section.

To try the example, add the following event procedure to a report that contains a section named CustomerDetail.

```
Private Sub CustomerDetail_Print(Cancel As Integer, _  
    PrintCount As Integer)  
    If PrintCount > 1 Then Cancel = True  
End Sub
```



Line Control (Forms and Reports)

The line control displays a horizontal, vertical, or diagonal line on a form or report.

Note This control should not be confused with the Dynamic HTML line control used on a data access page. For information about a line control on a data access page, see [Line Control \(Data Access Pages\)](#).

Remarks

You can use **Border Width** to change the line width. You can use **Border Color** to change the color of the border or make it transparent. You can change the line style (dots, dashes, and so on) of the border by using the [BorderStyle](#) property.



[Show All](#)

Page Break Control

The page break control marks the start of a new screen or printed page on a form or report.

Remarks

In a form, a page break is active only when you set the form's [DefaultView](#) property to Single Form. Page breaks don't affect a form's [datasheet](#).

In [Form view](#), press the PAGE UP or PAGE DOWN key to move to the previous or next page break.

Position page breaks above or below other controls. Placing a page break on the same line as another control splits that control's data.



Rectangle Control (Forms and Reports)

The rectangle control displays a rectangle on a form or report.

Note This control should not be confused with the Dynamic HTML rectangle control used on a data access page. For information about a rectangle control on a data access page, see [Rectangle Control \(Data Access Page\)](#).

Remarks

You can move a rectangle and the controls in it as a single unit by dragging the mouse pointer diagonally across the entire rectangle to select all of the controls. The entire selection can then be moved to a new position.

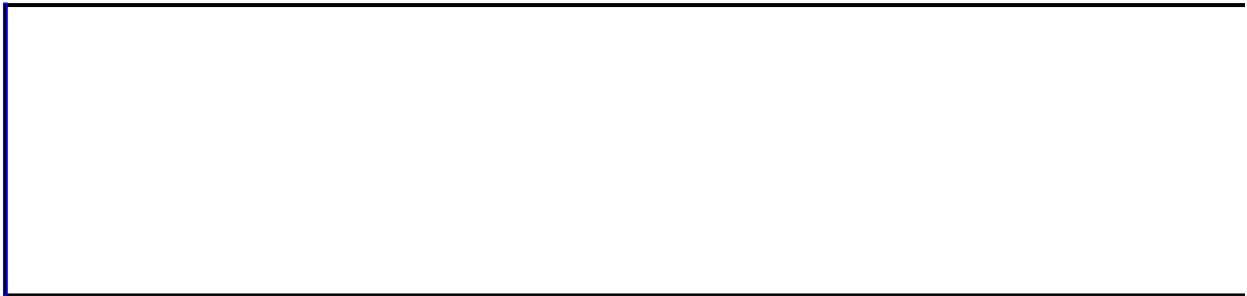


[Show All](#)

Form Section

A form section is part of a [form](#) such as a header, footer, or detail section.

You can set section properties which are attributes of a form that affect the appearance or behavior of that section. For example, you can set the **CanGrow** property to specify whether the section will increase vertically to print all the data the section contains. Section properties are set in [form Design view](#).



[Show All](#)

Report Section

A report section is part of a [report](#) such as a header, footer, or detail section.

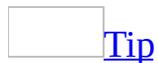
You can set report section properties that are attributes of a report which affect the appearance or behavior of a specific section. For example, you can set the **CanGrow** property to specify whether the section will increase vertically to print all the data the section contains. Section properties are set in [report Design view](#).



[Show All](#)

Use Microsoft Access as a DDE Server

Microsoft Access supports [dynamic data exchange \(DDE\)](#) as either a destination (client) application or a source (server) application. For example, an application such as Microsoft Word, acting as a client, can request data through DDE from a Microsoft Access database that's acting as a server.



If you need to manipulate Microsoft Access objects from another application, you may want to consider using Automation.

A DDE conversation between a client and server is established on a particular [topic](#). A topic can be either a data file in the format supported by the server application, or it can be the System topic, which supplies information about the server application itself. Once a conversation has begun on a particular topic, only a [data item](#) associated with that topic can be transferred.

For example, suppose you are running Microsoft Word and want to insert data from a particular Microsoft Access database into a document. You begin a DDE conversation with Microsoft Access by opening a DDE channel with the [DDEInitiate](#) function and specifying the database file name as the topic. You can then transfer data from that database to Microsoft Word through that channel.

As a DDE server, Microsoft Access supports the following topics:

- The System topic
- The name of a database (*database* topic)
- The name of a table (*tablename* topic)
- The name of a query (*queryname* topic)
- A Microsoft Access [SQL string](#) (*sqlstring* topic)

Once you've established a DDE conversation, you can use the [DDEExecute](#) statement to send a command from the client to the server application. When

used as a DDE server, Microsoft Access recognizes any of the following as a valid command:

- The name of a macro in the current database.
- Any action that you can carry out in Visual Basic by using one of the methods of the **DoCmd** object.
- The OpenDatabase and CloseDatabase actions, which are used only for DDE operations. (For an example of how to use these actions, see the example later in this topic.)

Note When you specify a [macro](#) action as a **DDEExecute** statement, the action and any arguments follow the **DoCmd** object syntax and must be enclosed in brackets ([]). However, applications that support DDE don't recognize [intrinsic constants](#) in DDE operations. Also, string arguments must be enclosed in quotation marks (" ") if the string contains a comma. Otherwise, quotation marks aren't required.

The client application can use the [DDERequest](#) function to request text data from the server application over an open DDE channel. Or the client can use the [DDEPoke](#) statement to send data to the server application. Once the data transfer is complete, the client can use the [DDETerminate](#) statement to close the DDE channel, or the [DDETerminateAll](#) statement to close all open channels.

Note When your client application has finished receiving data over a DDE channel, it should close that channel to conserve memory resources.

The following example demonstrates how to create a Microsoft Word procedure with Visual Basic that uses Microsoft Access as a DDE server. (For this example to work, Microsoft Access must be running.)

```
Sub AccessDDE()  
    Dim intChan1 As Integer, intChan2 As Integer  
    Dim strQueryData As String  
  
    ' Use System topic to open Northwind sample database.  
    ' Database must be open before using other DDE topics.  
    intChan1 = DDEInitiate("MSAccess", "System")  
    ' You may need to change this path to point to actual location  
    ' of Northwind sample database.  
    DDEExecute intChan1, "[OpenDatabase C:\Access\Samples\Northwind.  
  
    ' Get all data from Ten Most Expensive Products query.
```

```
intChan2 = DDEInitiate("MSAccess", "Northwind.mdb;" _  
    & "QUERY Ten Most Expensive Products")  
strQueryData = DDERequest(intChan2, "All")  
DDETerminate intChan2  
  
' Close database.  
DDEExecute intChan1, "[CloseDatabase]"  
DDETerminate intChan1  
  
' Print retrieved data to Debug Window.  
Debug.Print strQueryData  
End Sub
```

The following sections provide information about the valid DDE topics supported by Microsoft Access.

The System Topic

The System topic is a standard topic for all Microsoft Windows–based applications. It supplies information about the other topics supported by the application. To access this information, your code must first call the **DDEInitiate** function with "System" as the *topic* argument, and then execute the **DDERequest** statement with one of the following supplied for the *item* argument.

Item	Returns
SysItems	A list of items supported by the System topic in Microsoft Access.
Formats	A list of the formats Microsoft Access can copy onto the Clipboard.
Status	"Busy" or "Ready".
Topics	A list of all open databases.

The following example demonstrates the use of the **DDEInitiate** and **DDERequest** functions with the System topic:

```
' In Visual Basic, initiate DDE conversation with Microsoft Access.
Dim intChan1 As Integer, strResults As String
intChan1 = DDEInitiate("MSAccess", "System")
' Request list of topics supported by System topic.
strResults = DDERequest(intChan1, "SysItems")
' Run OpenDatabase action to open Northwind.mdb.
' You may need to change this path to point to actual location
' of Northwind sample database.
DDEExecute intChan1, "[OpenDatabase C:\Access\Samples\Northwind.mdb]
```

The *database* Topic

The *database* topic is the file name of an existing database. You can type either just the base name (Northwind), or its path and .mdb extension (C:\Access\Samples\Northwind.mdb). After you start a DDE conversation with the database, you can request a list of the objects in that database.

Note You can't use DDE to query the Microsoft Access [workgroup information file](#).

The *database* topic supports the following items.

Item	Returns
TableList	A list of tables.
QueryList	A list of queries.
FormList	A list of forms.
ReportList	A list of reports.
MacroList	A list of macros.
ModuleList	A list of modules.
ViewList	A list of views
StoredProcedureList	A list of stored procedures
DatabaseDiagramList	A list of database diagrams

The following example shows how you can open the Employees form in the Northwind sample database from a Visual Basic procedure:

```
' In Visual Basic, initiate DDE conversation with
' Northwind sample database.
' Make sure database is open.
intChan2 = DDEInitiate("MSAccess", "Northwind")
' Request list of forms in Northwind sample database.
strResponse = DDERequest(intChan2, "FormList")
' Run OpenForm action and arguments to open Employees form.
DDEExecute intChan2, "[OpenForm Employees,0,,1,0]"
```

The TABLE *tablename*, QUERY *queryname*, and SQL *sqlstring* Topics

These topics use the following syntax:

databasename; **TABLE** *tablename*

databasename; **QUERY** *queryname*

databasename; **SQL** [*sqlstring*]

Part	Description
<i>databasename</i>	The name of the database that the table or query is in or that the SQL statement applies to, followed by a semicolon (;). The database name can be just the base name (Northwind) or its full path and .mdb extension (C:\Access\Samples\Northwind.mdb).
<i>tablename</i>	The name of an existing table.
<i>queryname</i>	The name of an existing query.
<i>sqlstring</i>	A valid SQL statement up to 256 characters long, ending with a semicolon. To exchange more than 256 characters, omit this argument and instead use successive DDEPoke statements to build an SQL statement. For example, the following Visual Basic code uses the DDEPoke statement to build an SQL statement and then request the results of the query.

```
intChan1 = DDEInitiate("MSAccess", "Northwind;SQL")
DDEPoke intChan1, "SQLText", "SELECT *"
DDEPoke intChan1, "SQLText", " FROM Orders"
DDEPoke intChan1, "SQLText", " WHERE [Freight] > 100;"
strResponse = DDERequest(intChan1, "NextRow")
DDETerminate intChan1
```

The following table lists the valid items for the TABLE *tablename*, QUERY

queryname, and SQL *sqlstring* topics.

Item	Returns
All	All the data in the table, including field names.
Data	All rows of data, without field names.
FieldNames	A single-row list of field names.
FieldNames;T	A two-row list of field names (first row) and their data types (second row). These are the values returned and the data types they represent:

Value	Data type
0	Invalid
1	True/False (non- Null)
2	Unsigned byte
3	2-byte signed integer (Integer)
4	4-byte signed integer (Long)
5	8-byte signed integer (Currency)
6	4-byte single- precision floating- point (Single)
	8-byte double-

7	precision floating-point (Double)
8	Date/Time
9	Binary data, 256 bytes maximum ANSI text, not case-sensitive, 256 bytes maximum
10	(Text)
11	Long binary (OLE Object)
12	Long text (Memo)

NextRow The data in the next row in the table or query. When you open a channel, NextRow returns the data in the first row. If the current row is the last record and you run NextRow, the request fails.

PrevRow The data in the previous row in the table or query. If PrevRow is the first request on a new channel, the data in the last row of the table or query is returned. If the first record is the current row, the request for PrevRow fails.

FirstRow The data in the first row of the table or query.

LastRow The data in the last row of the table or query.

FieldCount The number of fields in the table or query.

SQLText An SQL statement representing the table or query. For tables, this item returns an SQL statement in the form "SELECT * FROM *table*";.

An SQL statement, in *n*-character chunks, representing the table or query, where *n* is an integer up to 256. For example, suppose a query is

represented by the following SQL statement:

```
"SELECT * FROM Orders;"
```

The item "SQLText;7" returns the following tab-delimited chunks:

SQLText;n

```
"SELECT "
```

```
"* FROM "
```

```
"Orders;"
```

The following example shows how you can use DDE in a Visual Basic procedure to request data from a table in the Northwind sample database and insert that data into a text file:

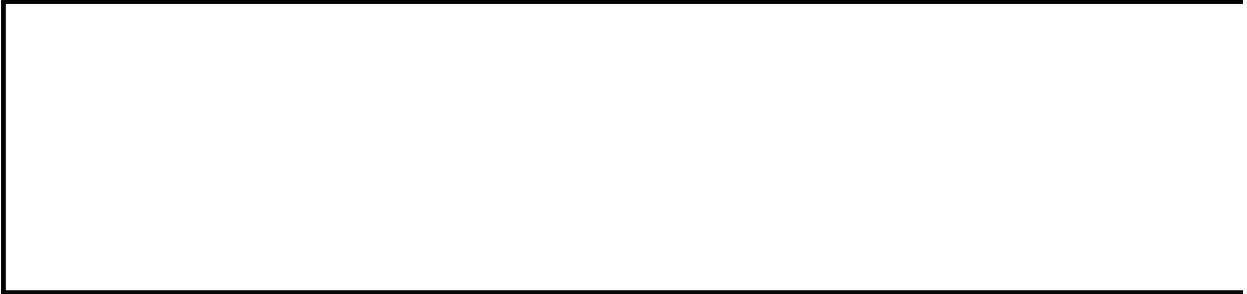
```
Sub NorthwindDDE
    Dim intChan1 As Integer, intChan2 As Integer, intChan3 As Integer
    Dim strResp1 As Variant, strResp2 As Variant, strResp3 As Variant

    ' In a Visual Basic module, get data from Categories table,
    ' Catalog query, and Orders table in Northwind.mdb.
    ' Make sure database is open first.
    intChan1 = DDEInitiate("MSAccess", "Northwind;TABLE Shippers")
    intChan2 = DDEInitiate("MSAccess", "Northwind;QUERY Catalog")
    intChan3 = DDEInitiate("MSAccess", "Northwind;SQL SELECT * " & _
        & "FROM Orders " & _
        & "WHERE OrderID > 10050;")

    strResp1 = DDERequest(intChan1, "All")
    strResp2 = DDERequest(intChan2, "FieldNames;T")
    strResp3 = DDERequest(intChan3, "FieldNames;T")
    DDETerminate intChan1
    DDETerminate intChan2
    DDETerminate intChan3

    ' Insert data into text file.
    Open "C:\DATA.TXT" For Append As #1
    Print #1, strResp1
    Print #1, strResp2
End Sub
```

```
Print #1, strResp3  
Close #1  
End Sub
```



[Show All](#)

Automation with Microsoft Access

Microsoft Access is a [COM component](#) that supports [Automation](#), formerly called OLE Automation. Microsoft Access supports Automation in two ways. From Microsoft Access, you can work with objects supplied by another component. Microsoft Access also supplies its objects to other COM components.

In previous versions of Microsoft Access, you could use the **CreateObject** function or the **GetObject** function to point a variable to an instance of a component. In Microsoft Access 97 and above, you can also use the **New** keyword to create a new instance of some components.

In Microsoft Access, you can set a reference to a component's [type library](#) to improve performance when you work with that component through Automation. Microsoft Access also includes the [Object Browser](#), a tool that enables you to view objects in another component's type library, as well as their methods and properties.

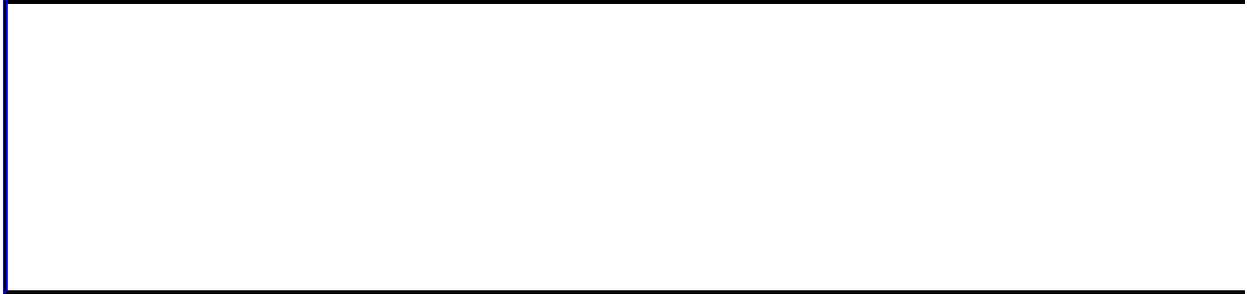
The Microsoft Access type library provides information about [Microsoft Access objects](#) to other components. You can [set a reference](#) to the Microsoft Access type library from a component and view its objects in the Object Browser.

To work with Microsoft Access objects through Automation, you must create an instance of the Microsoft Access [Application](#) object. For example, suppose you want to display data from Microsoft Excel in a Microsoft Access form or report. To launch Microsoft Access from Microsoft Excel, you can use the **New** keyword to create an instance of the Microsoft Access **Application** object. You can also use the **CreateObject** function to create a new instance of the Microsoft Access **Application** object, or you can use the **GetObject** function to point an object variable to an existing instance of Microsoft Access. Check your component's documentation to determine which syntax it supports.

Once you've launched an instance of Microsoft Access, if you want to control any Microsoft Access objects, you must open a [database](#) (.mdb) or [project](#) (.adp) in the Microsoft Access window by using either the [OpenCurrentDatabase](#) or the [NewCurrentDatabase](#) method for a database or by using the

[OpenAccessProject](#) or the [NewAccessProject](#) method for a project.

If you've opened Microsoft Access only as a means of using the [Data Access Objects](#) provided by Microsoft DAO, then you don't need to open a database in the Microsoft Access window. You can use the [DBEngine](#) property of the Microsoft Access **Application** object to access objects in the Microsoft DAO 3.6 object library during an Automation operation.



[Show All](#)

DDETerminate Statement

You can use the **DDETerminate** statement to close a specified [dynamic data exchange \(DDE\)](#) channel.

For example, if you've opened a DDE channel to transfer data between Microsoft Excel and Microsoft Access, you can use the **DDETerminate** statement to close that channel once the transfer is complete.

DDETerminate (*channum*)

Remarks

The *channum* argument specifies the [channel number](#) to close. It refers to a channel opened by the **DDEInitiate** function. If the *channum* argument isn't an integer corresponding to an open channel, a [run-time error](#) occurs.

Once a channel is closed, any subsequent DDE functions or statements performed on that channel cause a run-time error.

The **DDETerminate** statement has no effect on active DDE link [expressions](#) in fields on forms or reports.



If you need to manipulate another application's objects from Microsoft Access, you may want to consider using Automation.

[Show All](#)

DeleteObject Action

You can use the DeleteObject action to delete a specified [database object](#).

Setting

The DeleteObject action has the following arguments.

Action argument	Description
Object Type	The type of object to delete. Click Table, Query, Form, Report, Macro, Module, Data Access Page, Server View, Diagram, Stored Procedure, or Function in the Object Type box in the Action Arguments section of the Macro window . To delete the object selected in the Database window , leave this argument blank.
Object Name	The name of the object to delete. The Object Name box shows all objects in the database of the type selected by the Object Type argument. If you leave the Object Type box blank, leave this box blank also. If you run a macro containing the DeleteObject action in a library database , Microsoft Access looks for the object with this name first in the library database, then in the current database.

Warning If you leave the **Object Type** and **Object Name** boxes blank, Access deletes the object selected in the Database window without displaying a warning message when it encounters the DeleteObject action.

Remarks

You can use the DeleteObject action to delete temporary objects you've created while running the macro. For example, you could use the OpenQuery action to run a [make-table query](#) that creates a temporary table. When you're finished using the temporary table, you can use the DeleteObject action to delete it.

This action has the same effect as selecting an object in the Database window and then pressing the DEL key or clicking **Delete** on the **Edit** menu.

To run the DeleteObject action in Visual Basic, you can use the **DeleteObject** method of the **DoCmd** object.

[Show All](#)

Calculate Fields in Domain Aggregate Functions

You can use the [string expression](#) argument (the *expr* argument) in a [domain aggregate function](#) to perform a calculation on values in a field. For example, you can calculate a percentage (such as a surcharge or sales tax) by dividing a field value by a number.

The following table provides examples of calculations on fields from an Orders table and an Order Details table.

Calculation	Example
Add a number to a field	"[Freight] + 5"
Subtract a number from a field	"[Freight] - 5"
Multiply a field by a number	"[Freight] * 2"
Divide a field by a number	"[Freight] / 2"
Add one field to another	"[UnitsInStock] + [UnitsOnOrder]"
Subtract one field from another	"[ReorderLevel] - [UnitsInStock]"

You would most likely use a domain aggregate function in a macro or module, in a [calculated control](#) on a form or report, or in a [criteria](#) expression in a query.

For example, you can calculate the average discount amount for all orders in an Order Details table. Multiply the Unit Price and Discount fields to determine the discount for each order, then calculate the average. Enter the following example in a procedure in a module.

```
Dim dblX As Double
dblX = DAVg("[UnitPrice] * [Discount]", "[Order Details]")
```



[Show All](#)

TopValues Property

You can use the **TopValues** property to return a specified number of records or a percentage of records that meet the criteria you specify. For example, you might want to return the top 10 values or the top 25 percent of all values in a field.

Note The **TopValues** property applies only to [append](#), [make-table](#), and [select](#) queries.

Setting

The **TopValues** property setting is an [Integer](#) value representing the exact number of values to return or a number followed by a percent sign (%) representing the percentage of records to return. For example, to return the top 10 values, set the **TopValues** property to 10; to return the top 10 percent of values, set the **TopValues** property to 10%.

You can't set this property in code directly. It's set in [SQL view](#) of the [Query window](#) by using a TOP *n* or TOP *n* PERCENT clause in the [SQL statement](#).

You can also set the **TopValues** property by using the query's property sheet or the **Top Values** box on the [Query Design toolbar](#).

Note The **TopValues** property in the query's property sheet and on the **Query Design** toolbar is a combo box that contains a list of values and percentage values. You can select one of these values or you can type any valid setting in the text box portion of this [control](#).

Remarks

Typically, you use the **TopValues** property setting together with sorted fields. The field you want to display top values for should be the leftmost field that has the **Sort** box selected in the [query design grid](#). An ascending sort returns the bottommost records, and a descending sort returns the topmost records. If you specify that a specific number of records be returned, all records with values that match the value in the last record are also returned.

For example, suppose a set of employees has the following sales totals.

Sales Salesperson

90,000 Leverling
80,000 Peacock
70,000 Davolio
70,000 King
60,000 Suyama
50,000 Buchanan

If you set the **TopValues** property to 3 with a descending sort on the Sales field, Microsoft Access returns the following four records.

Sales Salesperson

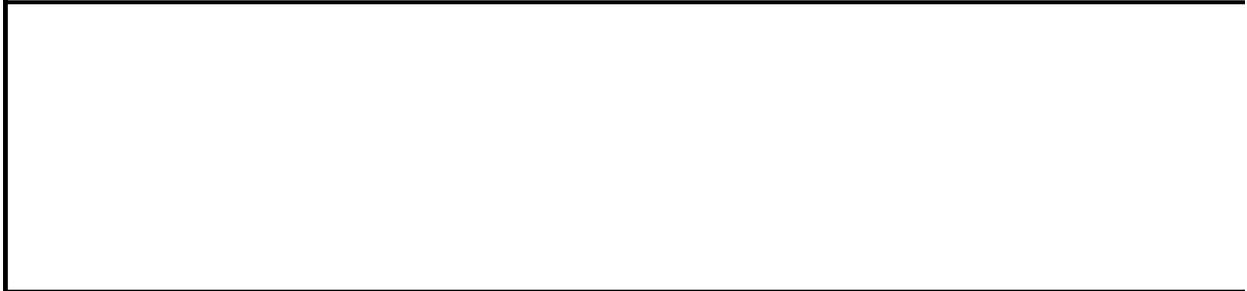
90,000 Leverling
80,000 Peacock
70,000 Davolio
70,000 King

Note To return the topmost or bottommost values without displaying duplicate values, set the [UniqueValues](#) property in the query's property sheet to Yes.

Example

The following example assigns an SQL string that returns the top 10 most expensive products to the **RecordSource** property for a form that will display the ten most expensive products.

```
Dim strGetSQL As String
strGetSQL = "SELECT TOP 10 Products.[ProductName] " _
    & "AS TenMostExpensiveProducts, Products.UnitPrice FROM Products" _
    & "ORDER BY Products.[UnitPrice] DESC;"
Me.RecordSource = strGetSQL
```



Set Properties by Using Visual Basic

You can set most properties from Visual Basic code. How you set a property depends on whether you are setting it for a [Form](#), [Report](#), or [Control](#) object, an ActiveX Data Object (ADO), a Data Access Object (DAO), or for a [DataAccessPage](#) object. The following topics outline the steps involved for setting properties of each type of object:

[Set Form, Report, and Control Properties in Visual Basic](#)

[Set Properties of ActiveX Data Objects in Visual Basic](#)

[Set Properties of Data Access Objects in Visual Basic](#)

[Set Properties of Data Access Pages in Visual Basic](#)



[Show All](#)

Hwnd Property

You can use the **hwnd** property to determine the [handle](#) (a unique **Long Integer** value) assigned by Microsoft Windows to the current window. Read/write **Long**.

expression.**Hwnd**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This property is available only by using a [macro](#) or [Visual Basic](#).

You can use this property in Visual Basic when making calls to [Windows application programming interface \(API\)](#) functions or other external routines that require the **hWnd** property as an [argument](#). Many Windows functions require the **hWnd** property value of the current window as one of the arguments.

Caution Because the value of this property can change while a program is running, don't store the **hWnd** property value in a [public variable](#).

Example

The following example uses the **hWnd** property with the Windows API **IsZoomed** function to determine if a window is maximized.

```
' Enter on single line in Declarations section of Module window.  
Declare Function IsZoomed Lib "user32" (ByVal hWnd As Long) As Long
```

```
Sub Form_Activate()  
    Dim intWindowHandle As Long  
    intWindowHandle = Screen.ActiveForm.hWnd  
    If Not IsZoomed(intWindowHandle) Then  
        DoCmd.Maximize  
    End If  
End Sub
```



[Show All](#)

ReturnsRecords Property

You can use the **ReturnsRecords** property in an SQL [pass-through query](#) to specify whether the query returns records. For example, if your pass-through query is `SELECT * FROM EMPLOYEES`, you can set the **ReturnsRecords** property to Yes to display all employee records in the query's datasheet.

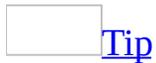
Note The **ReturnsRecords** property applies only to pass-through queries.

Setting

The **ReturnsRecords** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	(Default) The query returns records (as a select query does).
No	False	The query doesn't return records (as an action query does).

You can set this property by using the query's property sheet or [Visual Basic](#).



You can access a pass-through query's **ReturnsRecords** property in Visual Basic, but the preferred method is to use the DAO **ReturnsRecords** property.

Remarks

A pass-through query can return records, or it can be used to change data, create a database object, or perform an action as an action query does.

When you set the **ReturnsRecords** property to Yes, you can use the pass-through query in another query or as the basis for a [combo box](#), [list box](#), form, or report. If you set the **ReturnsRecords** property to No, you can't use the query as the basis for an object or [control](#) because no records are returned.

[Show All](#)

AppTitle Property

You can use the **AppTitle** property to specify the text that appears in the application database's [title bar](#). For example, you can use the **AppTitle** property to specify that the string "Inventory Control" appear in the title bar of your Inventory Control database application.

Setting

The **AppTitle** property is a [string expression](#) containing the text to appear in the title bar.

The easiest way to set this property is by using the **Application Title** option in the **Startup** dialog box, available by clicking **Startup** on the **Tools** menu. You can also set this property by using a [macro](#) or [Visual Basic](#).

To set the **AppTitle** property by using a macro or Visual Basic, you must first either set the property in the **Startup** dialog box once or create the property in the following ways:

- In a [Microsoft Access database](#) (.mdb), you can add it by using the **CreateProperty** method and append it to the **Properties** collection of the **Database** object.
- In a [Microsoft Access project](#) (.adp), you can add it to the [AccessObjectProperties](#) collection of the [CurrentProject](#) object by using the [Add](#) method.

You must also use the [RefreshTitleBar](#) method to make any changes visible immediately.

Remarks

If this property isn't set, the string "Microsoft Access" appears in the title bar.

This property's setting takes effect immediately after setting the property in code (as long as the code includes the **RefreshTitleBar** method) or closing the **Startup** dialog box.



[Show All](#)

AppIcon Property

You can use the **AppIcon** property to specify the name of the [bitmap](#) (.bmp) or icon (.ico) file that contains the application's icon. For example, you can use the **AppIcon** property to specify a .bmp file that contains a picture of an automobile to represent an automotive parts application.

Setting

The **AppIcon** property is a [string expression](#) that's a valid bitmap or icon file name (including the path).

The easiest way to set this property is by using the **Application Icon** option in the **Startup** dialog box, available by clicking **Startup** on the **Tools** menu. You can also set this property by using a [macro](#) or [Visual Basic](#).

To set the **AppIcon** property by using a macro or Visual Basic, you must first either set the property in the **Startup** dialog box once or create the property in the following ways:

- In a [Microsoft Access database](#) (.mdb), you can add it by using the **CreateProperty** method and append it to the **Properties** collection of the **Database** object.
- In a [Microsoft Access project](#) (.adp), you can add it to the [AccessObjectProperties](#) collection of the [CurrentProject](#) object by using the [Add](#) method.

You must also use the [RefreshTitleBar](#) method to make any changes visible immediately.

Remarks

If you are distributing your application, it's recommended that the .bmp or .ico file containing the icon reside in the same directory as your Microsoft Access application.

If the **AppIcon** property isn't set or is invalid, the Microsoft Access icon is displayed.

This property setting takes effect immediately after it's set in code (as long as the code includes the **RefreshTitleBar** method) or the **Startup** dialog box is closed.

Example

The following example shows how to change the **AppIcon** and **AppTitle** properties in a Microsoft Access database (.mdb). If the properties haven't already been set or created, you must create them and append them to the **Properties** collection by using the **CreateProperty** method.

```
Sub cmdAddProp_Click()
    Dim intX As Integer
    Const DB_Text As Long = 10
    intX = AddAppProperty("AppTitle", DB_Text, "My Custom Applicatio
    intX = AddAppProperty("AppIcon", DB_Text, "C:\Windows\Cars.bmp")
    CurrentDb.Properties("UseAppIconForFrmRpt") = 1
    Application.RefreshTitleBar
End Sub

Function AddAppProperty(strName As String, _
    varType As Variant, varValue As Variant) As Integer
    Dim dbs As Object, prp As Variant
    Const conPropNotFoundError = 3270

    Set dbs = CurrentDb
    On Error GoTo AddProp_Err
    dbs.Properties(strName) = varValue
    AddAppProperty = True

AddProp_Bye:
    Exit Function

AddProp_Err:
    If Err = conPropNotFoundError Then
        Set prp = dbs.CreateProperty(strName, varType, varValue)
        dbs.Properties.Append prp
        Resume
    Else
        AddAppProperty = False
        Resume AddProp_Bye
    End If
End Function
```



[Show All](#)

Chart Control (Forms and Reports)

You can use the chart control to [embed](#) a [chart](#) that displays Microsoft Access data from a form or report. You can then edit the chart by using Microsoft Graph from within the form or report.

Note This control should not be confused with the Dynamic HTML image, hotspot image, or Office chart, or Office Spreadsheet control used on a data access page. For information about these control on a data access page, see [Image](#), [Image Hyperlink](#), [Office Chart](#), or [Office Spreadsheet Control \(Data Access Pages\)](#).

Remarks

When you place a chart control on a form or report, Microsoft Access displays the Chart Wizard to help you create the chart.

Note To embed or [link](#) a chart containing data from other applications, use an [unbound object frame](#) or [bound object frame](#) control.



[Show All](#)

OLETypeAllowed Property

You can use the **OLETypeAllowed** property to specify the type of [OLE object](#) a [control](#) can contain. Read/write **Byte**.

expression.**OLETypeAllowed**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **OLETypeAllowed** property uses the following settings.

Setting	Constant	Description
Linked	acOLELinked	The control can contain only a linked object.
Embedded	acOLEEmbedded	The control can contain only an embedded object.
Either	acOLEEither	(Default) The control can contain either a linked or an embedded object.

Note You can set the **OLETypeAllowed** property by using the control's [property sheet](#), a [macro](#), or [Visual Basic](#). You can set the default for this property by using a control's [default control style](#) or the **DefaultControl** method in Visual Basic.

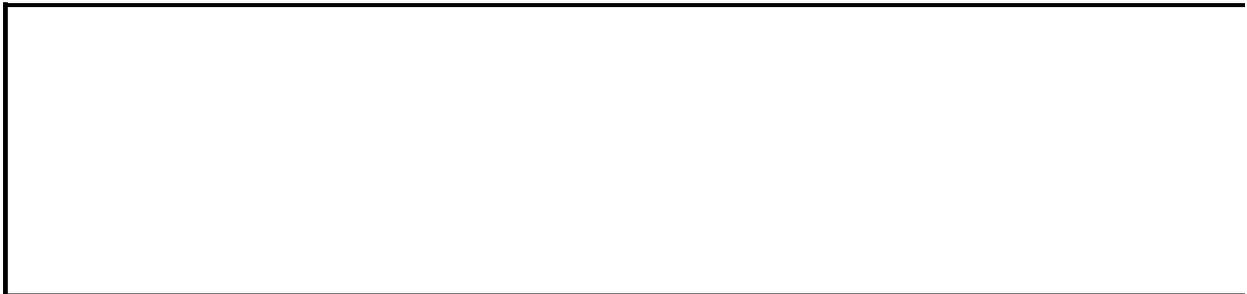
Note For [unbound object frames](#) and [charts](#), you can't change the **OLETypeAllowed** setting after an object is created. For [bound object frames](#), you can change the setting after the object is created. Changing the **OLETypeAllowed** property setting only affects new objects that you add to the control.

To determine the type of OLE object a control already contains, you can use the [OLEType](#) property.

Example

The following example creates a linked OLE object using an unbound object frame named OLE1 and sizes the control to display the object's entire contents when the user clicks a command button.

```
Sub Command1_Click
    OLE1.Class = "Excel.Sheet"      ' Set class name.
    ' Specify type of object.
    OLE1.OLETypeAllowed = acOLELinked
    ' Specify source file.
    OLE1.SourceDoc = "C:\Excel\Oletext.xls"
    ' Specify data to create link to.
    OLE1.SourceItem = "R1C1:R5C5"
    ' Create linked object.
    OLE1.Action = acOLECreateLink
    ' Adjust control size.
    OLE1.SizeMode = acOLESizeZoom
End Sub
```



[Show All](#)

OLEType Property

You can use the **OLEType** property to determine if a [control](#) contains an [OLE object](#), and, if so, whether the object is [linked](#) or [embedded](#). Read/write **Byte**.

expression.**OLEType**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **OLEType** property uses the following settings.

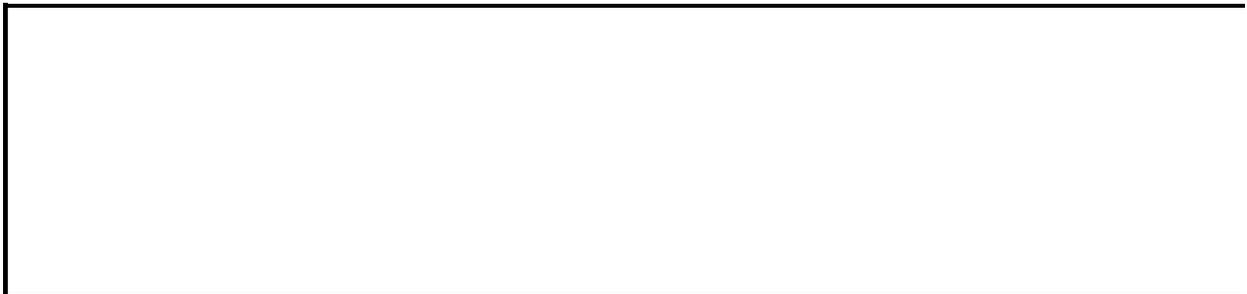
Setting	Constant	Description
Linked	acOLELinked	The control contains a linked object. All the object's data is managed by the application that created it.
Embedded	acOLEEmbedded	The control contains an embedded object. All the object's data is managed by Microsoft Access.
None	acOLENone	The control doesn't contain an OLE object.

Note When creating an OLE object, use the [OLETypeAllowed](#) property to determine what type of object a control can contain.

Example

The following example illustrates how to display the **Insert Object** dialog box and how to display an error message if the **Cancel** button in the **Insert Object** dialog box is clicked.

```
Sub InsertObject_Click()  
    Dim conUserCancelled As Integer  
  
    ' Error message returned when user cancels.  
    conUserCancelled = 2001  
    On Error GoTo ButtonErr  
    If OLE1.OLEType = acOLENone Then  
        ' No OLE object created.  
        ' Display Insert Object dialog box.  
        OLE1.Action = acOLEInsertObjDlg  
    End If  
    Exit Sub  
  
ButtonErr:  
    If Err = conUserCancelled Then ' Display message.  
        MsgBox "You clicked the Cancel button; " _  
            & "no object was created."  
    End If  
    Resume Next  
End Sub
```



[Show All](#)

Set Properties by Using Macros

From a macro, you can set properties for **Form**, **Report**, and **Control** objects, as well as form and report [sections](#). You use the SetValue action from a macro to set the value of a property.

You can't use a macro to set properties of other [Microsoft Access objects](#) or [ActiveX Data Objects \(ADO\)](#), or to set the default properties of a control, but you can set them either by using Visual Basic or an object's [property sheet](#) in [Design view](#).

To set a form, report, or control property by using a macro

1. In a macro, add a SetValue action.
2. Set the Item action argument of the SetValue action to an expression that refers to the property you want to set:

- To set a form or report property, use the syntax

Forms!*formname.propertyname* or

Reports!*reportname.propertyname*. For example, the following expression refers to the **Visible** property of the Customers form:

```
Forms!Customers.Visible
```

- To set a property of a [control](#) on a form or report, use the syntax **Forms!***formname!controlname.propertyname* or **Reports!***reportname!controlname.propertyname*. For example, the following expression refers to the **Visible** property of the HiddenPageBreak control on the Invoices report:

```
Reports!Invoices!HiddenPageBreak.Visible
```



If the macro containing the SetValue action runs from the form or report with the property you want to set, you can refer to the property by using just the syntax *propertyname*. However, it's a good idea to use the full syntax to

refer to the property to avoid conflicts with names of controls or Visual Basic keywords. For example, **Name** is a Microsoft Access property; if you also have a control on your form called Name, you should use the full syntax to refer to both the control and the property.

3. Set the Expression action argument of the SetValue action to the value you want to set the property to. If the setting is a string, be sure to enclose it in double (") quotation marks. For example, to set the **Caption** property of a form to Orders, you would enter "**Orders**" in the Expression argument.

To set a section property by using a macro

1. In a macro, add a SetValue action.
2. In the Item action argument, use the syntax **Forms!formname.Section(constant).propertyname** to refer to the property you want to set. The *constant* argument refers to a particular section on the form or report, as described in the [Section](#) property. For example, the following expression refers to the **Visible** property of the page header section of the Customers form:

```
Forms!Customers.Section(acPageHeader).Visible
```

3. Set the Expression action argument as described above.

Note For each property you want to set, you can look up the property in the Help index to find information about:

- Whether you can set the property from a macro.
- Views in which you can set the property. Not all properties can be set in all views. For example, you can set a form's **BorderStyle** property only in [form Design view](#).
- Which values you can use to set the property. Some properties require settings that don't correspond to values in the property sheet but to numeric values. You may need to set the property by using the settings you would use in Visual Basic rather than those you would use in the property sheet. For example, if the property settings are selections from a list, you must use the value or numeric equivalent for each selection.



[Show All](#)

OpenForm Action

You can use the OpenForm action to open a [form](#) in [Form view](#), form [Design view](#), [Print Preview](#), or [Datasheet view](#). You can select data entry and window modes for the form and restrict the [records](#) that the form displays.

Setting

The OpenForm action has the following arguments.

Action argument	Description
Form Name	<p>The name of the form to open. The Form Name box in the Action Arguments section of the Macro window shows all forms in the current database. This is a required argument.</p> <p>If you run a macro containing the OpenForm action in a library database, Microsoft Access looks for the form with this name first in the library database, then in the current database.</p> <p>The view in which the form will open. Click Form, Design, Print Preview, Datasheet, PivotTable, or PivotChart in the View box. The default is Form.</p>
View	<p>Note The View argument setting overrides the settings of the form's DefaultView and ViewsAllowed properties. For example, if a form's ViewsAllowed property is set to Datasheet, you can still use the OpenForm action to open the form in Form view.</p>
Filter Name	<p>A filter that restricts or sorts the form's records. You can enter the name of either an existing query or a filter that was saved as a query. However, the query must include all the fields in the form you are opening or have its OutputAllFields property set to Yes.</p> <p>A valid SQL WHERE clause (without the word WHERE) or expression that Access uses to select records from the form's underlying table or query. If you select a filter with the Filter Name argument, Access applies this WHERE clause to the results of the filter.</p> <p>To open a form and restrict its records to those specified by the value of a control on another form, use the following expression:</p>
Where	<p>[fieldname] = Forms![formname]![controlname on other form]</p>

Condition The *fieldname* argument is the name of a field in the underlying table or query of the form you want to open. The *controlname on other form* argument is the name of the control on the other form that contains the value you want records in the first form to match.

Note The maximum length of the Where Condition argument is 255 characters. If you need to enter a more complex SQL WHERE clause longer than this, use the **OpenForm** method of the **DoCmd** object in Microsoft Visual Basic instead. You can enter SQL WHERE clause statements of up to 32,768 characters in Visual Basic.

The data entry mode for the form. This applies only to forms opened in Form view or Datasheet view. Click **Add** (the user can add new records but can't edit existing records), **Edit** (the user can edit existing records and add new records), or **Read Only** (the user can only view records). The default is **Edit**.

Notes

Data
Mode

- The Data Mode argument setting overrides the settings of the form's **AllowEdits**, **AllowDeletions**, **AllowAdditions**, and **DataEntry** properties. For example, if a form's **AllowEdits** property is set to **No**, you can still use the OpenForm action to open the form in Edit mode.
- If you leave this argument blank, Access opens the form in the data entry mode set by the form's **AllowEdits**, **AllowDeletions**, **AllowAdditions**, and **DataEntry** properties.

Window
Mode

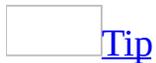
The window mode in which the form opens. Click **Normal** so the form is in the mode set by its [properties](#), **Hidden** (the form is hidden), **Icon** (the form opens minimized as a small title bar at the bottom of the screen), or **Dialog** (the form's **Modal** and **PopUp** properties are set to **Yes**). The default is **Normal**.

Remarks

This action is similar to clicking the **Open** button or **Design** button after clicking **Forms**  under **Objects**, and then selecting a form in the [Database window](#).

A form can be [modal](#) (it must be closed or hidden before the user can perform any other action) or modeless (the user can move to other windows while the form is open). It can also be a [pop-up form](#) (a form used to collect or display information that remains on top of all other Access windows). You set the **Modal** and **PopUp** properties when you design the form. If you use **Normal** for the Window Mode argument, the form opens in the mode specified by these property settings. If you use **Dialog** for the Window Mode argument, these properties are both set to **Yes**. A form opened as hidden or as an icon returns to the mode specified by its property settings when you show or restore it.

When you open a form with the Window Mode argument set to **Dialog**, Access suspends the macro until the form is closed or hidden. You can hide a form by setting its **Visible** property to **No** by using the SetValue action.



You can select a form in the Database window and drag it to a macro [action row](#). This automatically creates an OpenForm action that opens the form in Form view.

The filter and WHERE condition you apply become the setting of the form's **Filter** property.

Examples

[Set the value of a control by using a macro](#)

The following macro opens the Add Products form from a button on the Suppliers form. It shows the use of the Echo, Close, OpenForm, SetValue, and GoToControl actions. The SetValue action sets the Supplier ID control on the Products form to the current supplier on the Suppliers form. Then the GoToControl action moves the focus to the Category ID field, where you can begin to enter data for the new product. This macro should be attached to the Add Products button on the Suppliers form.

Action	Arguments: Setting	Comment
Echo	Echo On: No Object Type: Form	Stop screen updating while the macro is running.
Close	Object Name: Product List Save: No Form Name: Products View: Form	Close Product List form.
OpenForm	Data Mode: Add Window Mode: Normal	Open the Products form.
SetValue	Item: [Forms]! [Products]! [SupplierID] Expression: SupplierID	Set the Supplier ID control to the current supplier on the Suppliers form.

GoToControl Control Name: Go to the Category ID control.
 CategoryID

[Synchronize forms by using a macro](#)

The following macro opens a Product List form in the lower-right corner of the Suppliers form, displaying the current supplier's products. It shows the use of the Echo, MsgBox, GoToControl, StopMacro, OpenForm, and MoveSize actions. It also shows the use of a conditional expression with the MsgBox, GoToControl, and StopMacro actions. This macro should be attached to the Review Products button on the Suppliers form.

Condition	Action	Arguments: Setting	Comment
	Echo	Echo On: No	Stop screen updating while the macro is running.
IsNull([SupplierID])	MsgBox	Message: Move to the supplier record whose products you want to see, then click the Review Products button again. Beep: Yes Type: None Title: Select a Supplier	If there is no current supplier on the Suppliers form, display a message.
...	GoToControl	Control Name: CompanyName	Move focus to the CompanyName control.
...	StopMacro	Form Name: Product List View: Datasheet	Stop the macro.

OpenForm	<p>Filter Name:</p> <p>Where Condition: [SupplierID] = [Forms]! [Suppliers]![SupplierID]</p> <p>Data Mode: Read Only</p> <p>Window Mode: Normal</p>	<p>Open the Product List form and show the current supplier's products.</p>
MoveSize	<p>Right: 0.7799"</p> <p>Down: 1.8"</p>	<p>Position the Product List form in the lower right of the Suppliers form.</p>

[Show All](#)

ApplyFilter Action

You can use the ApplyFilter action to apply a [filter](#), a [query](#), or an [SQL WHERE clause](#) to a [table](#), [form](#), or [report](#) to restrict or sort the records in the table, or the records from the underlying table or query of the form or report. For reports, you can use this action only in a [macro](#) specified by the report's **OnOpen** event property.

Note You can use this action to apply an SQL WHERE clause only when applying a server filter. A server filter cannot be applied to a stored procedure's record source.

Setting

The ApplyFilter action has the following arguments.

Action argument	Description
Filter Name	<p>The name of a filter or query that restricts or sorts the records of the table, form, or report. You can enter the name of either an existing query or a filter that has been saved as a query in the Filter Name box in the Action Arguments section of the Macro window.</p> <p>Note When you are using this action to apply a server filter, the Filter Name argument must be blank.</p> <p>A valid SQL WHERE clause (without the word WHERE) or an expression that restricts the records of the table, form, or report.</p> <p>Note In a Where Condition argument expression, the left side of the expression typically contains a field name from the underlying table or query for the form or report. The right side of the expression typically contains the criteria you want to apply to this field in order to restrict or sort the records. For example, the criteria can be the name of a control on another form that contains the value you want the records in the first form to match. The name of the control should be fully qualified, for example:</p> <p>Forms!formname!controlname</p> <p>Field names should be surrounded by double quotation marks and string literals should be surrounded by single quotation marks.</p> <p>The maximum length of the Where Condition argument is 255 characters. If you need to enter a longer SQL WHERE clause, use the ApplyFilter method of the DoCmd object in Microsoft Visual Basic. You can enter SQL WHERE clause statements of up to 32,768 characters in Visual Basic.</p>
Where Condition	

Note You can use the Filter Name argument if you've already defined a filter

that provides the appropriate data. You can use the Where Condition argument to enter the restriction criteria directly. If you use both arguments, Microsoft Access applies the WHERE clause to the results of the filter. You must use one or both arguments.

Remarks

You can apply a filter or query to a form in [Form view](#) or [Datasheet view](#).

The filter and WHERE condition you apply become the setting of the form's or report's **Filter** or **ServerFilter** property.

For tables and forms, this action is similar to clicking **Apply Filter/Sort** or **Apply Server Filter** on the **Records** menu. The menu command applies the most recently created filter to the table or form, whereas the ApplyFilter action applies a specified filter or query.

In an [Access database](#), if you point to **Filter** on the **Records** menu and then click **Advanced Filter/Sort** after running the ApplyFilter action, the [Advanced Filter/Sort window](#) shows the filter criteria you've selected with this action.

To remove a filter and display all of the records for a table or form in an Access database, you can use the ShowAllRecords action or the **Remove Filter/Sort** command on the **Records** menu. To remove a filter in an [Access project](#) (.adp), you can return to the [Server Filter By Form window](#) and remove all filter criteria and then click **Apply Server Filter** on the **Records** menu on the toolbar, or set the **ServerFilterByForm** property to **False** (0).

When you save a table or form, Access saves any filter currently defined in that object, but won't apply the filter automatically the next time the object is opened (although it will automatically apply any sort you applied to the object before it was saved). If you want to apply a filter automatically when a form is first opened, specify a macro containing the ApplyFilter action or an event procedure containing the **ApplyFilter** method of the **DoCmd** object as the **OnOpen** event property setting of the form. You can also apply a filter by using the OpenForm or OpenReport action, or their corresponding methods. To apply a filter automatically when a table is first opened, you can open the table by using a macro containing the OpenTable action, followed immediately by the ApplyFilter action.

Example

 [Apply a filter by using a macro](#)

The following macro contains a set of actions, each of which filters the records for a Customer Phone List form. It shows the use of the ApplyFilter, ShowAllRecords, and GoToControl actions. It also shows the use of conditions to determine which toggle button in an option group has been selected on the form. Each action row is associated with a toggle button that selects the set of records starting with A, B, C, and so on, or all records. This macro should be attached to the **AfterUpdate** event of the CompanyNameFilter option group.

Condition	Action	Arguments: Setting	Comment
[CompanyNameFilters]=1	ApplyFilter	Where Condition: [CompanyName] Like "[AÀÁÂÃÄ]*"	Filter for company names that start with A, À, Á, Â, Ã, or Ä.
[CompanyNameFilters]=2	ApplyFilter	Where Condition: [CompanyName] Like "B*"	Filter for company names that start with B.
[CompanyNameFilters]=3	ApplyFilter	Where Condition: [CompanyName] Like "[CÇ]*"	Filter for company names that start with C or Ç.
... Action rows for D through Y have the same format as A through C ...			
[CompanyNameFilters]=26	ApplyFilter	Where Condition: [CompanyName] Like "	Filter for company names that start with Z,

[ZÆØÅ]*"

Æ, Ø, or Å.

[CompanyNameFilters]=27 ShowAllRecords

Show all records.

[RecordsetClone].
[RecordCount]>0

GoToControl

Control Name:
CompanyName

If records are returned for the selected letter, move focus to the CompanyName control.

[Show All](#)

ShowAllRecords Action

You can use the ShowAllRecords action to remove any applied [filter](#) from the active [table](#), query [result set](#), or [form](#), and display all [records](#) in the table or result set or all records in the form's underlying table or query.

Setting

The ShowAllRecords action doesn't have any arguments.

Remarks

You can use this action to ensure that all records (including any changed or new records) are displayed for a table, query result set, or form. This action causes a [requery](#) of the records for a form or [subform](#).

You can also use this action to remove any filter that was applied with the ApplyFilter action, the **Apply Filter/Sort** command on the **Records** menu, or the Filter Name or Where Condition argument of the OpenForm action.

This action has the same effect as clicking **Remove Filter/Sort** on the **Records** menu or clicking **Remove Filter**  on the [toolbar](#) in [Form view](#) or [Datasheet view](#).

To run the ShowAllRecords action in Visual Basic, use the **ShowAllRecords** method of the **DoCmd** object.

Example

[Apply a filter by using a macro](#)

The following macro contains a set of actions, each of which filters the records for a Customer Phone List form. It shows the use of the ApplyFilter, ShowAllRecords, and GoToControl actions. It also shows the use of conditions to determine which toggle button in an option group has been selected on the form. Each action row is associated with a toggle button that selects the set of records starting with A, B, C, and so on, or all records. This macro should be attached to the **AfterUpdate** event of the CompanyNameFilter option group.

Condition	Action	Arguments: Setting	Comment
[Company Name Filters] =1	ApplyFilter	Where Condition: [Company Name] Like "[AÀÁÂÃ]*"	Filter for company names that start with A, À, Á, Â, Ã, or Ä.
[Company Name Filters] =2	ApplyFilter	Where Condition: [Company Name] Like "B*"	Filter for company names that start with B.
[Company Name Filters] =3	ApplyFilter	Where Condition: [Company Name] Like "[CÇ]*"	Filter for company names that start with C or Ç.

... Action rows for D through Y have the same format as A through C ...

Where

[Company Name Filters] =26	ApplyFilter	Condition: [Company Name] Like "[ZÆØÅ]*"	Filter for company names that start with Z, Æ, Ø, or Å.
[Company Name Filters] =27	ShowAllRecords		Show all records.
[RecordsetClone]. [RecordCount]>0	GoToControl	Control Name: CompanyName	If records are returned for the selected letter, move focus to the CompanyName control.

[Show All](#)

Close Action

You can use the Close action to close either a specified Microsoft Access window or the active window if none is specified.

Setting

The Close action has the following arguments.

Action argument	Description
Object Type	<p>The type of object whose window you want to close. Click Table, Query, Form, Report, Macro, Module, Data Access Page, Server View, Diagram, Stored Procedure, or Function in the Object Type box in the Action Arguments section of the Macro window. To select the active window, leave this argument blank.</p> <p>Note If you are closing a module in the Visual Basic Editor, you must use Module in the Object Type argument.</p>
Object Name	<p>The name of the object to be closed. The Object Name box shows all objects in the database of the type selected by the Object Type argument. Click the object to close. If you leave the Object Type argument blank, leave this argument blank also.</p>
Save	<p>Whether to save changes to the object when it's closed. Click Yes (save the object), No (close the object without saving it), or Prompt (prompt the user whether or not to save the object). The default is Prompt.</p>

Remarks

The Close action works on all database objects that the user can explicitly open or close. This action has the same effect as selecting an object and then closing it by clicking **Close** on the **File** menu, clicking **Close** on the **Control** menu for the object's window, or clicking the **Close** button for the object.

If the Save argument is set to **Prompt** and the object hasn't already been saved before the Close action is carried out, a dialog box prompts the user to save the object before the macro closes it. If you've set the Warnings On argument of the SetWarnings action to **No**, the dialog box isn't displayed and the object is automatically saved.

To run the Close action in Microsoft Visual Basic, use the **Close** method of the **DoCmd** object.

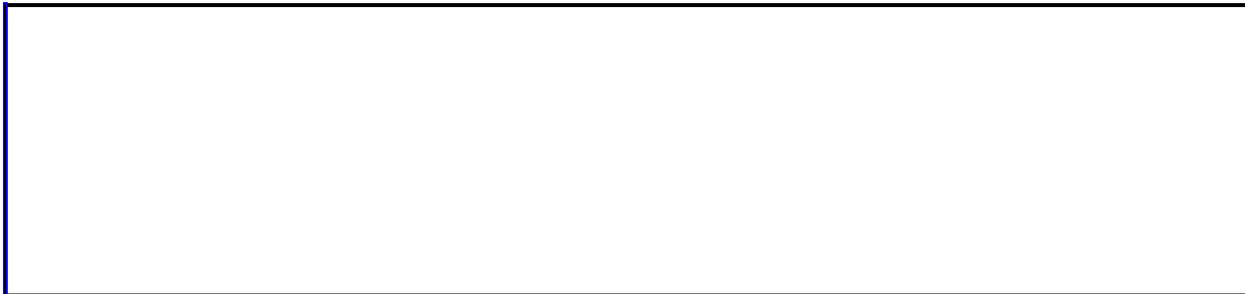
[Show All](#)

Table Field

Table fields are separate pieces of information that make up a record within a table. You can control the appearance of data, specify default values, and speed up searching and sorting by setting field properties in the Field Properties section of [table Design view](#).

Microsoft Access uses field properties when you view or edit data. For example, the **Format**, **InputMask**, and **Caption** properties that you set affect the appearance of table and query databases. The controls on new forms and reports that are based on the table inherit these properties by default. You can use other properties to set rules for data or to require data entry in your fields, which Microsoft Access enforces whenever you add or edit data in a table.

To open a table in Design view, go to the [Database window](#), click the **Tables** tab, select the table you want to open, and then click **Design**.



[Show All](#)

DisplayControl Property

You can use the **DisplayControl** property in [table Design view](#) to specify the default [control](#) you want to use for displaying a field.

Setting

You can set the **DisplayControl** property in the table's [property sheet](#) in table Design view by clicking the **Lookup** tab in the Field Properties section.

This property contains a drop-down list of the available controls for the selected field. For fields with a [Text](#) or [Number](#) data type, this property can be set to Text Box, List Box, or Combo Box. For fields with a [Yes/No](#) data type, this property can be set to Check Box, Text Box, or Combo Box.

Remarks

When you select a control for this property, any additional properties needed to configure the control are also displayed on the **Lookup** tab.



You can let Microsoft Access set the **DisplayControl** property and any related properties for you when you select the Lookup Wizard as the data type for a field.

Setting this property and any related control type properties will affect the field display in both [Datasheet view](#) and [Form view](#). The field is displayed by using the control and control property settings set in table Design view. If a field had its **DisplayControl** property set in table Design view and you drag it from the [field list](#) in [form Design view](#), Microsoft Access copies the appropriate properties to the control's property sheet.



[Show All](#)

FieldName Property

You can use the **FieldName** property to specify the name of a field within a table. For example, you can specify "Last Name" for a field that stores employees' last names within the Employees table.

Setting

Enter a field name, following Microsoft Access object naming rules. The name can't duplicate any other field name in the table.

Note Avoid specifying a name for a field that could cause a conflict with built-in Microsoft Access function or property names, such as the **Name** property.

You can set this property in the upper portion of [table Design view](#) or by using [Visual Basic](#).

In Visual Basic, use the ADO **Name** property to read and set a table's field name.

Remarks

Microsoft Access identifies a field by its field name. Once you have specified a field name in table Design view, you can use that name in [expressions](#), Visual Basic [procedures](#), and [SQL statements](#).

[Show All](#)

Check Box Control (Forms and Reports)

A check box on a form or report is a stand-alone control that display a Yes/No value from an underlying [record source](#).

Note This control should not be confused with the Dynamic HTML check box control used on a data access page. For information about a check box control on a data access page, see [Check Box Control \(Data Access Pages\)](#).

Remarks

When you select or clear a check box that's bound to a Yes/No field, Microsoft Access displays the value in the underlying table according to the field's [Format](#) property (Yes/No, True/False, or On/Off).

You can also use check boxes in an [option group](#) to display values to choose from.

It's also possible to use an [unbound](#) check box in a [custom dialog box](#) to accept user input.



[Show All](#)

Combo Box Control (Forms)

The combo box control combines the features of a [text box](#) and a [list box](#). Use a combo box when you want the option of either typing a value or selecting a value from a predefined list.

Note This control should not be confused with the Dynamic HTML drop-down list box control used on a data access page. For information about a drop-down list box control on a data access page, see [Drop-down List Box Control \(Data Access Page\)](#).

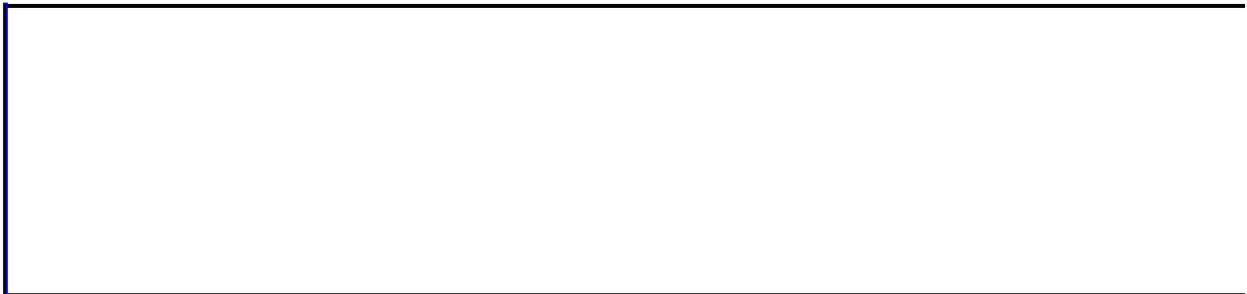
Remarks

In [Form view](#), Microsoft Access doesn't display the list until you click the combo box's arrow.

If you have Control Wizards on before you select the combo box tool, you can create a combo box with a wizard. To turn Control Wizards on or off, click the Control Wizards button in the toolbox.

The setting of the [LimitToList](#) property determines whether you can enter values that aren't in the list.

The list can be single- or multiple-column, and the columns can appear with or without headings.



[Show All](#)

Command Button Control (Forms)

A command button on a form can start an action or a set of actions. For example, you could create a command button that opens another form. To make a command button do something, you write a [macro](#) or [event procedure](#) and attach it to the button's [OnClick](#) property.

Note This control should not be confused with the Dynamic HTML command button control used on a data access page. For information about a command button control on a data access page, see [Command Button Control \(Data Access Pages\)](#).

Remarks

You can display text on a command button by setting its [Caption](#) property, or you can display a picture by setting its [Picture](#) property.



[Tip](#)

You can create over 30 different types of command buttons with the Command Button Wizard. When you use the Command Button Wizard, Microsoft Access creates the button and the event procedure for you.

[Show All](#)

ActiveX Control (Form)

Some of the content in this topic may not be applicable to some languages.

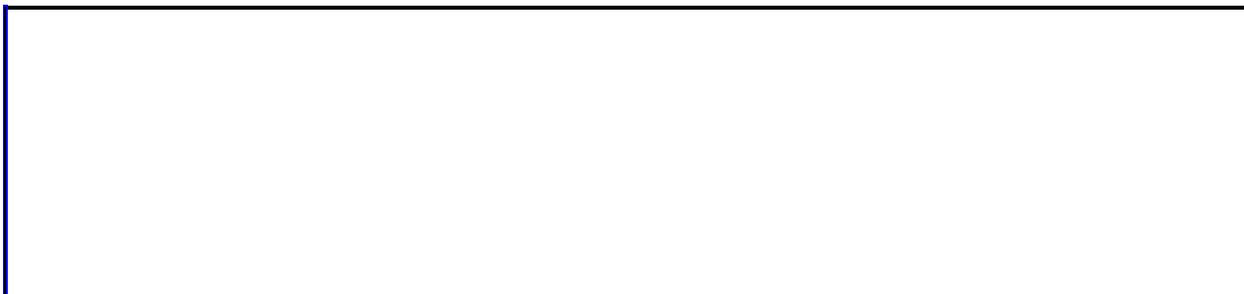
In addition to the built-in [controls](#) that appear in the toolbox, Microsoft Access supports ActiveX controls (formerly known as custom or OLE controls). An ActiveX control, like a built-in control, is an object that you place on a [form](#) to enable or enhance a user's interaction with an application. ActiveX controls have events and can be incorporated into other controls. These controls have an .ocx file name extension. The Calendar control is an example of an ActiveX control.

Control:

Tool:



Note This control should not be confused with the Dynamic HTML ActiveX control used on a data access page. For information about a ActiveXcontrol on a data access page, see [ActiveX Control \(Data Access Pages\)](#).



[Show All](#)

Label Control (Forms and Reports)

Labels on a form or report display descriptive text such as titles, captions, or brief instructions. Labels have certain characteristics:

- Labels don't display values from [fields](#) or [expressions](#).
- Labels are always [unbound](#).
- Labels don't change as you move from record to record.

Note This control should not be confused with the Dynamic HTML label control used on a data access page. For information about a label control on a data access page, see [Label Control \(Data Access Pages\)](#).

Remarks

A label can be attached to another control. When you create a text box, for example, it has an attached label that displays a caption for that text box. This label appears as a column heading in the [Datasheet view](#) of a form.

When you create a label by using the **Label** tool, the label stands on its own— it isn't attached to any other control. You use stand-alone labels for information such as the title of a form or report, or for other descriptive text. Stand-alone labels don't appear in Datasheet view.



[Show All](#)

List Box Control (Forms)

The list box control displays a list of values or alternatives. In many cases, it's quicker and easier to select a value from a list than to remember a value to type. A list of choices also helps ensure that the value that's entered in a field is correct.

The list in a list box consists of rows of data. Rows can have one or more columns, which can appear with or without headings.

Note This control should not be confused with the Dynamic HTML list box control used on a data access page. For information about a list box control on a data access page, see [List Box Control \(Data Access Pages\)](#).

Remarks

If a multiple-column list box is [bound](#), Microsoft Access stores the values from one of the columns.

You can use an [unbound](#) list box to store a value that you can use with another control. For example, you could use an unbound list box to limit the values in another list box or in a [custom dialog box](#). You could also use an unbound list box to find a record based on the value you select in the list box.

If you don't have room on your form to display a list box, or if you want to be able to type new values as well as select values from a list, use a [combo box](#) instead of a list box.



[Show All](#)

Option Button Control (Forms and Reports)

An option button on a form or report is a stand-alone control used to display a Yes/No value from an underlying [record source](#)

Note This control should not be confused with the Dynamic HTML option button control used on a data access page. For information about a option button control on a data access page, see [Option Button Control \(Data Access Pages\)](#).

Remarks

When you select or clear an option button that's bound to a Yes/No field, Microsoft Access displays the value in the underlying table according to the field's **Format** property (Yes/No, **True/False**, or On/Off).

You can also use option buttons in an [option group](#) to display values to choose from.

It's also possible to use an unbound option button in a [custom dialog box](#) to accept user input.



[Show All](#)

Option Group Control (Forms and Reports)

An option group on a form or report displays a limited set of alternatives. An option group makes selecting a value easy since you can just click the value you want. Only one option in an option group can be selected at a time.

An option group consists of a group frame and a set of [check boxes](#), [toggle buttons](#), or [option buttons](#).

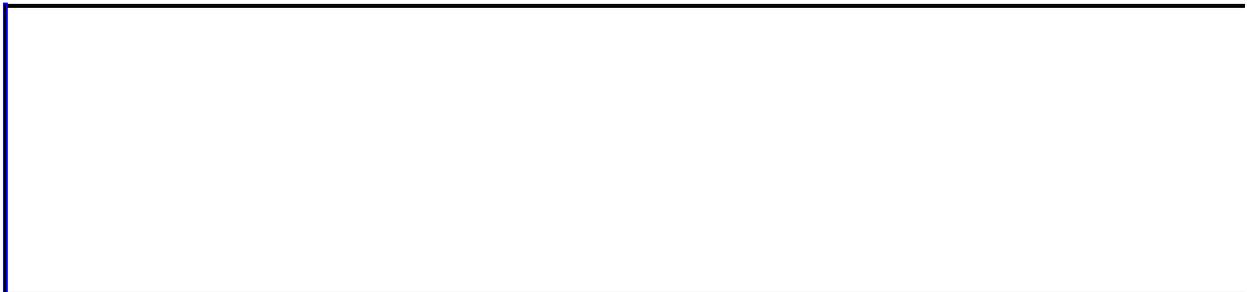
Note This control should not be confused with the Dynamic HTML option group control used on a data access page. For information about a option group control on a data access page, see [Option Group Control \(Data Access Pages\)](#).

Remarks

If an option group is [bound](#) to a field, only the group frame itself is bound to the field, not the check boxes, toggle buttons, or option buttons inside the frame. Instead of setting the [ControlSource](#) property for each control in the option group, you set the [OptionValue](#) property of each check box, toggle button, or option button to a number that's meaningful for the field to which the group frame is bound. When you select an option in an option group, Microsoft Access sets the value of the field to which the option group is bound to the value of the selected option's **OptionValue** property.

Note The **OptionValue** property is set to a number because the value of an option group can only be a number, not text. Microsoft Access stores this number in the underlying table. In the preceding example, if you want to display the name of the shipper instead of a number in the Orders table, you can create a separate table called Shippers that stores shipper names, and then make the ShipVia field in the Orders table a [Lookup](#) field that looks up data in the Shippers table.

An option group can also be set to an [expression](#), or it can be unbound. You can use an unbound option group in a [custom dialog box](#) to accept user input and then carry out an action based on that input.



[Show All](#)

Subform/Subreport Control

The subform/subreport control [embeds](#) a form in a form or a report in a report.

For example, you can use a form with a subform to present [one-to-many relationships](#), such as one product category with the items that fall into that category. In this case, the main form can display the category ID, name, and description; the subform can display the available products in that category.



Instead of creating the main form, and then adding the subform control to it, you can simultaneously create the main form and subform with a wizard. You can also create a subform or subreport by dragging an existing form or report from the [Database window](#) to the main form or report.

[Show All](#)

Tab Control

A tab control contains multiple pages on which you can place other controls, such as [text boxes](#) or [option buttons](#). When a user clicks the corresponding tab, that page becomes active.

With the tab control, you can construct a single form or dialog box that contains several different tabs, and you can group similar options or data on each tab's page. For example, you might use a tab control on an Employees form to separate general and personal information.



[Show All](#)

Text Box Control (Forms and Reports)

Text boxes on a form or report display data from a [record source](#). This type of text box is called a bound text box because it's [bound](#) to data in a field. Text boxes can also be [unbound](#). For example, you can create an unbound text box to display the results of a calculation, or to accept input from a user. Data in an unbound text box isn't saved with the database.

Note This control should not be confused with the Dynamic HTML text box control used on a data access page. For information about a text box control on a data access page, see [Text Box Control \(Data Access Pages\)](#).

[Show All](#)

Toggle Button Control

A toggle button on a form is a stand-alone control used to display a Yes/No value from an underlying [record source](#).

Remarks

When you click a toggle button that's bound to a Yes/No field, Microsoft Access displays the value in the underlying table according to the field's [Format](#) property (Yes/No, **True/False**, or On/Off).

Toggle buttons are most useful when used in an [option group](#) with other buttons.

You can also use a toggle button in a [custom dialog box](#) to accept user input.

[Show All](#)

DatasheetGridlinesBehavior Property

You can use the **DatasheetGridlinesBehavior** property to specify which gridlines will appear in [Datasheet view](#). Read/write **Byte**.

expression.**DatasheetGridlinesBehavior**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

This **DatasheetGridlinesBehavior** property applies only to objects in Datasheet view.

This property is only available in [Visual Basic](#) within a [Microsoft Access database](#) (.mdb).

The **DatasheetGridlinesBehavior** property uses the following settings.

Setting	Visual Basic	Description
None	acGridlinesNone	No gridlines are displayed.
Horizontal	acGridlinesHoriz	Only horizontal gridlines are displayed.
Vertical	acGridlinesVert	Only vertical gridlines are displayed.
Both	acGridlinesBoth	(Default) Horizontal and vertical gridlines are displayed.

Note You can set this property by using the **Gridlines** button on the **Formatting (Datasheet) toolbar**, and in an Access database (.mdb), by using a [macro](#), or by using Visual Basic.

The following setting information applies to both Access databases (.mdb) and [Access projects](#) (.adp):

You can also set this property by selecting the settings displayed under **Gridlines Shown** in the **Cells Effects** dialog box, available by clicking **Cells** on the **Format** menu.

You can set the default **DatasheetGridlinesBehavior** property by using the settings under **Default Gridlines Showing** on the **Datasheet** tab of the **Options** dialog box, available by clicking **Options** on the **Tools** menu.

Changes to this property will be visible only if the [DatasheetCellsEffect](#) property is set to Flat.

The following table contains the properties that don't exist in the DAO [Properties](#) collection of until you set them by using the **Formatting**

(**Datasheet**) toolbar or you can add them in an Access database (.mdb) by using the [CreateProperty](#) method and append it to the DAO **Properties** collection.

[DdatasheetFontItalic](#) * [DdatasheetForeColor](#) *
[DdatasheetFontHeight](#) * [DdatasheetBackColor](#)
[DdatasheetFontName](#) * [DdatasheetGridlinesColor](#)
[DdatasheetFontUnderline](#) * [DdatasheetGridlinesBehavior](#)
[DdatasheetFontWeight](#) * [DdatasheetCellsEffect](#)

Note When you add or set any property listed with an asterisk, Microsoft Access automatically adds all the properties listed with an asterisk to the **Properties** collection in the database.



[Show All](#)

DatasheetGridlinesColor Property

You can use the **DatasheetGridlinesColor** property to specify the color of gridlines in a datasheet. Read/write **Long**.

expression.**DatasheetGridlinesColor**

expression Required. An expression that returns one of the objects in the Applies To list.

Remarks

The **DatasheetGridlinesColor** property applies only to objects in [Datasheet view](#).

This property is only available in [Visual Basic](#) within a [Microsoft Access database](#) (.mdb).

The **DatasheetGridlinesColor** property setting is a **Long Integer** value. In Visual Basic, you can also use the **RGB** or **QBColor** functions to set this property.

You can set this property by using **Line Color** on the **Formatting (Datasheet) toolbar**, in an Access database (.mdb), you can add the property by using a [macro](#), or by using Visual Basic.

The following setting information applies to both Access databases (.mdb) and [Access projects](#) (.adp):

You can also set this property by clicking **Cells** on the **Format** menu and displaying the **Cells Effects** dialog box. You can then select an available color from the drop-down list under **Gridline color**.

You can set the default **DatasheetGridlinesColor** property by using the settings under **Default Colors** on the **Datasheet** tab of the **Options** dialog box, available by clicking **Options** on the **Tools** menu.

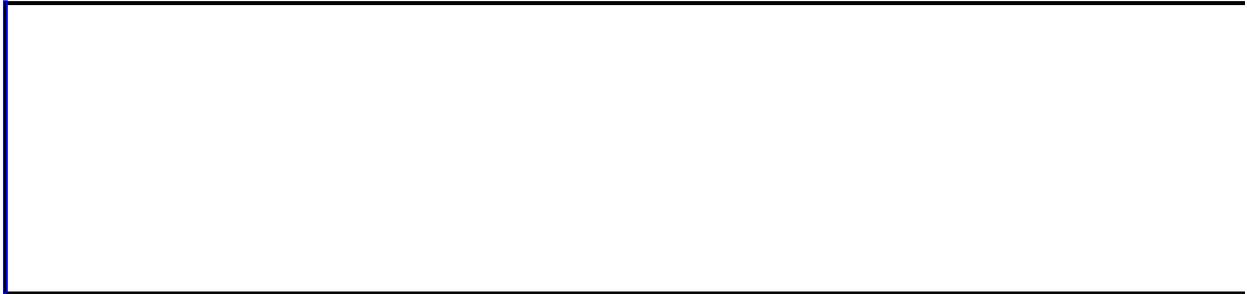
This property setting affects the gridline color for the entire datasheet. It's not possible to set the gridline color of individual cells in Datasheet view.

The following table contains the properties that don't exist in the DAO **Properties** collection of until you set them by using the **Formatting (Datasheet)** toolbar or you can add them in an Access database (.mdb) by using the **CreateProperty** method and append it to the DAO **Properties** collection.

DatasheetFontItalic *	DatasheetForeColor *
DatasheetFontHeight *	DatasheetBackColor
DatasheetFontName *	DatasheetGridlinesColor

[DatasheetFontUnderline](#) * [DatasheetGridlinesBehavior](#)
[DatasheetFontWeight](#) * [DatasheetCellsEffect](#)

Note When you add or set any property listed with an asterisk, Microsoft Access automatically adds all the properties listed with an asterisk to the **Properties** collection in the database.



[Show All](#)

FieldSize Property

You can use the **FieldSize** property to set the maximum size for data stored in a field set to the [Text](#), [Number](#), or [AutoNumber](#) data type.

Setting

If the **Data Type** property is set to Text, enter a number from 0 to 255. The default setting is 50.

If the **Data Type** property is set to AutoNumber, the **Field Size** property can be set to Long Integer or Replication ID.

If the **Data Type** property is set to Number, the **Field Size** property settings and their values are related in the following way.

Setting	Description	Decimal precision	Storage size
Byte	Stores numbers from 0 to 255 (no fractions).	None	1 byte
Decimal	Stores numbers from $-10^{38}-1$ through $10^{38}-1$ (.adp) Stores numbers from $-10^{28}-1$ through $10^{28}-1$ (.mdb)	28	12bytes
Integer	Stores numbers from $-32,768$ to $32,767$ (no fractions).	None	2 bytes
Long Integer	(Default) Stores numbers from $-2,147,483,648$ to $2,147,483,647$ (no fractions).	None	4 bytes
Single	Stores numbers from $-3.402823E38$ to $-1.401298E-45$ for negative values and from $1.401298E-45$ to $3.402823E38$ for positive values.	7	4 bytes
Double	Stores numbers from $-1.79769313486231E308$ to $-4.94065645841247E-324$ for negative values and from $4.94065645841247E-324$ to $1.79769313486231E308$ for positive values.	15	8 bytes
Replication ID	Globally unique identifier (GUID)	N/A	16 bytes

You can set this property only from the table's property sheet.

To set the size of a field from [Visual Basic](#), use the DAO **Size** property to read and set the maximum size of Text fields (for data types other than Text, the ADO **Type** property setting automatically determines the **Size** property setting).

Note You can specify the default field sizes for Text and Number fields by changing the values under **Default Field Sizes** on the **Tables/Queries** tab, available by clicking **Options** on the **Tools** menu.

Remarks

You should use the smallest possible **FieldSize** property setting because smaller data sizes can be processed faster and require less memory.

Caution If you convert a large **FieldSize** setting to a smaller one in a field that already contains data, you might lose data. For example, if you change the **FieldSize** setting for a Text data type field from 255 to 50, data beyond the new 50-character setting will be discarded.

If the data in a Number data type field doesn't fit in a new **FieldSize** setting, fractional numbers may be rounded or you might get a **Null** value. For example, if you change from a Single to an Integer field size, fractional values will be rounded to the nearest whole number and values greater than 32,767 or less than -32,768 will result in null fields.

You can't undo changes to data that result from a change to the **FieldSize** property after saving those changes in [table Design view](#).



You can use the [Currency](#) data type if you plan to perform many calculations on a field that contains data with one to four decimal places. **Single** and **Double** data type fields require floating-point calculation. Currency data type fields use a faster fixed-point calculation.

[Show All](#)

Format Event

The Format event occurs when Microsoft Access determines which data belongs in a [report section](#), but before Microsoft Access formats the section for previewing or printing.

Private Sub sectionname_Format(Cancel As Integer, FormatCount As Integer)

SectionName The name of a Report section.

Cancel The setting determines if the formatting of the section occurs. Setting the Cancel argument to True (-1) cancels formatting of the section.

FormatCount An Integer value that specifies whether the Format event has occurred more than once for a section. For example, if a section doesn't fit on one page and part of it moves to the next page of the report, Microsoft Access sets the FormatCount argument to 2.

Remarks

To run a [macro](#) or [event procedure](#) when this event occurs, set the [OnFormat](#) property to the name of the macro or to [Event Procedure].

A Format event occurs for each section in a report. This allows you to create complex running calculations by using data from each section, including sections that aren't printed.

For report detail sections, the Format event occurs for each record in the section just before Microsoft Access formats the data in the record. A Format macro or event procedure has access to the data in the current record.

For report group headers, the Format event occurs for each new group, and a Format macro or event procedure has access to the data in the group header and the data in the first record in the detail section. For report group footers, the Format event occurs for each new group, and a Format macro or event procedure has access to the data in the group footer and the data in the last record in the detail section.

By running a macro or an event procedure when the Format event occurs, you can use data in the current record to make changes to the report that affect page layout. For example, you can display or hide a congratulatory message next to a salesperson's monthly sales total in a sales report, depending on the sales total. After the control is displayed or hidden, Microsoft Access formats the section by using the values of format properties, such as [CanGrow](#) , [CanShrink](#) , [HideDuplicates](#), [KeepTogether](#), and [Visible](#).

For changes that don't affect page layout or for event procedures or macros that should run only after the data on a page has been formatted, such as a macro that prints page totals, use the [Print](#) event for the report section.

There are times when Microsoft Access must return to previous sections on a report to perform multiple formatting passes. When this happens, the [Retreat](#) event occurs as the report returns to each previous section, and the Format event occurs more than once for each section. You can run a macro or event procedure when the Retreat event occurs to undo any changes that you made when the Format event occurred for the section. This is useful when your Format macro or

event procedure carries out actions, such as calculating page totals or controlling the size of a section, that you want to perform only once for each section.

Macro

You can use the FormatCount property to check whether the Format event has occurred more than once for a section. For example, if a section doesn't fit on one page and part of it moves to the next page of the report, the Format event occurs once for each page, and the FormatCount property is set to 2. You can check the FormatCount property setting to determine how many times a Format macro has run per section.

You can use the CancelEvent action in a Format macro to cancel formatting of a section. If you cancel formatting, Microsoft Access doesn't format the section for printing and prints the next section instead. You can use the CancelEvent action to skip a section in a report without leaving a blank space on the page when the report is printed.

Example

The following example displays or hides a congratulatory message next to a calculated control that shows sales totals by salesperson. In report sections where the sales total is greater than the sales goal, a label named Message displays the message "Congratulations! You have met your sales goal" when the section is printed; in sections where the sales total is less than the sales goal, the label is hidden.

To try the example, add the following event procedure to a report that contains a label called Message, a text box called GrandTotal (a calculated control that displays the sales total), and a detail section called SalesDetail.

```
Private Sub SalesDetail_Format(Cancel As Integer, _  
    FormatCount As Integer)  
    Const conSalesGoal = 1000  
    If Me!GrandTotal > conSalesGoal Then  
        Me!Message.Visible = True  
    Else  
        Me!Message.Visible = False  
    End If  
End Sub
```


[Show All](#)

Retreat Event

The Retreat event occurs when Microsoft Access returns to a previous [report section](#) during report formatting.

Private Sub *object*_Retreat()

Object The name of a Report section.

Remarks

The Retreat event applies to all report sections except page headers and footers.

To run a [macro](#) or [event procedure](#) when this event occurs, set the [OnRetreat](#) property to the name of the macro or to [Event Procedure].

Under certain circumstances, Microsoft Access must return to a previous report section to determine where certain [controls](#) and [sections](#) are on a report and whether they will fit in a given space. Examples include:

- Groups (except for page headers and footers) for which the [KeepTogether](#) property is set to either Whole Group or With First Detail.
- [Subreports](#) or [subforms](#) for which the [CanGrow](#) and/or [CanShrink](#) property is set to Yes.
- Sections on the last page of a report.

In these situations, the [Format](#) event occurs as Microsoft Access determines how the sections will fit on the printed page (however, a [Print](#) event doesn't occur because the sections aren't being printed yet). If the sections can't be printed, Microsoft Access backs up to the necessary location so that the sections can actually be printed on the following page. The Retreat event occurs for each section past which Microsoft Access retreats. The Format event for each section then occurs again as Microsoft Access prepares to actually print the sections.

For example, whenever Microsoft Access reaches the end of the last page while formatting a report, the Retreat event occurs for each previous section until Microsoft Access reaches the first section at the top of the last page. Then the Format event occurs again for each section on the page, followed by the Print events.

You can run an event procedure or macro when the Retreat event occurs to undo any changes that you made when the Format event occurred for the section. This is useful when your Format event procedure or macro carries out actions, such as calculating page totals or controlling the size of a section, that you want to perform only once for each section.

The Retreat event is also useful for maintaining the positioning of report items.

For example, the Sales By Year report in the Northwind sample database uses this event to determine if a page header is printed or not (the page header is printed on pages following a page where the group header has been printed, and the page header isn't printed on the page following a page where the group footer has been printed).



[Show All](#)

Format Property - Date/Time Data Type

You can set the **Format** property to predefined date and time formats or use custom formats for the Date/Time data type.

Setting

Predefined Formats

The following table shows the predefined **Format** property settings for the Date/Time data type.

Setting	Description
General Date	(Default) If the value is a date only, no time is displayed; if the value is a time only, no date is displayed. This setting is a combination of the Short Date and Long Time settings. Examples: 4/3/93, 05:34:00 PM, and 4/3/93 05:34:00 PM.
Long Date	Same as the Long Date setting in the regional settings of Windows. Example: Saturday, April 3, 1993.
Medium Date	Example: 3-Apr-93. Same as the Short Date setting in the regional settings of Windows. Example: 4/3/93.
Short Date	Warning The Short Date setting assumes that dates between 1/1/00 and 12/31/29 are twenty-first century dates (that is, the years are assumed to be 2000 to 2029). Dates between 1/1/30 and 12/31/99 are assumed to be twentieth century dates (that is, the years are assumed to be 1930 to 1999).
Long Time	Same as the setting on the Time tab in the regional settings of Windows. Example: 5:34:23 PM.
Medium Time	Example: 5:34 PM.

Short
Time

Example: 17:34.

Custom Formats

You can create custom date and time formats by using the following symbols.

Symbol	Description
: (colon)	Time separator . Separators are set in the regional settings of Windows.
/	Date separator.
c	Same as the General Date predefined format.
d	Day of the month in one or two numeric digits, as needed (1 to 31).
dd	Day of the month in two numeric digits (01 to 31).
ddd	First three letters of the weekday (Sun to Sat).
dddd	Full name of the weekday (Sunday to Saturday).
ddddd	Same as the Short Date predefined format.
dddddd	Same as the Long Date predefined format.
w	Day of the week (1 to 7).
ww	Week of the year (1 to 53).
m	Month of the year in one or two numeric digits, as needed (1 to 12).
mm	Month of the year in two numeric digits (01 to 12).
mmm	First three letters of the month (Jan to Dec).
mmmm	Full name of the month (January to December).
q	Date displayed as the quarter of the year (1 to 4).
y	Number of the day of the year (1 to 366).
yy	Last two digits of the year (01 to 99).
yyyy	Full year (0100 to 9999).
h	Hour in one or two digits, as needed (0 to 23).
hh	Hour in two digits (00 to 23).
n	Minute in one or two digits, as needed (0 to 59).
nn	Minute in two digits (00 to 59).
s	Second in one or two digits, as needed (0 to 59).
ss	Second in two digits (00 to 59).
tttt	Same as the Long Time predefined format.

- AM/PM Twelve-hour clock with the uppercase letters "AM" or "PM", as appropriate.
- am/pm Twelve-hour clock with the lowercase letters "am" or "pm", as appropriate.
- A/P Twelve-hour clock with the uppercase letter "A" or "P", as appropriate.
- a/p Twelve-hour clock with the lowercase letter "a" or "p", as appropriate.
- AMPM Twelve-hour clock with the appropriate morning/afternoon designator as defined in the regional settings of Windows.

Custom formats are displayed according to the settings specified in the regional settings of Windows. Custom formats inconsistent with the settings specified in the regional settings of Windows are ignored.

Note If you want to add a comma or other separator to a custom format, enclose the separator in quotation marks as follows: mmm d", "yyyy.

Example

The following are examples of custom date/time formats.

Setting	Display
ddd", "mmm d", "yyyy	Mon, Jun 2, 1997
mmmm dd", "yyyy	June 02, 1997
"This is week number "ww	This is week number 22
"Today is "dddd	Today is Tuesday

You could use a custom format to display "A.D." before or "B.C." after a year depending on whether a positive or negative number is entered. To see this custom format work, create a new table field, set its data type to Number, and enter a format as follows:

"A.D. " #;# " B.C."

Positive numbers are displayed as years with an "A.D." before the year. Negative numbers are displayed as years with a "B.C." after the year.

[Show All](#)

Format Property - Number and Currency Data Types

You can set the **Format** property to predefined number formats or custom number formats for the Number and Currency data types.

Setting

Predefined Formats

The following table shows the predefined **Format** property settings for numbers.

Setting	Description
General Number	(Default) Display the number as entered.
Currency	Use the thousand separator ; follow the settings specified in the regional settings of Windows for negative amounts, decimal and currency symbols, and decimal places.
Euro	Use the euro symbol (€), regardless of the currency symbol specified in the regional settings of Windows.
Fixed	Display at least one digit; follow the settings specified in the regional settings of Windows for negative amounts, decimal and currency symbols, and decimal places.
Standard	Use the thousand separator; follow the settings specified in the regional settings of Windows for negative amounts, decimal symbols, and decimal places.
Percent	Multiply the value by 100 and append a percent sign (%); follow the settings specified in the regional settings of Windows for negative amounts, decimal symbols, and decimal places.
Scientific	Use standard scientific notation.

Custom Formats

Custom number formats can have one to four sections with semicolons (;) as the list separator. Each section contains the format specification for a different type of number.

Section	Description
First	The format for positive numbers.
Second	The format for negative numbers.
Third	The format for zero values.
Fourth	The format for Null values.

For example, you could use the following custom Currency format:

```
$#,##0.00[Green];($#,##0.00)[Red];"Zero";"Null"
```

This number format contains four sections separated by semicolons and uses a different format for each section.

If you use multiple sections but don't specify a format for each section, entries for which there is no format will either display nothing or default to the formatting of the first section.

You can create custom number formats by using the following symbols.

Symbol	Description
.	Decimal separator. Separators are set in the regional settings in (period) Windows.
,	Thousand separator.
0	Digit placeholder. Display a digit or 0.
#	Digit placeholder. Display a digit or nothing.
\$	Display the literal character "\$".
%	Percentage. The value is multiplied by 100 and a percent sign is

% appended.

Scientific notation with a minus sign (–) next to negative exponents
E– or e– and nothing next to positive exponents. This symbol must be used
with other symbols, as in 0.00E–00 or 0.00E00.

Scientific notation with a minus sign (–) next to negative exponents
E+ or e+ and a plus sign (+) next to positive exponents. This symbol must be
used with other symbols, as in 0.00E+00.

Remarks

You can use the [DecimalPlaces](#) property to override the default number of decimal places for the predefined format specified for the **Format** property.

The predefined currency and euro formats follow the settings in the regional settings of Windows. You can override these by entering your own currency format.

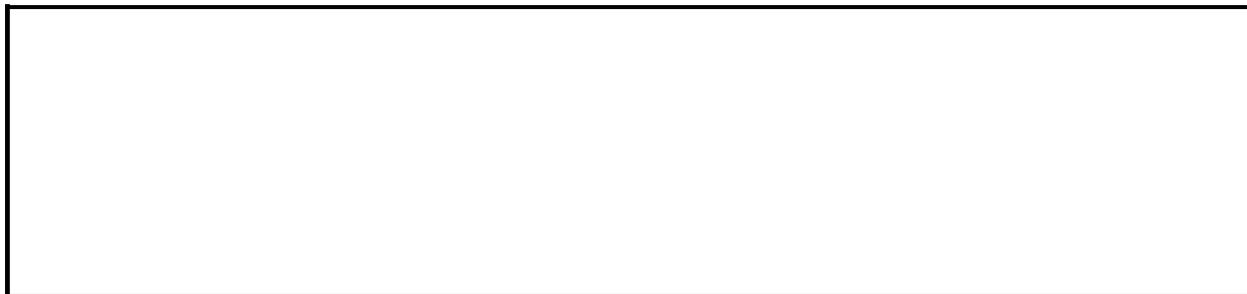
Example

The following are examples of the predefined number formats.

Setting	Data	Display
General Number	3456.789	3456.789
	-3456.789	-3456.789
Currency	\$213.21	\$213.21
	3456.789	\$3,456.79
Fixed	-3456.789	(\$3,456.79)
	3456.789	3456.79
Standard	-3456.789	-3456.79
	3.56645	3.57
Percent	3456.789	3,456.79
	3	300%
Scientific	0.45	45%
	3456.789	3.46E+03
	-3456.789	-3.46E+03

The following are examples of custom number formats.

Setting	Description
0;	Display positive values normally; display negative values in (0); "Null" parentheses; display the word "Null" if the value is Null .
+0.0;-	Display a plus (+) or minus (-) sign with positive or negative numbers; display 0.0 if the value is zero.
0.0;0.0	



[Show All](#)

Format Property - Text and Memo Data Types

You can use special symbols in the setting for the **Format** property to create custom formats for Text and Memo fields.

Setting

You can create custom text and memo formats by using the following symbols.

Symbol	Description
@	Text character (either a character or a space) is required.
&	Text character is not required.
<	Force all characters to lowercase.
>	Force all characters to uppercase.

Custom formats for Text and Memo fields can have up to two sections. Each section contains the format specification for different data in a field.

Section	Description
First	Format for fields with text.
Second	Format for fields with zero-length strings and Null values.

For example, if you have a [text box control](#) in which you want the word "None" to appear when there is no string in the field, you could type the custom format @;"None" as the control's **Format** property setting. The @ symbol causes the text from the field to be displayed; the second section causes the word "None" to appear when there is a zero-length string or Null value in the field.

Note You can use the **Format** function to return one value for a zero-length string and another for a **Null** value, and you can similarly use the **Format** property to automatically format fields in table [Datasheet view](#) or controls on a form or report.

Example

The following are examples of text and memo custom formats.

Setting	Data	Display
@@@-@@-@@@@	465043799	465-04-3799
@@@@@@@@	465-04-3799	465-04-3799
	465043799	465043799
	davolio	DAVOLIO
>	DAVOLIO	DAVOLIO
	Davolio	DAVOLIO
	davolio	davolio
<	DAVOLIO	davolio
	Davolio	davolio
@;"Unknown"	Null value	Unknown
	Zero-length string	Unknown
	Any text	<i>Same text as entered is displayed</i>



[Show All](#)

Format Property - Yes/No Data Type

You can set the **Format** property to the Yes/No, **True/False**, or On/Off predefined formats or to a custom format for the Yes/No data type.

Setting

Microsoft Access uses a [check box control](#) as the default control for the Yes/No data type. Predefined and custom formats are ignored when a check box control is used. Therefore, these formats apply only to data that is displayed in a [text box](#) control.

Predefined Formats

Yes, **True**, and On are equivalent, as are No, **False**, and Off. If you specify one predefined format and then enter an equivalent value, the predefined format of equivalent value will be displayed. For example, if you enter **True** or On in a text box control with its **Format** property set to Yes/No, the value is automatically converted to Yes.

Custom Formats

The Yes/No data type can use custom formats containing up to three sections.

Section	Description
First	This section has no effect on the Yes/No data type. However, a semicolon (;) is required as a placeholder.
Second	The text to display in place of Yes, True , or On values.
Third	The text to display in place of No, False , or Off values.

Example

The following example shows a custom yes/no format for a text box control. The control displays the word "Always" in blue text for Yes, **True**, or On, and the word "Never" in red text for No, **False**, or Off.

```
;"Always"[Blue];"Never"[Red]
```



[Show All](#)

KeepTogether Property - Sections

You can use the **KeepTogether** property for a section to print a form or report [section](#) all on one page. For example, you might have a group of related information that you don't want printed across two pages.

Note The **KeepTogether** property applies only to form and report sections (except [page headers](#) and [page footers](#)).

Setting

The **KeepTogether** property for a section uses the following settings.

Setting	Visual Basic	Description
Yes	True	Microsoft Access starts printing the section at the top of the next page if it can't print the entire section on the current page.
No	False	(Default) Microsoft Access prints as much of the section as possible on the current page and prints the rest on the next page.

You can set this property by using the section's [property sheet](#), a [macro](#), or [Visual Basic](#).

The **KeepTogether** property for a section can only be set in [form Design view](#) or [report Design view](#).

Remarks

Usually, when a page break occurs while a section is being printed, Microsoft Access continues printing the section on the next page. By using the section's **KeepTogether** property, you can print the section all on one page. If a section is longer than one page, Microsoft Access starts printing it on the next page and continues on the following page.

If the [KeepTogether](#) property for a group is set to Whole Group or With First Detail and the **KeepTogether** property for a section is set to No, the **KeepTogether** property setting for the section is ignored.

Example

The following example returns the **KeepTogether** property setting for a report's detail section and assigns the value to the variable `intGetVal` .

```
Dim intGetVal As Integer  
intGetVal = Me.Section(acDetail).KeepTogether
```



Learn about language-specific information

Language-specific Help topics apply only if the language-specific feature is available. Learn about [working in another language](#) or [installing the proofing tools for another language](#), or see your system administrator for more information.



[Show All](#)

SetValue Action

You can use the SetValue action to set the value of a Microsoft Access [field](#), [control](#), or [property](#) on a [form](#), a form [datasheet](#), or a [report](#).

Note You cannot use the SetValue action to set the value of an Access property that returns an [object](#).

Setting

The SetValue action has the following arguments.

Action argument	Description
Item	<p>The name of the field, control, or property whose value you want to set. Enter the field, control, or property name in the Item box in the Action Arguments section of the Macro window. You must use the full syntax to refer to this item, such as <i>controlname</i> (for a control on the form or report from which the macro was called) or Forms!formname!controlname. This is a required argument.</p> <p>The expression Access uses to set the value for this item. You must always use the full syntax to refer to any objects in the expression. For example, to increase the value in a Salary control on an Employees form by 10 percent, use Forms!Employees!Salary*1.1. This is a required argument.</p>
Expression	<p>Note You shouldn't use an equal sign (=) before the expression in this argument. If you do, Access evaluates the expression and then uses this value as the expression in this argument. This can produce unexpected results if the expression is a string.</p> <p>For example, if you type ="String1" for this argument, Access first evaluates the expression as String1. Then it uses String1 as the expression in this argument, expecting to find a control or property named String1 on the form or report that called the macro.</p>

Note In an [Access database](#) (.mdb), click the **Build** button  to the right of the **Item** or **Expression** box to use the Expression Builder to create an expression for either of these arguments.

Remarks

You can use this action to set a value for a field or control on a form, a form datasheet, or a report. You can also set the value for almost all control, form, and report properties in any view. To find out whether a particular property can be set by using a macro and which views it can be set in, see the Help topic for that property.

You can also set the value for a field in a form's underlying table even if the form doesn't contain a control [bound](#) to the field. Use the syntax

Forms!*formname!fieldname* in the **Item** box to set the value for such a field.

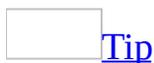
You can also refer to a field in a report's underlying table by using the syntax **Reports!***reportname!fieldname*, but there must be a control on the report bound to this field, or the field must be referred to in a [calculated control](#) on the report.

If you set the value of a control on a form, the SetValue action doesn't trigger the control's form-level [validation rules](#), but it does trigger the underlying field's table-level validation rules if the control is a bound control. The SetValue action also triggers recalculation, but the recalculation may not happen immediately. To trigger immediate [repainting](#) and force the recalculation to completion, use the RepaintObject action. The value you set in a control by using the SetValue action is also not affected by an [input mask](#) set in the control's or underlying field's **InputMask** property.

To change the value of a control, you can use the SetValue action in a macro specified by the control's **AfterUpdate** event property. However, you can't use the SetValue action in a macro specified by a control's **BeforeUpdate** event property to change the value of the control (although you can use SetValue to change the value of other controls). You can also use the SetValue action in a macro specified by the **BeforeUpdate** or **AfterUpdate** property of a form to change the value of any controls in the current record.

Note You can't use the SetValue action to set the value of the following controls:

- Bound controls and calculated controls on reports.
- Calculated controls on forms.



You can use the SetValue action to hide or show a form in Form view. Enter **Forms!formname.Visible** in the **Item** box and **No** or **Yes** in the **Expression** box. Setting a [modal](#) form's **Visible** property to **No** hides the form and makes it modeless. Setting the property to **Yes** displays the form and makes it modal again.

Changing the value of or adding new data in a control by using the SetValue action in a macro doesn't trigger events such as **BeforeUpdate**, **BeforeInsert**, or **Change** that occur when you change or enter data in these controls in the user interface. These events also don't occur if you set the value of the control by using Visual Basic.

This action isn't available in Microsoft Visual Basic. Set the value directly in Visual Basic.

Example

[Set the value of a control by using a macro](#)

The following macro opens the Add Products form from a button on the Suppliers form. It shows the use of the Echo, Close, OpenForm, SetValue, and GoToControl actions. The SetValue action sets the SupplierID control on the Products form to the current supplier on the Suppliers form. Then the GoToControl action moves the focus to the CategoryID field, where you can begin to enter data for the new product. This macro should be attached to the Add Products button on the Suppliers form.

Action	Arguments: Setting	Comment
Echo	Echo On: No Object Type: Form	Stop screen updating while the macro is running.
Close	Object Name: Product List Save: No Form Name: Products View: Form	Close Product List form.
OpenForm	Data Mode: Add Window Mode: Normal Item: [Forms]! [Products]! [SupplierID]	Open the Products form.
SetValue	Expression: SupplierID	Set the SupplierID control to the current supplier on the Suppliers form.

GoToControl Control Name:
CategoryID

Go to the CategoryID control.

[Show All](#)

Required Property

You can use the **Required** property to specify whether a value is required in a field. If this property is set to Yes, when you enter data in a [record](#), you must enter a value in the field or in any [control bound](#) to the field, and the value cannot be [Null](#). For example, you might want to be sure that a LastName control has a value for each record. When you want to permit **Null** values in a field, you must not only set the **Required** property to No but, if there is a [ValidationRule](#) property setting, it must also explicitly state "*validationrule Or Is Null*".

Note The **Required** property doesn't apply to AutoNumber fields.

Setting

The **Required** property uses the following settings.

Setting	Visual Basic	Description
Yes	True (-1)	The field requires a value.
No	False (0)	(Default) The field doesn't require a value.

You can set this property for all table fields (except [AutoNumber](#) data type fields) by using the table's property sheet or [Visual Basic](#).

Note To access a field's **Required** property in Visual Basic, use the DAO **Required** property.

Remarks

The **Required** property is enforced at the table level by the [Microsoft Jet database engine](#). If you set this property to Yes, the field must receive or already contain a value when it has the focus— when a user enters data in a table (or in a form or datasheet based on the table), when a [macro](#) or Visual Basic sets the value of the field, or when data is imported into the table.

You can use the **Required** and [AllowZeroLength](#) properties to differentiate between information that doesn't exist (stored as a [zero-length string](#) (" ")) in the field) and information that may exist but is unknown (stored as a **Null** value in the field). If you set the **AllowZeroLength** property to Yes, a zero-length string will be a valid entry in the field regardless of the **Required** property setting. If you set **Required** to Yes and **AllowZeroLength** to No, you must enter a value in the field, and a zero-length string won't be a valid entry.



You can use an [input mask](#) when data is entered in a field to distinguish between the display of a **Null** value and a zero-length string. For example, the string "None" could be displayed when a zero-length string is entered.

The following table shows the results you can expect when you combine the settings of the **Required** and **AllowZeroLength** properties.

Required	AllowZeroLength	User's action	Value stored
No	No	Presses ENTER	Null
		Presses SPACEBAR	Null
		Enters a zero-length string (not allowed)	
No	Yes	Presses ENTER	Null
		Presses SPACEBAR	Null
		Enters a zero-length string	Zero-length string
Yes	No	Presses ENTER	(not allowed)
		Presses SPACEBAR	(not allowed)
		Enters a zero-length string (not allowed)	
Yes	Yes	Presses ENTER	(not allowed)
		Presses SPACEBAR	Zero-length string

Enters a zero-length string Zero-length string

If you set the **Required** property to Yes for a field in a table that already contains data, Microsoft Access gives you the option of checking whether the field has a value in all existing records. However, you can require that a value be entered in this field in all new records even if there are existing records with **Null** values in the field.

Note To enforce a relationship between related tables that don't allow **Null** values, set the **Required** property of the [foreign key](#) field in the related table to Yes. The Jet database engine then ensures that you have a related record in the parent table before you can create a record in the child table. If the foreign key field is part of the [primary key](#) of the child table, this is unnecessary, because a primary key field can't contain a **Null** value.



[Show All](#)

FindRecord Action

You can use the FindRecord action to find the first instance of data that meets the [criteria](#) specified by the FindRecord arguments. This data can be in the current [record](#), in a succeeding or prior record, or in the first record. You can find records in the active table [datasheet](#), query datasheet, form datasheet, or form.

Setting

The FindRecord action has the following arguments.

Action argument	Description
Find What	Specifies the data you want to find in the record. Enter the text, number, or date you want to find or type an expression , which is preceded by an equal sign (=), in the Find What box in the Action Arguments section of the Macro window . You can use wildcard characters. This is a required argument.
Match	Specifies where the data is located in the field . You can specify a search for data in any part of the field (Any Part Of Field), for data that fills the entire field (Whole Field), or for data located at the beginning of the field (Start Of Field). The default is Whole Field .
Match Case	Specifies whether the search is case-sensitive . Click Yes (conduct a case-sensitive search) or No (search without matching uppercase and lowercase letters exactly). The default is No .
Search	Specifies whether the search proceeds from the current record up to the beginning of the records (Up); down to the end of the records (Down); or down to the end of the records and then from the beginning of the records to the current record, so all records are searched (All). The default is All .
	Specifies whether the search includes formatted data. Click Yes (Microsoft Access searches for the data as it's formatted and displayed in the field) or No (Access searches for the data as it's stored in the database, which isn't always the same as it's displayed). The default is No .
	You can use this feature to restrict the search to data in a particular format. For example, click Yes and type 1,234 in the Find What argument to find a value of 1,234 in a field formatted to include commas. Click No if you want to type 1234 to search for the data in this field.
	To search for dates, click Yes to find a date exactly as it's formatted, such as 09-March-2001. If you click No , enter the date for the Find

Search As Formatted What argument in the format that is set in the regional settings in Windows Control Panel. This format is shown in the **Short date format** box found on the **Date** tab in the regional settings. For example, if the **Short date format** box is set to **M/d/yy**, you can enter 3/9/01, and Access will find all entries in a Date field that correspond to March 9, 2001, regardless of how this field is formatted.

Note The Search As Formatted argument takes effect only if the current field is a [bound control](#), the Match argument is set to **Whole Field**, the Only Current Field argument is set to **Yes**, and the Match Case argument is set to **No**.

If you set Match Case to **Yes** or Only Current Field to **No**, you must also set Search As Formatted to **Yes**.

Only Current Field Specifies whether the search is confined to the current field in each record or includes all fields in each record. The current field search is faster. Click **Yes** (confine the search to the current field) or **No** (search in all fields in each record). The default is **Yes**.

Find First Specifies whether the search starts at the first record or at the current record. Click **Yes** (start at the first record) or **No** (start at the current record). The default is **Yes**.

Remarks

When a [macro](#) runs the FindRecord action, Access searches for the specified data in the records (the order of the search is determined by the setting of the Search argument). When Access finds the specified data, the data is selected in the record.

The FindRecord action is equivalent to clicking **Find** on the **Edit** menu, and its arguments are the same as the options in the **Find In Field** dialog box, available by clicking **Find** on the **Edit** menu. If you set the FindRecord arguments in the Macro window and then run the macro, you'll see the corresponding options selected in the **Find In Field** dialog box when you click **Find**.

Access retains the most recent FindRecord arguments during a database session so that you don't need to enter the same criteria repeatedly as you perform subsequent FindRecord operations. If you leave an argument blank, Access uses the most recent setting for the argument, as set either by a previous FindRecord action or in the **Find In Field** dialog box.

When you want to find a record by using a macro, use the FindRecord action, not the RunCommand action with its argument set to run the **Find** command.

Note While the FindRecord action corresponds to **Find** on the **Edit** menu for tables, queries, and forms, it doesn't correspond to **Find** on the **Edit** menu in the [Code window](#). You can't use the FindRecord action to search for text in [modules](#).

If the currently selected text is the same as the search text at the time the FindRecord macro action is carried out, the search begins immediately following the selection in the same field as the selection, and in the same record. Otherwise the search begins at the start of the current record. This enables you to find multiple instances of the same search criteria that might appear in a single record.

However, note that if you use a [command button](#) to run a macro containing the FindRecord action, the first instance of the search criteria will be found repeatedly. This behavior occurs because clicking the command button removes the [focus](#) from the field containing the matching value. The FindRecord action will then begin searching from the start of the record. To avoid this problem, run

the macro by using a technique that doesn't change the focus, such as a custom toolbar button or a key combination defined in an *AutoKeys* macro, or set the focus in the macro to the field containing the search criteria before you carry out the *FindRecord* action.

Security Avoid using the **SendKeys** statement or an *AutoKeys* macro with sensitive or confidential information. A malicious user could intercept the keystrokes and compromise the security of your computer and data.

The same behavior also occurs if you use a command button to run a macro containing the *FindNext* action.

To run the *FindRecord* action in Visual Basic, use the **FindRecord** method of the **DoCmd** object.

[Show All](#)

Echo Action

You can use the Echo action to specify whether [echo](#) is turned on. For example, you can use this action to hide or show the results of a [macro](#) while it runs.

Setting

The Echo action has the following arguments.

Action argument	Description
Echo On	Click Yes (turn echo on) or No (turn echo off) in the Echo On box in the Action Arguments section of the Macro window . The default is Yes .
Status Bar Text	The text to display in the status bar when echo is turned off. For example, when echo is turned off, the status bar can display "The macro is running."

Remarks

When Microsoft Access runs a macro, screen updating often shows information not essential to the functioning of the macro. When you set the Echo On argument to **No**, the macro runs without updating the screen. When the macro finishes, Microsoft Access automatically turns echo back on and [repaints](#) the window. The **No** setting for the Echo On argument doesn't affect the macro or its results.

The Echo action doesn't suppress the display of [modal](#) dialog boxes, such as error messages, or [pop-up forms](#), such as [property sheets](#). You can use these to gather or display information even if echo is turned off. To turn off all message or dialog boxes except error message boxes and dialog boxes that require the user to enter information, use the SetWarnings action.

You can run the Echo action more than once in a macro. This allows you to change the status bar text while the macro runs.

If you turn echo off, you can use the Hourglass action to change the mouse pointer into an hourglass icon (or whatever mouse pointer icon you've set for "Busy" in Microsoft Windows 2000 or Microsoft Windows XP) to provide a visual indication that the macro is running.

To run the Echo action in Visual Basic, use the **Echo** method of the **DoCmd** object.

Examples

[Set the value of a control by using a macro](#)

The following macro opens the Add Products form from a button on the Suppliers form. It shows the use of the Echo, Close, OpenForm, SetValue, and GoToControl actions. The SetValue action sets the Supplier ID control on the Products form to the current supplier on the Suppliers form. Then the GoToControl action moves the focus to the Category ID field, where you can begin to enter data for the new product. This macro should be attached to the Add Products button on the Suppliers form.

Action	Arguments: Setting	Comment
Echo	Echo On: No Object Type: Form	Stop screen updating while the macro is running.
Close	Object Name: Product List Save: No Form Name: Products View: Form	Close Product List form.
OpenForm	Data Mode: Add Window Mode: Normal	Open the Products form.
SetValue	Item: [Forms]! [Products]! [SupplierID] Expression: SupplierID	Set the Supplier ID control to the current supplier on the Suppliers form.

GoToControl Control Name: Go to the Category ID control.
 CategoryID

 [Synchronize forms by using a macro](#)

The following macro opens a Product List form in the lower-right corner of the Suppliers form, displaying the current supplier's products. It shows the use of the Echo, MsgBox, GoToControl, StopMacro, OpenForm, and MoveSize actions. It also shows the use of a conditional expression with the MsgBox, GoToControl, and StopMacro actions. This macro should be attached to the Review Products button on the Suppliers form.

Condition	Action	Arguments: Setting	Comment
	Echo	Echo On: No	Stop screen updating while the macro is running.
IsNull([Supplier ID])	MsgBox	Message: Move to the supplier record whose products you want to see, then click the Review Products button again. Beep: Yes Type: None Title: Select a Supplier	If there is no current supplier on the Suppliers form, display a message.
	GoToControl	Control Name: CompanyName	Move focus to the CompanyName control.
...	StopMacro	Form Name: Product List View: Datasheet Filter Name:	Stop the macro. Open the Product List form and

OpenForm Where Condition: [Supplier ID] = [Forms]![Suppliers]![SupplierID] show the current supplier's products.

Data Mode: **Read Only**

Window Mode: **Normal**

MoveSize Right: 0.7799"
Down: 1.8" Position the Product List form in the lower right of the Suppliers form.

Values for the PaperSize Member

Value	Paper size
1	Letter (8.5 x 11 in.)
2	Letter Small (8.5 x 11 in.)
3	Tabloid (11 x 17 in.)
4	Ledger (17 x 11 in.)
5	Legal (8.5 x 14 in.)
6	Statement (5.5 x 8.5 in.)
7	Executive (7.25 x 10.5 in.)
8	A3 (297 x 420 mm)
9	A4 (210 x 297 mm)
10	A4 Small (210 x 297 mm)
11	A5 (148 x 210 mm)
12	B4 (250 x 354 mm)
13	B5 (182 x 257 mm)
14	Folio (8.5 x 13 in.)
15	Quarto (215 x 275 mm)
16	11 x 17 in.
18	Note (8.5 x 11 in.)
19	Envelope #9 (3.875 x 8.875 in.)
20	Envelope #10 (4.125 x 9.5 in.)
21	Envelope #11 (4.5 x 10.375 in.)
22	Envelope #12 (4.25 x 11 in.)
23	Envelope #14 (5 x 11.5 in.)
24	C size sheet (17 x 22 in.)
25	D size sheet (22 x 34 in.)
26	E size sheet (34 x 44 in.)
27	Envelope DL (110 x 220 mm)
28	Envelope C5 (162 x 229 mm)
29	Envelope C3 (324 x 458 mm)

- 30 Envelope C4 (229 x 324 mm)
- 31 Envelope C6 (114 x 162 mm)
- 32 Envelope C65 (114 x 229 mm)
- 33 Envelope B4 (250 x 353 mm)
- 34 Envelope B5 (176 x 250 mm)
- 35 Envelope B6 (176 x 125 mm)
- 36 Envelope (110 x 230 mm)
- 37 Envelope Monarch (3.875 x 7.5 in.)
- 38 6-3/4 Envelope (3.625 x 6.5 in.)
- 39 US Std Fanfold (14.875 x 11 in.)
- 40 German Std Fanfold (8.5 x 12 in.)
- 41 German Legal Fanfold (8.5 x 13 in.)
- 256 User-defined



Values for the DefaultSource Member

Value	Meaning
1	Upper or only one bin
2	Lower bin
3	Middle bin
4	Manual bin
5	Envelope bin
6	Envelope manual bin
7	Automatic bin
8	Tractor bin
9	Small-format bin
10	Large-format bin
11	Large-capacity bin
14	Cassette bin
256	Device-specific bins start here

Values for the TTOption Member

Value	Meaning
1	Print TrueType fonts as graphics. This is the default for dot-matrix printers.
2	Download TrueType fonts as soft fonts (fonts that are loaded into the printer's memory for rendering). This is the default for Hewlett-Packard printers that use Printer Control Language (PCL).
3	Substitute device fonts for TrueType fonts. This is the default for PostScript printers.



[Show All](#)

RowSourceType Property (User-Defined Function) - Code Argument Values

The Visual Basic function you create must accept five [arguments](#). The first argument must be declared as a [control](#) and the remaining arguments as [Variants](#). The function itself must return a **Variant**.

Function *functionname* (*fld As Control, id As Variant, row As Variant, col As Variant, code As Variant*) As Variant

The **Function** procedure has the following five required arguments.

Argument	Description
<i>fld</i>	A control variable that refers to the list box or combo box being filled.
<i>id</i>	A unique value that identifies the control being filled. This is useful when you want to use the same user-defined function for more than one list box or combo box and must distinguish between them. (The example sets this variable to the value of the Timer function.)
<i>row</i>	The row being filled (zero-based).
<i>col</i>	The column being filled (zero-based).
<i>code</i>	An intrinsic constant that specifies the kind of information being requested.

Note Because Microsoft Access calls a user-defined function several times to insert items into a list, often you must preserve information from call to call. The best way to do this is to use Static variables.

Microsoft Access calls the user-defined function by repeatedly using different values in the *code* argument to specify the information it needs. The *code* argument can use the following intrinsic constants.

Constant	Meaning	Function returns
----------	---------	------------------

acLBInitialize	Initialize	Nonzero if the function can fill the list; False (0) or Null otherwise.
acLBOpen	Open	Nonzero ID value if the function can fill the list; False or Null otherwise.
acLBGetRowCount	Number of rows	Number of rows in the list (can be zero); -1 if unknown.
acLBGetColumnCount	Number of columns	Number of columns in the list (can't be zero); must match the property sheet value.
acLBGetColumnWidth	Column width	Width (in twips) of the column specified by the <i>col</i> argument; -1 to use the default width.
acLBGetValue	List entry	List entry to be displayed in the row and column specified by the <i>row</i> and <i>col</i> arguments.
acLBGetFormat	Format string	Format string to be used to format the list entry displayed in the row and column specified by the <i>row</i> and <i>col</i> arguments; -1 to use the default format.
acLBEnd	End (the last call to a user-defined function always uses this value)	Nothing.
acLBClose	(Not used)	Not used.

Microsoft Access calls your user-defined function once for **acLBInitialize**, **acLBOpen**, **acLBGetRowCount**, and **acLBGetColumnCount**. It initializes the user-defined function, opens the query, and determines the number of rows and columns.

Microsoft Access calls your user-defined function twice for **acLBGetColumnWidth**—once to determine the total width of the list box or combo box and a second time to set the column width.

The number of times your user-defined function is called for **acLBGetValue** and **acLBGetFormat** to get list entries and to format strings varies depending on the number of entries, the user's scrolling, and other factors.

Microsoft Access calls the user-defined function for **acLBEnd** when the form is closed or each time the list box or combo box is queried.

Whenever a particular value (such as the number of columns) is required, returning **Null** or any invalid value causes Microsoft Access to stop calling the user-defined function with that code.



Tip

You can use the Select Case code structure from the example as a template for your own **RowSourceType** property user-defined functions.

Example

The following user-defined function returns a list of the next four Mondays following today's date. To call this function from a list box control, enter **ListMondays** as the **RowSourceType** property setting and leave the **RowSource** property setting blank.

```
Function ListMondays(fld As Control, id As Variant, _
    row As Variant, col As Variant, code As Variant) _
    As Variant
    Dim intOffset As Integer
    Select Case code
        Case acLBInitialize                ' Initialize.
            ListMondays = True
        Case acLBOpen                      ' Open.
            ListMondays = Timer           ' Unique ID.
        Case acLBGetRowCount              ' Get rows.
            ListMondays = 4
        Case acLBGetColumnCount          ' Get columns.
            ListMondays = 1
        Case acLBGetColumnWidth          ' Get column width.
            ListMondays = -1             ' Use default width.
        Case acLBGetValue                 ' Get the data.
            intOffset = Abs((9 - Weekday(Now))Mod 7)
            ListMondays = Format(Now() + _
                intOffset + 7 * row, "mmm d")
    End Select
End Function
```

The next example uses a static array to store the names of the databases in the current directory. To call this function, enter **ListMDBs** as the **RowSourceType** property setting and leave the **RowSource** property setting blank.

```
Function ListMDBs(fld As Control, id As Variant, _
    row As Variant, col As Variant, _
    code As Variant) As Variant
    Static dbs(127) As String, Entries As Integer
    Dim ReturnVal As Variant
    ReturnVal = Null
    Select Case code
        Case acLBInitialize                ' Initialize.
            Entries = 0
            dbs(Entries) = Dir("*.MDB")
            Do Until dbs(Entries) = "" Or Entries >= 127
```

```
        Entries = Entries+1
        dbs(Entries) = Dir
    Loop
    ReturnVal = Entries
Case acLBOpen                                ' Open.
    ' Generate unique ID for control.
    ReturnVal = Timer
Case acLBGetRowCount                        ' Get number of rows.
    ReturnVal = Entries
Case acLBGetColumnCount                    ' Get number of columns.
    ReturnVal = 1
Case acLBGetColumnWidth                    ' Column width.
    ' -1 forces use of default width.
    ReturnVal = -1
Case acLBGetValue                          ' Get data.
    ReturnVal = dbs(row)
Case acLBEnd                                ' End.
    Erase dbs
End Select
ListMDBs = ReturnVal
End Function
```



[Show All](#)

AllowShortcutMenus Property

You can use the **AllowShortcutMenus** property to specify whether or not your application allows Microsoft Access to display built-in [shortcut menus](#). For example, you can use the **AllowShortcutMenus** property in conjunction with the [AllowFullMenus](#) property in your application to prevent users from using any built-in [menu bar](#), [toolbars](#), or shortcut menu commands that enable users to change the design of database objects.

Setting

The **AllowShortcutMenus** property uses the following settings.

Setting	Description
True (-1)	Allow Microsoft Access built-in shortcut menus to be displayed.
False (0)	Don't allow Microsoft Access built-in shortcut menus to be displayed.

The easiest way to set this property is by using the **Allow Default Shortcut Menus** option in the **Startup** dialog box, available by clicking **Startup** on the **Tools** menu. You can also set this property by using a [macro](#) or [Visual Basic](#).

To set the **AllowShortcutMenus** property by using a macro or Visual Basic, you must first either set the property in the **Startup** dialog box once or create the property in the following ways:

- In a [Microsoft Access database](#) (.mdb), you can add it by using the **CreateProperty** method and append it to the **Properties** collection of the **Database** object.
- In a [Microsoft Access project](#) (.adp), you can add it to the [AccessObjectProperties](#) collection of the [CurrentProject](#) object by using the [Add](#) method.

Remarks

The setting of this property doesn't affect custom shortcut menus and [global shortcut menus](#). You can use the [ShortcutMenuBar](#) property to display custom shortcut menus for [forms](#), form [controls](#), and [reports](#), and the [StartupShortcutMenuBar](#) property or the [ShortcutMenuBar](#) property of the [Application](#) object to display a global shortcut menu.

If you want to display built-in shortcut menus in your application, but don't want the user to be able to change them, set the **AllowShortcutMenus** property to **True** and set the **AllowToolBarChanges** property to **False**.

This property's setting doesn't take effect until the next time the database opens.



[Show All](#)

Description Property

You can use the **Description** property to provide information about objects contained in the [Database window](#) as well as about individual table or query fields.

Setting

For a database object, click **Properties** on the **View** menu and enter the description text in the **Description** box. For tables or queries, you can also enter the description in the table's or query's [property sheet](#). An object's description appears next to the object's name in the Database window when you click **Details** on the **View** menu.

For individual table or query fields, enter the field description in the upper portion of [table Design view](#) or in the Field Properties property sheet in the [Query window](#). The maximum length is 255 characters.

In [Visual Basic](#), to set this property for the first time in a [Microsoft Access project](#) (.adp), you must create an application-defined property by using the [Add](#) method. In a [Microsoft Access database](#) (.mdb), you must use the DAO **CreateProperty** method.

Remarks

An object's description is displayed in the Description column in the Details view of the Database window.

If you create controls by dragging a field from the [field list](#), Microsoft Access copies the field's **Description** property to the [control's StatusBarText](#) property.

Note For a [linked table](#), Microsoft Access displays the connection information in the **Description** property.



[Show All](#)

GoToControl Action

You can use the GoToControl action to move the [focus](#) to the specified [field](#) or [control](#) in the current [record](#) of the open [form](#), form [datasheet](#), table datasheet, or query datasheet. You can use this action when you want a particular field or control to have the focus. This field or control can then be used for comparisons or FindRecord actions. You can also use this action to navigate in a form according to certain conditions. For example, if the user enters No in a Married control on a health insurance form, the focus can automatically skip the Spouse Name control and move to the next control.

Note This action is not available for use with data access pages.

Setting

The GoToControl action has the following argument.

Action argument	Description
Control Name	<p>The name of the field or control where you want the focus. Enter the field or control name in the Control Name box in the Action Arguments section of the Macro window. This is a required argument.</p> <p>Note Enter only the name of the field or control in the Control Name argument, not the fully qualified identifier, such as Forms!Products![Product ID].</p>

Remarks

You can't use the GoToControl action to move the focus to a control on a hidden form.



Tip

You can use the GoToControl action to move to a [subform](#), which is a type of control. You can then use the GoToRecord action to move to a particular record in the subform. You can also move to a control on a [subform](#) by using the GoToControl action to move first to the subform and then to the control on the subform.

To run the GoToControl action in Visual Basic, use the **GoToControl** method of the **DoCmd** object. You can also use the **SetFocus** method to move the focus to a control on a form or any of its subforms, or to a field in an open table, query, or form datasheet.

Examples

[Set the value of a control by using a macro](#)

The following macro opens the Add Products form from a button on the Suppliers form. It shows the use of the Echo, Close, OpenForm, SetValue, and GoToControl actions. The SetValue action sets the Supplier ID control on the Products form to the current supplier on the Suppliers form. Then the GoToControl action moves the focus to the Category ID field, where you can begin to enter data for the new product. This macro should be attached to the Add Products button on the Suppliers form.

Action	Arguments: Setting	Comment
Echo	Echo On: No Object Type: Form	Stop screen updating while the macro is running.
Close	Object Name: Product List Save: No Form Name: Products View: Form	Close Product List form.
OpenForm	Data Mode: Add Window Mode: Normal	Open the Products form.
SetValue	Item: [Forms]! [Products]! [SupplierID] Expression: SupplierID	Set the Supplier ID control to the current supplier on the Suppliers form.

GoToControl Control Name: Go to the Category ID control.
 CategoryID

[Validate data by using a macro](#)

The following validation macro checks the postal codes entered in a Suppliers form. It shows the use of the StopMacro, MsgBox, CancelEvent, and GoToControl actions. A conditional expression checks the country/region and postal code entered in a record on the form. If the postal code is not in the right format for the country/region, the macro displays a message box and cancels saving the record. It then returns you to the Postal Code control, where you can correct the error. This macro should be attached to the **BeforeUpdate** property of the Suppliers form.

Condition	Action	Arguments: Setting	Comment
IsNull([Country])	StopMacro		If Country is Null , postal code can't be validated.
[Country] In ("France","Italy","Spain") And Len([Postal Code]) <> 5	MsgBox	Message: The postal code must be 5 characters. Beep: Yes Type: Information Title: Postal Code Error	If the postal code isn't 5 characters, display a message.
...	CancelEvent		Cancel the event.
	GoToControl	Control Name: PostalCode Message: The postal code must be 4 characters.	

<pre>[Country] In ("Australia","Singapore") And Len([Postal Code]) <> 4</pre>	<p>MsgBox</p>	<p>Beep: Yes</p> <p>Type: Information</p> <p>Title: Postal Code Error</p>	<p>If the postal code isn't 4 characters, display a message.</p>
<p>...</p>	<p>CancelEvent</p>		<p>Cancel the event.</p>
<pre>([Country] = "Canada") And ([Postal Code] Not Like"[A-Z][0-9][A-Z] [0- 9][A-Z][0-9]")</pre>	<p>GoToControl</p> <p>MsgBox</p>	<p>Control Name: PostalCode</p> <p>Message: The postal code is not valid. Example of Canadian code: H1J 1C3</p> <p>Beep: Yes</p> <p>Type: Information</p> <p>Title: Postal Code Error</p>	<p>If the postal code isn't correct for Canada, display a message. (Example of Canadian code: H1J 1C3)</p>
<p>...</p>	<p>CancelEvent</p>		<p>Cancel the event.</p>

[Show All](#)

CancelEvent Action

You can use the CancelEvent action to cancel the [event](#) that caused Microsoft Access to run the [macro](#) containing this action. The macro name is the setting of an event property such as **BeforeUpdate**, **OnOpen**, **OnUnload**, or **OnPrint**.

Setting

The CancelEvent action doesn't have any arguments.

Remarks

In a [form](#), you typically use the CancelEvent action in a [validation](#) macro with the **BeforeUpdate** event property. When a user enters data in a [control](#) or [record](#), Access runs the macro before adding the data to the database. If the data fails the validation conditions in the macro, the CancelEvent action cancels the [update](#) process before it starts.

Often, you use this action with the MsgBox action to indicate that the data has failed the validation conditions and to provide helpful information about the kind of data that should be entered.

The following events can be canceled by the CancelEvent action.

ApplyFilter	Dirty	MouseDown
BeforeDelConfirm	Exit	NoData
BeforeInsert	Filter	Open
BeforeUpdate	Format	Print
DblClick	KeyPress	Unload
Delete		

Note You can use the **CancelEvent** action with the **MouseDown** event only to cancel the event that occurs when you right-click an object.

If a control's **OnDblClick** event property setting specifies a macro containing the CancelEvent action, the action cancels the **DblClick** event.

For events that can be canceled, the default behavior for the event (that is, what Access typically does when the event occurs) occurs after the macro for the event runs. This enables you to cancel the default behavior. For example, when you double-click a word that the insertion point is on in a [text box](#), Access normally selects the word. You can cancel this default behavior in the macro for the **DblClick** event and perform some other action, such as opening a form containing information about the data in the text box. For events that can't be canceled, the default behavior occurs before the macro runs.

Note If a form's **OnUnload** event property specifies a macro that carries out a

CancelEvent action, you won't be able to close the form. You must either correct the condition that caused the CancelEvent action to be carried out or open the macro and delete the CancelEvent action. If the form is a [modal](#) form, you won't be able to open the macro.

To carry out the CancelEvent action in Visual Basic, use the **DoCmd** method of the **DoCmd** object.

Example

[Validate data by using a macro](#)

The following validation macro checks the postal codes entered in a Suppliers form. It shows the use of the StopMacro, MsgBox, CancelEvent, and GoToControl actions. A conditional expression checks the country/region and postal code entered in a record on the form. If the postal code is not in the right format for the country/region, the macro displays a message box and cancels saving the record. It then returns you to the Postal Code control, where you can correct the error. This macro should be attached to the **BeforeUpdate** property of the Suppliers form.

Condition	Action	Arguments: Setting	Comment
IsNull([Country])	StopMacro		If Country is Null , postal code can't be validated.
[Country] In ("France","Italy","Spain") And Len([Postal Code]) <> 5	MsgBox	Message: The postal code must be 5 characters. Beep: Yes Type: Information Title: Postal Code Error	If the postal code isn't 5 characters, display a message.
...	CancelEvent		Cancel the event.
	GoToControl	Control Name: PostalCode Message: The postal code must be 4 characters.	

<pre>[Country] In ("Australia","Singapore") And Len([Postal Code]) <> 4</pre>	<pre>MsgBox</pre>	<pre>Beep: Yes Type: Information Title: Postal Code Error</pre>	<pre>If the postal code isn't 4 characters, display a message.</pre>
<pre>...</pre>	<pre>CancelEvent</pre>		<pre>Cancel the event.</pre>
<pre>([Country] = "Canada") And ([Postal Code] Not Like"[A-Z][0-9][A-Z] [0- 9][A-Z][0-9]")</pre>	<pre>GoToControl MsgBox</pre>	<pre>Control Name: PostalCode Message: The postal code is not valid. Example of Canadian code: H1J 1C3 Beep: Yes Type: Information Title: Postal Code Error</pre>	<pre>If the postal code isn't correct for Canada, display a message. (Example of Canadian code: H1J 1C3)</pre>
<pre>...</pre>	<pre>CancelEvent</pre>		<pre>Cancel the event.</pre>

[Show All](#)

GoToRecord Action

You can use the GoToRecord action to make the specified [record](#) the [current record](#) in an open table, form, or query [result set](#).

Setting

The GoToRecord action has the following arguments.

Action argument	Description
Object Type	The type of object that contains the record you want to make current. Click Table, Query, Form, Server View, Stored Procedure, or Function in the Object Type box in the Action Arguments section of the Macro window . Leave this argument blank to select the active object.
Object Name	The name of the object that contains the record you want to make the current record. The Object Name box shows all objects in the current database of the type selected by the Object Type argument. If you leave the Object Type argument blank, leave this argument blank also.
Record	The record to make the current record. Click Previous, Next, First, Last, Go To, or New in the Record box. The default is Next . An integer or expression that evaluates to an integer. An expression must be preceded by an equal sign (=). This argument specifies the record to make the current record. You can use the Offset argument in two ways:
Offset	<ul style="list-style-type: none">• When the Record argument is Next or Previous, Microsoft Access moves the number of records forward or backward specified in the Offset argument.• When the Record argument is Go To, Access moves to the record with the number equal to the Offset argument. The record number is shown in the record number box at the bottom of the window.

Note If you use the **First, Last, or New** setting for the Record argument, Access ignores the Offset argument. If you enter an Offset argument that's too large, Access displays an error message. You can't enter negative numbers for the Offset argument.

Remarks

If the [focus](#) is in a particular control in a record, this action leaves it in the same control for the new record.

You can use the **New** setting for the Record argument to move to the blank record at the end of a form or table so you can enter new data.

This action is similar to clicking **Go To** on the **Edit** menu. The **First**, **Last**, **Next**, **Previous**, and **New Record** subcommands of the **Go To** command have the same effect on the selected object as the **First**, **Last**, **Next**, **Previous**, and **New** settings for the Record argument. You can also move to records by using the [navigation buttons](#) at the bottom of the window.

You can use the GoToRecord action to make a record on a hidden form the current record if you specify the hidden form in the Object Type and Object Name arguments.

To run the GoToRecord action in Microsoft Visual Basic, use the **GoToRecord** method of the **DoCmd** object.

[Show All](#)

Requery Action

You can use the Requery action to update the data in a specified [control](#) on the active [object](#) by [requerying](#) the source of the control. If no control is specified, this action requeries the source of the object itself. Use this action to ensure that the active object or one of its controls displays the most current data.

Setting

The Requery action has the following argument.

Action argument	Description
Control Name	The name of the control you want to update. Enter the control name in the Control Name box in the Action Arguments section of the Macro window . You should use only the name of the control, not the fully qualified identifier (such as Forms! <i>formname!</i> controlname). Leave this argument blank to requery the source of the active object. If the active object is a datasheet or a query result set , you must leave this argument blank.

Remarks

The Requery action does one of the following:

- Reruns the query on which the control or object is based.
- Displays any new or changed records, and removes any deleted records from the [table](#) on which the control or object is based.

Note The Requery action does not affect the position of the record pointer.

Controls based on a query or table include:

- [List boxes](#) and [combo boxes](#).
- [Subform controls](#).
- [OLE objects](#), such as charts.
- Controls containing [domain aggregate functions](#), such as **DSum**.

If the specified control isn't based on a query or table, this action forces a recalculation of the control.

If you leave the Control Name argument blank, the Requery action has the same effect as pressing SHIFT+F9 when the object has the [focus](#). If a [subform](#) control has the focus, this action requeries only the source of the subform (just as pressing SHIFT+F9 does).

Note The Requery action requeries the source of the control or object. In contrast, the RepaintObject action [repaints](#) controls in the specified object but doesn't requery the database or display new records. The ShowAllRecords action not only requeries the active object, but it also removes any applied [filters](#), which the Requery action doesn't do.

If you want to requery a control that isn't on the active object, you must use the **Requery** method in Visual Basic, not the Requery action or its corresponding **Requery** method of the **DoCmd** object. The **Requery** method in Visual Basic is faster than the Requery action or the **DoCmd.Requery** method. In addition, when you use the Requery action or the **DoCmd.Requery** method, Microsoft Access closes the query and reloads it from the database, but when you use the **Requery** method, Access reruns the query without closing and reloading it. Note

that the ActiveX Data Object (ADO) **Requery** method works the same way as the Access **Requery** method.

[Show All](#)

SelectObject Action

You can use the SelectObject action to select a specified [database object](#).

Setting

The SelectObject action has the following arguments.

Action argument	Description
Object Type	The type of database object to select. Click Table, Query, Form, Report, Macro, Module, Data Access Pages, Server View, Diagram, Stored Procedure, or Function in the Object Type box in the Action Arguments section of the Macro window . This is a required argument.
Object Name	The name of the object to select. The Object Name box shows all objects in the database of the type selected by the Object Type argument. This is a required argument, unless you set the In Database Window argument to Yes . If you set the In Database Window argument to Yes and leave the Object Name argument blank, Microsoft Access selects the tab in the Database window that corresponds to the database object you specify in the Object Type argument. Note The object names for Server View, Diagram, or Stored Procedure objects are not displayed in the Object Name box of an Access project (.adp).
In Database Window	Specifies whether Access selects the object in the Database window. Click Yes (to select the object in the Database window) or No (not to select the object in the Database window). The default is No .

Remarks

The SelectObject action works with any Access object that can receive the [focus](#). This action gives the specified object the focus and shows the object if it's hidden. If the object is a [form](#), the SelectObject action sets the form's **Visible** property to **Yes** and returns the form to the mode set by its [form properties](#) (for example, as a [modal](#) or [pop-up form](#)).

If the object isn't open in one of the other Access windows, you can select it in the Database window by setting the In Database Window argument to **Yes**. If you set the In Database Window argument to **No**, an error message appears when you try to select an object that isn't open.

Often, you might use this action to select an object on which you want to perform additional actions. For example, you may want to restore an object that has been minimized (by using the Restore action) or maximize a window that contains an object you want to work with (by using the Maximize action).

If you select a form, you can use the GoToControl, GoToRecord, and GoToPage actions to move to specific areas on the form. The GoToRecord action also works for [datasheets](#).

To run the SelectObject action in Visual Basic, use the **SelectObject** method of the **DoCmd** object.

[Show All](#)

GoToPage Action

You can use the GoToPage action to move the [focus](#) in the active [form](#) to the first [control](#) on a specified page. You can use this action if you've created a form with page breaks that contains groups of related information. For example, you might have an Employees form with personal information on one page, office information on another page, and sales information on a third page. You can use the GoToPage action to move to the desired page. You can also present multiple pages of information on a single form by using [tab controls](#).

Setting

The GoToPage action has the following arguments.

Action argument	Description
Page Number	The number of the page to which you want to move the focus. Enter the page number in the Page Number box in the Action Arguments section of the Macro window . If you leave this argument blank, the focus stays on the current page. You can use the Right and Down arguments to display the part of the page you want to see.
Right	The horizontal position of the spot on the page, measured from the left edge of its containing window, that's to appear at the left edge of the window. This is required if you specify a Down argument.
Down	The vertical position of the spot on the page, measured from the top edge of its containing window, that's to appear at the top edge of the window. This is required if you specify a Right argument.

Note The Right and Down arguments are measured in inches or centimeters, depending on the regional settings in Windows Control Panel.

Remarks

You can use this action to select the first control (as defined by the form's [tab order](#)) on the specified page. Use the GoToControl action to move to a particular control on the form.

You can use the Right and Down arguments for forms with pages larger than the Microsoft Access window. Use the Page Number argument to move to the desired page, and then use the Right and Down arguments to display the part of the page you want to see. Access displays the part of the page whose upper-left corner is offset the specified distance from the upper-left corner of the page.

You can't use the GoToPage action in the following cases:

- To move the focus to a page on a hidden form.
- To move the focus from one page to another within the tab control.

To run the GoToPage action in Visual Basic, use the **GoToPage** method of the **DoCmd** object.

[Show All](#)

SendKeys Action

Security Avoid using the **SendKeys** statement or an AutoKeys macro with sensitive or confidential information. A malicious user could intercept the keystrokes and compromise the security of your computer and data.

You can use the SendKeys action to send keystrokes directly to Microsoft Access or to an active Windows-based application.

Setting

The SendKeys action has the following arguments.

Action argument	Description
Keystrokes	The keystrokes you want Access or the application to process. Enter the keystrokes in the Keystrokes box in the Action Arguments section of the Macro window . You can type up to 255 characters. This is a required argument.
Wait	Specifies whether the macro should pause until the keystrokes have been processed. Click Yes (to pause) or No (to not pause). The default is No .

Remarks

Access processes the keystrokes it receives through the SendKeys action exactly as if you had typed them directly in an Access window.

To specify the keystrokes, use the same syntax as you would for the **SendKeys** statement.

Note An error can occur if the Keystrokes argument contains incorrect syntax, misspelled text, or other values that aren't appropriate for the window the keystrokes are sent to.

You can use this action to enter information in a dialog box, particularly if you don't want to interrupt the macro to respond manually to the dialog box. Some Access actions, such as PrintOut and FindRecord, automatically select the options in certain frequently used dialog boxes. You can use the SendKeys action to select the options in less commonly used dialog boxes.

Notes

- Because the dialog box suspends the macro, you must put the SendKeys action before the action that causes the dialog box to open and set the Wait argument to **No**.
- The timing of the keystrokes reaching Access or another application can be tricky. As a result, it's recommended that if there's some other method (such as the FindRecord action) you can use to achieve a desired task, use that method rather than using the SendKeys action to fill in the options in a dialog box.

If you want to send more than 255 characters to Access or another Windows-based application, you can use several SendKeys actions in succession in a macro.

Using the SendKeys action to send keystrokes triggers the appropriate KeyDown, KeyUp, and KeyPress events. Sending non-[ANSI](#) keystrokes (such as a function key) doesn't trigger the KeyPress event.

This action isn't available from Microsoft Visual Basic. Use the **SendKeys**

statement instead.

[Show All](#)

MoveSize Action

You can use the MoveSize action to move or resize the active window.

Setting

The MoveSize action has the following arguments.

Action argument	Description
Right	The new horizontal position of the window's upper-left corner, measured from the left edge of its containing window. Enter the position in the Right box in the Action Arguments section of the Macro window .
Down	The new vertical position of the window's upper-left corner, measured from the top edge of its containing window.
Width	The window's new width.
Height	The window's new height.

If you leave an argument blank, Microsoft Access uses the window's current setting.

You must enter a value for at least one argument.

Note Each measurement is in inches or centimeters, depending on the regional settings in Windows Control Panel.

Remarks

This action is similar to clicking **Move** or **Size** on the window's **Control** menu. With the menu commands, you use the keyboard's arrow keys to move or resize the window. With the MoveSize action, you enter the position and size measurements directly. You can also use the mouse to move and size windows.

You can use this action on any window, in any view.

Tips

- To move a window without resizing it, enter values for the Right and Down arguments but leave the Width and Height arguments blank.
- To resize a window without moving it, enter values for the Width and Height arguments but leave the Right and Down arguments blank.

To run the MoveSize action in Visual Basic, use the **MoveSize** method of the **DoCmd** object.

Example

 [Synchronize forms by using a macro](#)

The following macro opens a Product List form in the lower-right corner of the Suppliers form, displaying the current supplier's products. It shows the use of the Echo, MsgBox, GoToControl, StopMacro, OpenForm, and MoveSize actions. It also shows the use of a conditional expression with the MsgBox, GoToControl, and StopMacro actions. This macro should be attached to the Review Products button on the Suppliers form.

Condition	Action	Arguments: Setting	Comment
	Echo	Echo On: No	Stop screen updating while the macro is running.
IsNull([Supplier ID])	MsgBox	Message: Move to the supplier record whose products you want to see, then click the Review Products button again. Beep: Yes Type: None Title: Select a Supplier	If there is no current supplier on the Suppliers form, display a message.
	GoToControl	Control Name: CompanyName	Move focus to the CompanyName control.
...	StopMacro	Form Name: Product List	Stop the macro.
		View: Datasheet	
		Filter Name:	Open the Product

OpenForm	Where Condition: [Supplier ID] = [Forms]![Suppliers]![SupplierID]	List form and show the current supplier's products.
	Data Mode: Read Only	
	Window Mode: Normal	
MoveSize	Right: 0.7799" Down: 1.8"	Position the Product List form in the lower right of the Suppliers form.

[Show All](#)

Maximize Action

You can use the Maximize action to enlarge the active window so that it fills the Microsoft Access window. This action will allow you to see as much of the [object](#) in the active window as possible.

Note This action cannot be applied to code windows in the Visual Basic Editor. For information about how to affect code windows, see the **WindowState** property topic.

Setting

The Maximize action doesn't have any arguments.

Remarks

This action has the same effect as clicking the **Maximize** button in the window's upper-right corner or clicking **Maximize** on the window's **Control** menu.

You can use the Restore action to restore a maximized window to its previous size.

Tips

- You may need to use the SelectObject action if the window you want to maximize isn't the active window.
- When you maximize a window in Access, all other windows are also maximized when you open them or switch to them. However, [pop-up forms](#) aren't maximized. If you want a form to maintain its size when other windows are maximized, set its **PopUp** property to **Yes**.

To run the Maximize action in Visual Basic, use the **Maximize** method of the **DoCmd** object.

[Show All](#)

Minimize Action

You can use the Minimize action to reduce the active window to a small title bar at the bottom of the Microsoft Access window.

Note This action cannot be applied to code windows in the Visual Basic Editor. For information about how to affect code windows, see the **WindowState** property topic.

Setting

The Minimize action doesn't have any arguments.

Remarks

You can use this action to remove a window from the screen while leaving the [object](#) open. You can also use this action to open an object without displaying its window. To display the object, use the SelectObject action with either the Maximize or Restore action. The Restore action restores a minimized window to its previous size.

The Minimize action has the same effect as clicking the **Minimize** button in the window's upper-right corner or clicking **Minimize** on the window's **Control** menu.

Tips

- You may first need to use the SelectObject action if the window you want to minimize isn't the active window.
- To minimize the [Database window](#), use the SelectObject action with the In Database Window argument set to **Yes** and then use the Minimize action.
- You can use the **Hide** command on the **Window** menu to hide the active window. Instead of being reduced to an icon, the window becomes invisible. The **Unhide** command on the **Window** menu will make the window reappear. You can use the RunCommand action to carry out either of these commands from a macro.
- You can also use the SetValue action to set a form's **Visible** property to hide or show the form's window.

To run the Minimize action in Visual Basic, use the **Minimize** method of the **DoCmd** object.

[Show All](#)

Restore Action

You can use the Restore action to restore a maximized or minimized window to its previous size.

Note This action cannot be applied to code windows in the Visual Basic Editor. For information about how to affect code windows, see the **WindowState** property topic.

Setting

The Restore action doesn't have any arguments.

Remarks

This action works on the selected [object](#). If an object has been minimized, you can first select it by using the SelectObject action and then restore it to its previous size by using the Restore action.

You can use the MoveSize action to move or size a window that you've restored.

The Restore action has the same effect as clicking the **Restore** button in the window's upper-right corner or clicking the **Restore** command on the window's **Control** menu.

To run the Restore action in Visual Basic, use the **Restore** method of the **DoCmd** object.

[Show All](#)

DDEExecute Statement

You can use the **DDEExecute** statement to send a command from a client application to a server application over an open [dynamic data exchange \(DDE\)](#) channel.

For example, suppose you've opened a DDE channel in Microsoft Access to transfer text data from a Microsoft Excel spreadsheet into a Microsoft Access database. Use the **DDEExecute** statement to send the **New** command to Microsoft Excel to specify that you wish to open a new spreadsheet. In this example, Microsoft Access acts as the client application, and Microsoft Excel acts as the server application.

Syntax

DDEExecute(*channum*, *command*)

The **DDEExecute** statement has the following arguments.

Argument	Description
<i>channum</i>	A channel number , the long integer returned by the DDEInitiate function.
<i>command</i>	A string expression specifying a command recognized by the server application. Check the server application's documentation for a list of these commands.

Remarks

The value of the *command* argument depends on the application and [topic](#) specified when the channel indicated by the *channum* argument is opened. An error occurs if the *channum* argument isn't an integer corresponding to an open channel or if the other application can't carry out the specified command.

From Visual Basic, you can use the **DDEExecute** statement only to send commands to another application. For information on sending commands to Microsoft Access from another application, see [Use Microsoft Access as a DDE Server](#).



Tip

If you need to manipulate another application's objects from Microsoft Access, you may want to consider using Automation.



[Show All](#)

DDEPoke Statement

You can use the **DDEPoke** statement to supply text data from a client application to a server application over an open [dynamic data exchange \(DDE\)](#) channel.

For example, if you have an open DDE channel between Microsoft Access and Microsoft Excel, you can use the **DDEPoke** statement to transfer text from a Microsoft Access database to a Microsoft Excel spreadsheet. In this example, Microsoft Access acts as the client application, and Microsoft Excel acts as the server application.

DDEPoke (*channum*, *item*, *data*)

The **DDEPoke** statement has the following arguments.

Argument	Description
<i>channum</i>	A channel number , an integer returned by the DDEInitiate function.
<i>item</i>	A string expression that's the name of a data item recognized by the application specified by the DDEInitiate function. Check the application's documentation for a list of possible items.
<i>data</i>	A string containing the data to be supplied to the other application.

Remarks

The value of the *item* argument depends on the application and [topic](#) specified when the channel indicated by the *channum* argument is opened. For example, the *item* argument may be a range of cells in a Microsoft Excel spreadsheet.

The string contained in the *data* argument must be an alphanumeric text string. No other formats are supported. For example, the *data* argument could be a number to fill a cell in a specified range in an Excel worksheet.

If the *channum* argument isn't an integer corresponding to an open channel or if the other application doesn't recognize or accept the specified data, a [run-time error](#) occurs.



If you need to manipulate another application's objects from Microsoft Access, you may want to consider using Automation.

[Show All](#)

DDETerminateAll Statement

You can use the **DDETerminateAll** statement to close all open [dynamic data exchange \(DDE\)](#) channels.

For example, suppose you've opened two DDE channels between Microsoft Excel and Microsoft Access, one to retrieve system information about Microsoft Excel and one to transfer data. You can use the **DDETerminateAll** statement to close both channels simultaneously.

DDETerminateAll

Remarks

Using the **DDETerminateAll** statement is equivalent to executing a **DDETerminate** statement for each open [channel number](#). Like the **DDETerminate** statement, the **DDETerminateAll** statement has no effect on active DDE link [expressions](#) in fields on forms or reports.

If there are no DDE channels open, the **DDETerminateAll** statement runs without causing a [run-time error](#).

Tips

- If you interrupt a procedure that performs DDE, you may inadvertently leave channels open. To avoid exhausting system resources, use the **DDETerminateAll** statement in your code or from the Immediate (lower) pane of the Debug window while debugging code that performs DDE.
- If you need to manipulate another application's objects from Microsoft Access, you may want to consider using Automation.



[Show All](#)

Set References to Type Libraries

When you set a reference to another application's [type library](#), you can use the objects supplied by that application in your code. For example, if you set a reference from Microsoft Access to the Microsoft Excel library, you can then use Microsoft Excel objects through [Automation](#) (formerly called OLE Automation). If you set a reference to a Visual Basic [project](#) in another Microsoft Access database, you can call its public procedures. If you set a reference to an [ActiveX control](#), you can use that control on Microsoft Access forms.

You can set a reference from Microsoft Access while the Microsoft [Visual Basic Editor](#) is open, or you can set a reference in Visual Basic code.

Setting a Reference from Microsoft Access

To set a reference to an application's type library:

1. On the **Tools** menu, click **References**. The **References** command on the **Tools** menu is available only when a Module window is open and active in [Design view](#).
2. Select the check boxes for those applications whose type libraries you want to reference.

Setting a Reference from Visual Basic

To set a reference from Visual Basic, you create a new [Reference](#) object representing the desired reference. The [References](#) collection contains all currently set references.

To create a new **Reference** object, use either the [AddFromFile](#) or [AddFromGUID](#) method of the **References** collection. To remove a **Reference** object, use the **Remove** method.

Advantages of Setting References

Your Automation code will run faster if you set a reference to another application's type library before you work with its objects. If you've set a reference, you can declare an object variable representing an object in the other application as its most specific type. For example, if you're writing code to work with Microsoft Excel objects, you can declare an object variable of type **Excel.Application** by using the following syntax only if you've created a reference to the Microsoft Excel type library:

```
Dim appXL As New Excel.Application
```

If you haven't set a reference to the Microsoft Excel type library, you must declare the variable as a generic variable of type [Object](#). The following code runs more slowly:

```
Dim appXL As Object
```

Additionally, if you set a reference to an application's type library, all of its objects, as well as their methods and properties, are listed in the [Object Browser](#). This makes it easy to determine what properties and methods are available to each object.

Since Microsoft Access is an [COM component](#) that supports Automation, you can also set a reference to its type library from another application and work with Microsoft Access objects from that application.



Domain Aggregate Functions

Aggregate functions provide statistical information about sets of records (a domain). For example, you can use an aggregate function to count the number of records in a particular set of records or to determine the average of values in a particular field.

The two types of aggregate functions, domain aggregate functions and SQL aggregate functions, provide similar functionality but are used in different situations. The SQL aggregate functions can be included in the syntax of an SQL statement but can't be called directly from Visual Basic. Conversely, the domain aggregate functions can be called directly from Visual Basic code. They can also be included in an SQL statement, but an SQL aggregate function is generally more efficient.

If you are performing statistical calculations from within code, you must use the domain aggregate functions. You can also use the domain aggregate functions to specify criteria, update values, or create calculated fields in a query expression. You can use either the SQL aggregate or domain aggregate functions in a calculated control on a form or report.

The domain aggregate functions include:

[**DAvg** Function](#)

[**DCount** Function](#)

[**DLookup** Function](#)

[**DFirst, DLast** Functions](#)

[**DMin, DMax** Functions](#)

[**DStDev, DStDevP** Functions](#)

[**DSum** Function](#)

[**DVar, DVarP** Functions](#)



[Show All](#)

UniqueValues Property

You can use the **UniqueValues** property when you want to omit records that contain duplicate data in the fields displayed in [Datasheet view](#). For example, if a query's output includes more than one field, the combination of values from all fields must be unique for a given record to be included in the results.

Note The **UniqueValues** property applies only to [append](#) and [make-table](#) action queries and [select](#) queries.

Setting

The **UniqueValues** property uses the following settings.

Setting	Description
Yes	Displays only the records in which the values of all fields displayed in Datasheet view are unique.
No	(Default) Displays all records.

You can set the **UniqueValues** property in the query's property sheet or in [SQL view](#) of the [Query window](#).

Note You can set this property when you create a new query by using an SQL statement. The DISTINCT predicate corresponds to the **UniqueValues** property setting. The DISTINCTROW predicate corresponds to the [UniqueRecords](#) property setting.

Remarks

When you set the **UniqueValues** property to Yes, the results of the query aren't updatable and won't reflect subsequent changes made by other users.

The **UniqueValues** and **UniqueRecords** properties are related in that only one of them can be set to Yes at a time. When you set the **UniqueValues** property to Yes, for example, Microsoft Access automatically sets the **UniqueRecords** property to No. You can, however, set both of them to No. When both properties are set to No, all records are returned.



If you want to count the number of instances of a value in a field, create a [totals query](#).

Example

The SELECT statement in this example returns a list of the countries/regions in which there are customers. Because there may be many customers in each country/region, many records could have the same country/region in the Customers table. However, each country/region is represented only once in the query results.

This example uses the Customers table, which contains the following data.

Country/Region	Company name
Brazil	Familia Arquibaldo
Brazil	Gourmet Lanchonetes
Brazil	Hanari Carnes
France	Du monde entier
France	Folies gourmandes
Germany	Frankenversand
Ireland	Hungry Owl All-Night Grocers

This SQL statement returns the countries/regions in the following table:

```
SELECT DISTINCT Customers.Country  
FROM Customers;
```

Countries/Regions returned

Brazil

France

Germany

Ireland



[Show All](#)

Set Form, Report, and Control Properties in Visual Basic

Form, **Report**, and **Control** objects are [Microsoft Access objects](#). You can set properties for these objects from within a **Sub**, **Function**, or [event](#) procedure. You can also set properties for form and report [sections](#).

To set a property of a form or report

Refer to the individual form or report within the [Forms](#) or [Reports](#) collection, followed by the name of the property and its value. For example, to set the **Visible** property of the Customers form to **True** (-1), use the following line of code:

```
Forms!Customers.Visible = True
```

You can also set a property of a form or report from within the object's module by using the object's **Me** property. Code that uses the **Me** property executes faster than code that uses a fully qualified object name. For example, to set the **RecordSource** property of the Customers form to an [SQL statement](#) that returns all records with a **CompanyName** field entry beginning with "A" from within the Customers form module, use the following line of code:

```
Me.RecordSource = "SELECT * FROM Customers " _  
    & "WHERE CompanyName Like 'A*'"
```

To set a property of a control

Refer to the [control](#) in the [Controls](#) collection of the **Form** or **Report** object on which it resides. You can refer to the **Controls** collection either implicitly or explicitly, but the code executes faster if you use an implicit reference. The following examples set the **Visible** property of a [text box](#) called CustomerID on the Customers form:

```
' Faster method.  
Me!CustomerID.Visible = True
```

```
' Slower method.  
Forms!Customers.Controls!CustomerID.Visible = True
```

The fastest way to set a property of a control is from within an object's module by using the object's **Me** property. For example, you can use the following code to toggle the **Visible** property of a text box called CustomerID on the Customers form:

```
With Me!CustomerID  
    .Visible = Not .Visible  
End With
```

To set a property of a form or report section

Refer to the form or report within the **Forms** or **Reports** collection, followed by the **Section** property and the integer or constant that identifies the section. The following examples set the **Visible** property of the page header section of the Customers form to **False**:

```
Forms!Customers.Section(3).Visible = False
```

```
Me!Section(acPageHeader).Visible = False
```

Notes

- For each property you want to set, you can look up the property in the Help index to find information about:
 - Whether you can set the property from Visual Basic.
 - Views in which you can set the property. Not all properties can be set in all views. For example, you can set a form's **BorderStyle** property only in [form Design view](#).
 - Which values you should use to set the property. You often use different settings when you set a property in Visual Basic instead of in the property sheet. For example, if the property settings are selections from a list, you must use the value or numeric equivalent for each selection.
- To set [default properties](#) for controls from Visual Basic, use the [DefaultControl](#) property.



[Show All](#)

Set Properties of ActiveX Data Objects in Visual Basic

ActiveX Data Objects (ADO) enable you to manipulate the structure of your database and the data it contains from Visual Basic. Many ADO objects correspond to objects that you see in your database— for example, a **Table** object corresponds to a Microsoft Access table. A **Field** object corresponds to a field in a table.

Most of the properties you can set for ADO objects are ADO properties. These properties are defined by the [Microsoft Jet database engine](#) and are set the same way in any application that includes the Jet database engine. Some properties that you can set for ADO objects are defined by Microsoft Access, and aren't automatically recognized by the Jet database engine. How you set properties for ADO objects depends on whether a property is defined by the Jet database engine or by Microsoft Access.

Setting ADO Properties for ADO Objects

To set a property that's defined by the Jet database engine, refer to the object in the ADO hierarchy. The easiest and fastest way to do this is to create object variables that represent the different objects you need to work with, and refer to the object variables in subsequent steps in your code. For example, the following code creates a new **TableDef** object and sets its **Name** property:

```
Dim tbl As New ADOX.Table
Dim cnn As ADODB.Connection
Set cnn = CurrentProject.Connection
tbl.Name = "Contacts"
```

Setting Microsoft Access Properties for ADO Objects

When you set a property that's defined by Microsoft Access, but applies to a ADO object, the Jet database engine doesn't automatically recognize the property as a valid property. The first time you set the property, you must create the property and append it to the **Properties** collection of the object to which it applies. Once the property is in the **Properties** collection, it can be set in the same manner as any ADO property.

If the property is set for the first time in the user interface, it's automatically added to the **Properties** collection, and you can set it normally.

When writing procedures to set properties defined by Microsoft Access, you should include error-handling code to verify that the property you are setting already exists in the **Properties** collection. See the Help topic about the [Add](#) method or the individual property topic for more information.

Keep in mind that when you create the property, you must correctly specify its **Type** property before you append it to the **Properties** collection. You can determine the **Type** property based on the information in the Settings section of the Help topic for the individual property. The following table provides some guidelines for determining the setting of the **Type** property.

If the property setting is Then the Type property setting should be

A string	adLongVarChar or adVarChar
True/False	adBoolean
An integer	adInteger

The following table lists some Microsoft Access–defined properties that apply to ADO objects.

ADO object	Microsoft Access–defined properties
Connection	AppTitle, AppIcon, StartupShowDBWindow, StartupShowStatusBar, AllowShortcutMenus, AllowFullMenus, AllowBuiltInToolbars, AllowToolbarChanges, AllowBreakIntoCode,

Table	AllowSpecialKeys, Replicable, ReplicationConflictFunction, DatasheetBackColor, DatasheetCellsEffect, DatasheetFontHeight, DatasheetFontItalic, DatasheetFontName, DatasheetFontUnderline, DatasheetFontWeight, DatasheetForeColor, DatasheetGridlinesBehavior, DatasheetGridlinesColor, Description, FrozenColumns, RowHeight, ShowGrid
QueryDef	DatasheetBackColor, DatasheetCellsEffect, DatasheetFontHeight, DatasheetFontItalic, DatasheetFontName, DatasheetFontUnderline, DatasheetFontWeight, DatasheetForeColor, DatasheetGridlinesBehavior, DatasheetGridlinesColor, Description, FailOnError, FrozenColumns, LogMessages, MaxRecords, RecordLocks, RowHeight, ShowGrid, UseTransaction
Field	Caption, ColumnHidden, ColumnOrder, ColumnWidth, DecimalPlaces, Description, Format, InputMask



[Show All](#)

Set Properties of Data Access Objects in Visual Basic

[Data Access Objects \(DAO\)](#) enable you to manipulate the structure of your database and the data it contains from Visual Basic. Many DAO objects correspond to objects that you see in your database— for example, a **TableDef** object corresponds to a Microsoft Access table. A **Field** object corresponds to a field in a table.

Most of the properties you can set for DAO objects are DAO properties. These properties are defined by the [Microsoft Jet database engine](#) and are set the same way in any application that includes the Jet database engine. Some properties that you can set for DAO objects are defined by Microsoft Access, and aren't automatically recognized by the Jet database engine. How you set properties for DAO objects depends on whether a property is defined by the Jet database engine or by Microsoft Access.

Setting DAO Properties for DAO Objects

To set a property that's defined by the Jet database engine, refer to the object in the DAO hierarchy. The easiest and fastest way to do this is to create object variables that represent the different objects you need to work with, and refer to the object variables in subsequent steps in your code. For example, the following code creates a new **TableDef** object and sets its **Name** property:

```
Dim dbs As DAO.Database
Dim tdf As DAO.TableDef
Set dbs = CurrentDb
Set tdf = dbs.CreateTableDef
tdf.Name = "Contacts"
```

Setting Microsoft Access Properties for DAO Objects

When you set a property that's defined by Microsoft Access, but applies to a DAO object, the Jet database engine doesn't automatically recognize the property as a valid property. The first time you set the property, you must create the property and append it to the **Properties** collection of the object to which it applies. Once the property is in the **Properties** collection, it can be set in the same manner as any DAO property.

If the property is set for the first time in the user interface, it's automatically added to the **Properties** collection, and you can set it normally.

When writing procedures to set properties defined by Microsoft Access, you should include error-handling code to verify that the property you are setting already exists in the **Properties** collection. See the Help topic about the **CreateProperty** method or the individual property topic for more information.

Keep in mind that when you create the property, you must correctly specify its **Type** property before you append it to the **Properties** collection. You can determine the **Type** property based on the information in the Settings section of the Help topic for the individual property. The following table provides some guidelines for determining the setting of the **Type** property.

If the property setting is Then the Type property setting should be

A string	dbText
True/False	dbBoolean
An integer	dbInteger

The following table lists some Microsoft Access–defined properties that apply to DAO objects.

DAO object	Microsoft Access–defined properties
Database	AppTitle, AppIcon, StartupShowDBWindow, StartupShowStatusBar, AllowShortcutMenus, AllowFullMenus, AllowBuiltInToolbars, AllowToolbarChanges, AllowBreakIntoCode, AllowSpecialKeys, Replicable, ReplicationConflictFunction

Title, Subject, Author, Manager, Company, Category, Keywords, Comments, Hyperlink Base

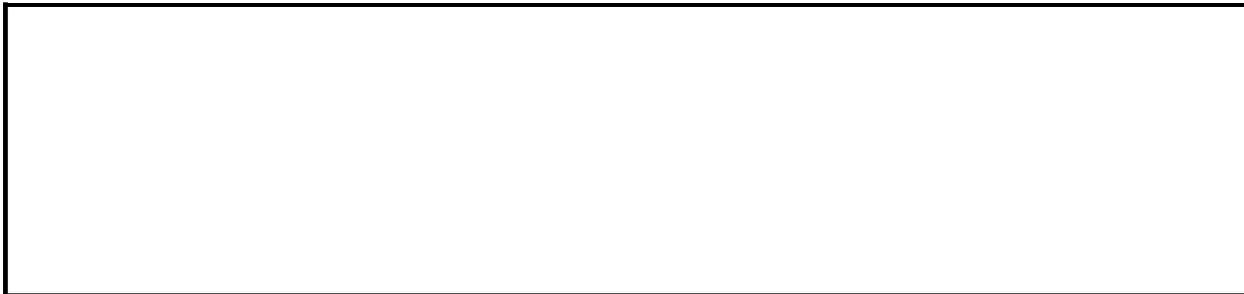
SummaryInfo Container (See the **Summary** tab of the *DatabaseName Properties* dialog box, available by clicking **Database Properties** on the **File** menu.)

UserDefined Container (See the **Summary** tab of the *DatabaseName Properties* dialog box, available by clicking **Database Properties** on the **File** menu.)

TableDef **DatasheetBackColor, DatasheetCellsEffect, DatasheetFontHeight, DatasheetFontItalic, DatasheetFontName, DatasheetFontUnderline, DatasheetFontWeight, DatasheetForeColor, DatasheetGridlinesBehavior, DatasheetGridlinesColor, Description, FrozenColumns, RowHeight, ShowGrid**

QueryDef **DatasheetBackColor, DatasheetCellsEffect, DatasheetFontHeight, DatasheetFontItalic, DatasheetFontName, DatasheetFontUnderline, DatasheetFontWeight, DatasheetForeColor, DatasheetGridlinesBehavior, DatasheetGridlinesColor, Description, FailOnError, FrozenColumns, LogMessages, MaxRecords, RecordLocks, RowHeight, ShowGrid, UseTransaction**

Field **Caption, ColumnHidden, ColumnOrder, ColumnWidth, DecimalPlaces, Description, Format, InputMask**



[Show All](#)

Set Data Access Page Properties in Visual Basic

DataAccessPage objects are [Microsoft Access objects](#). You can set properties for these objects from within a [Sub](#), [Function](#), or [event](#) procedure.

To set a property of a data access page

Refer to the individual data access page within the [DataAccessPages](#) collection, followed by the name of the property and its value. For example, to set the **Visible** property of the Customers data access page to **True** (-1), use the following line of code:

```
DataAccessPages!Customers.Visible = True
```

Notes

- For each property you want to set, you can look up the property in the Help index to find information about:
 - Whether you can set the property from Visual Basic.
 - Which values you should use to set the property. You often use different settings when you set a property in Visual Basic instead of in the property sheet. For example, if the property settings are selections from a list, you must use the value or numeric equivalent for each selection.



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Image Hyperlink Control

The image hyperlink control can add an unbound [image](#) to a [data access page](#).

Tool:

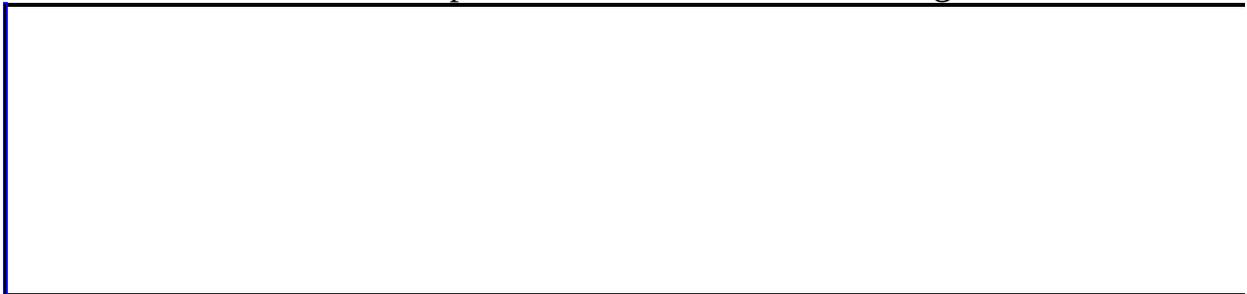


Remarks

Use the image hyperlink control to add an image to a data access page that, when clicked, displays another Web page from your hard drive, the Web, or another location. When you create an image hyperlink control, you select the image to display on the page and the address of the file to jump to.

- The **Insert Picture** dialog box displays a list of pictures that can be selected as the image.
- The **Insert Hyperlink** dialog box allows the user to select the file or web page that will be linked to the image control.

In [Page view](#), as the pointer passes over the image, the pointer changes to a hand, indicating that the image is a link that you can click to go to another page. You can also define ScreenTips and alternate text for the image.



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Office Chart Control

The Office chart control can add a chart to a [data access page](#).

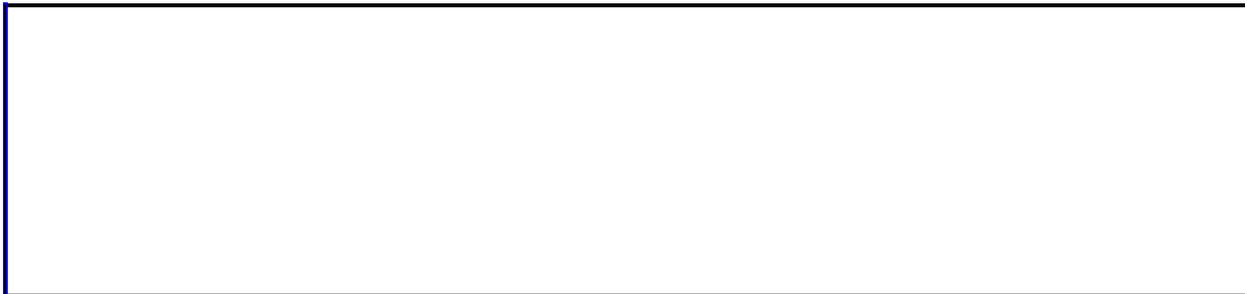
Tool:



Remarks

You can use Microsoft Office Chart, a Microsoft Office Web Component, to create dynamic, interactive charts in a data access page that you can make available on Web sites for viewing in a [browser](#). For example, you can create a chart using data in a table that stores sales figures. When you update the sales figures, the chart updates— so users can always see the latest information on their Web pages.

Microsoft Internet Explorer 5 or later is required to create a chart on a data access page, but users with Internet Explorer version 4.x or later can view the chart and see the chart updated in response to changes to data.



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Office Spreadsheet Control

The Office [spreadsheet](#) control can add a spreadsheet with some of the features of a Microsoft Excel spreadsheet to a [data access page](#).

Tool:



Remarks

You can add a spreadsheet control to a data access page to provide some of the same capabilities you have in a Microsoft Excel worksheet. You can enter values, add formulas, apply filters, and so on. Use the procedure below to create a spreadsheet in which you enter raw data, or import data from a Web page or text file. If within the spreadsheet you want to use data from other controls on the data access page, you need to refer to those controls in the appropriate spreadsheet cells.

--

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Understanding ActiveX Controls (Data Access Pages)

Some of the content in this topic may not be applicable to some languages.

In addition to the built-in [controls](#) that appear in the toolbox, Microsoft Access supports ActiveX controls (formerly known as custom or OLE controls). An ActiveX control, like a built-in control, is an object that you place on a [form](#) to enable or enhance a user's interaction with an application. ActiveX controls have events and can be incorporated into other controls. These controls have an .ocx file name extension. The Calendar control is an example of an ActiveX control.



[Show All](#)

Data Type Property

You can use the **Data Type** property to specify the type of data stored in a table field. Each field can store data consisting of only a single data type.

Setting

The **Data Type** property uses the following settings.

Setting	Type of data	Size
Text	(Default) Text or combinations of text and numbers, as well as numbers that don't require calculations, such as phone numbers.	Up to 255 characters or the length set by the FieldSize property, whichever is less. Microsoft Access does not reserve space for unused portions of a text field.
Memo	Lengthy text or combinations of text and numbers.	Up to 65,535 characters. (If the Memo field is manipulated through DAO and only text and numbers [not binary data] will be stored in it, then the size of the Memo field is limited by the size of the database.)
Number	Numeric data used in mathematical calculations. For more information on how to set the specific Number type, see the FieldSize property topic.	1, 2, 4, or 8 bytes (16 bytes if the FieldSize property is set to Replication ID).
Date/Time	Date and time values for the years 100 through 9999.	8 bytes.
Currency	Currency values and numeric data used in mathematical calculations involving data with one to four decimal places. Accurate to 15 digits on the left side of the decimal separator and to 4 digits on the right side.	8 bytes.
	A unique sequential (incremented by 1) number or random number assigned by	

AutoNumber	<p>Microsoft Access whenever a new record is added to a table. AutoNumber fields can't be updated. For more information, see the NewValues property topic.</p>	<p>4 bytes (16 bytes if the FieldSize property is set to Replication ID).</p>
Yes/No	<p>Yes and No values and fields that contain only one of two values (Yes/No, True/False, or On/Off).</p>	<p>1 bit.</p>
OLE Object	<p>An object (such as a Microsoft Excel spreadsheet, a Microsoft Word document, graphics, sounds, or other binary data) linked to or embedded in a Microsoft Access table.</p>	<p>Up to 1 gigabyte (limited by available disk space)</p>
Hyperlink	<p>Text or combinations of text and numbers stored as text and used as a hyperlink address. A hyperlink address can have up to three parts:</p> <p><i>text to display</i>— the text that appears in a field or control.</p> <p><i>address</i>— the path to a file (UNC path) or page (URL).</p> <p><i>subaddress</i>— a location within the file or page.</p> <p><i>screentip</i>— the text displayed as a tooltip.</p> <p>The easiest way to insert a hyperlink address in a field or control is to click Hyperlink on the Insert menu.</p>	<p>Each part of the three parts of a Hyperlink data type can contain up to 2048 characters.</p>
Lookup	<p>Creates a field that allows you to choose a value from another table or from a list of values by using a list box or combo box. Clicking this option</p>	<p>The same size as the primary key field used to</p>

Wizard starts the Lookup Wizard, which performs the lookup, typically 4 bytes. creates a [Lookup field](#). After you complete the wizard, Microsoft Access sets the data type based on the values selected in the wizard.

You can set this property only in the upper portion of [table Design view](#).

In [Visual Basic](#), you can use the ADO **Type** property to set a field's data type before appending it to the **Fields** collection.

Remarks

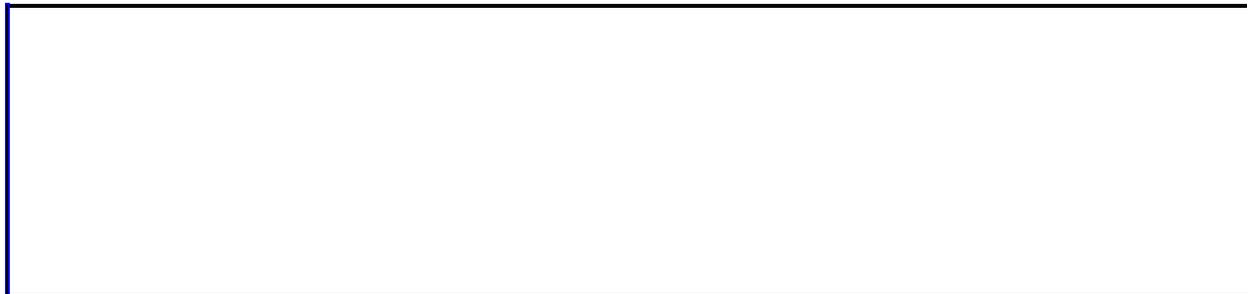
Memo, Hyperlink, and OLE Object fields can't be [indexed](#).



Use the Currency data type for a field requiring many calculations involving data with one to four decimal places. **Single** and **Double** data type fields require floating-point calculation. The Currency data type uses a faster fixed-point calculation.

Caution Changing a field's data type after you enter data in a table causes a potentially lengthy process of data conversion when you save the table. If the data type in a field conflicts with a changed **Data Type** property setting, you may lose some data.

Set the **Format** property to specify a predefined [display format](#) for Number, Date/Time, Currency, and Yes/No data types.



[Show All](#)

AllowZeroLength Property

You can use the **AllowZeroLength** property to specify whether a [zero-length string](#) (" ") is a valid entry in a table field.

Note The **AllowZeroLength** property applies only to Text, Memo, and Hyperlink table fields.

Setting

The **AllowZeroLength** property uses the following settings.

Setting	Visual Basic	Description
Yes	True	A zero-length string is a valid entry.
No	False	(Default) A zero-length string is an invalid entry.

You can set this property by using the table's property sheet or [Visual Basic](#).

Note To access a field's **AllowZeroLength** property by using Visual Basic, use the DAO **AllowZeroLength** property or the ADO **Column.Properties("Set OLEDB:Allow Zero Length")** property.

Remarks

If you want Microsoft Access to store a zero-length string instead of a **Null** value when you leave a field blank, set both the **AllowZeroLength** and **Required** properties to Yes.

The following table shows the results of combining the settings of the **AllowZeroLength** and **Required** properties.

AllowZeroLength	Required	User's action	Value stored
No	No	Presses ENTER	Null
		Presses SPACEBAR Enters a zero-length string (not allowed)	Null
Yes	No	Presses ENTER	Null
		Presses SPACEBAR Enters a zero-length string	Zero-length string
No	Yes	Presses ENTER	(not allowed)
		Presses SPACEBAR Enters a zero-length string (not allowed)	(not allowed)
Yes	Yes	Presses ENTER	(not allowed)
		Presses SPACEBAR Enters a zero-length string	Zero-length string



You can use the **Format** property to distinguish between the display of a **Null** value and a zero-length string. For example, the string "None" can be displayed when a zero-length string is entered.

The **AllowZeroLength** property works independently of the **Required** property. The **Required** property determines only whether a **Null** value is valid for the field. If the **AllowZeroLength** property is set to Yes, a zero-length string will be a valid value for the field regardless of the setting of the **Required** property.



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AllowFullMenus Property

You can use the **AllowFullMenus** property to specify whether or not full Microsoft Access built-in menus will be available when the application database opens. For example, you can use the **AllowFullMenus** property to disable menu items that give users the ability to modify [table](#), [form](#), [query](#), or [report](#) structures.

Setting

The **AllowFullMenus** property uses the following settings.

Setting	Description
True (-1)	Display the full built-in menus at startup.
False (0)	Don't display full built-in menus at startup.

The easiest way to set this property is by using the **Allow Full Menus** option in the **Startup** dialog box, available by clicking **Startup** on the **Tools** menu. You can also set this property by using a [macro](#) or [Visual Basic](#).

To set the **AllowFullMenus** property by using a macro or Visual Basic, you must first either set the property in the **Startup** dialog box once or create the property in the following ways:

- In a [Microsoft Access database](#) (.mdb), you can add it by using the **CreateProperty** method and append it to the **Properties** collection of the **Database** object.
- In a [Microsoft Access project](#) (.adp), you can add it to the [AccessObjectProperties](#) collection of the [CurrentProject](#) object by using the [Add](#) method.

Remarks

If you set this property to **False**, a predefined subset of the full built-in menus is displayed in your database. This set of menus doesn't include menus and commands that enable users to change the design of database objects.

Setting this property to **False** also disables the toolbar buttons that correspond to the disabled menu items. However, [shortcut menus](#) aren't affected (you can still change some design features by using shortcut menu commands). If you don't want users to have access to the commands on the shortcut menus, you can set the [AllowShortcutMenus](#) property to **False**.

This property's setting doesn't take effect until the next time the database opens.



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StartupShortcutMenuBar Property

You can use the **StartupShortcutMenuBar** property to specify a custom [shortcut menu](#) to use as the [global shortcut menu](#) for your application. You can also specify a [menu bar macro](#) that displays the custom shortcut menu you want to use as the global shortcut menu.

Setting

The **StartupShortcutMenuBar** property is a [string expression](#) that's the name of a custom shortcut menu or a menu bar macro that displays a custom shortcut menu.

The easiest way to set this property is by using the **Shortcut Menu Bar** option in the **Startup** dialog box, available by clicking **Startup** on the **Tools** menu. You can also set this property by using a [macro](#) or [Visual Basic](#).

To set the **StartupShortcutMenuBar** property by using a macro or Visual Basic, you must first either set the property in the **Startup** dialog box once or create the property in the following ways:

- In a [Microsoft Access database](#) (.mdb), you can add it by using the **CreateProperty** method and append it to the **Properties** collection of the **Database** object.
- In a [Microsoft Access project](#) (.adp), you can add it to the [AccessObjectProperties](#) collection of the [CurrentProject](#) object by using the [Add](#) method.

Remarks

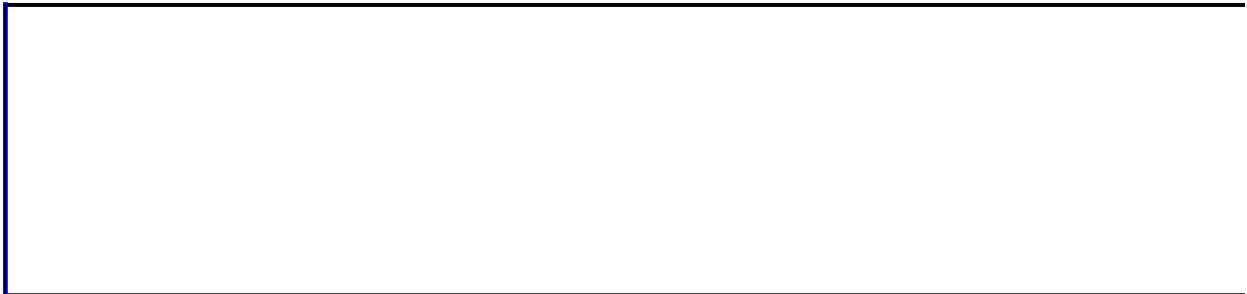
If you are setting the **StartupShortcutMenuBar** property, you shouldn't use a SetValue action in the AutoExec macro to set the **ShortcutMenuBar** property for the **Application** object. Since Microsoft Access runs the AutoExec macro after it parses the startup properties, the global shortcut menu set in the AutoExec macro would replace the shortcut menu set in the **StartupShortcutMenuBar** property.

You can also create custom shortcut menus by using the **ShortcutMenuBar** property for [forms](#), [reports](#), and form [controls](#). These custom shortcut menus are displayed when you right-click a specific form, report, or form control, and replace the global shortcut menu in those cases.

If this property is blank, Microsoft Access displays the built-in shortcut menus.

Setting this property has the same effect as setting the **ShortcutMenuBar** property of the **Application** object (except the **ShortcutMenuBar** property setting takes effect immediately).

This property's setting doesn't take effect until the next time the application database opens.



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UniqueRecords Property

You can use the **UniqueRecords** property to specify whether to return only unique records based on all fields in the underlying data source, not just those fields present in the query itself.

Note The **UniqueRecords** property applies only to [append](#) and [make-table](#) action queries and [select](#) queries.

Setting

The **UniqueRecords** property uses the following settings.

Setting	Description
Yes	Doesn't return duplicate records.
No	(Default) Returns duplicate records.

You can set the **UniqueRecords** property in the query's property sheet or in [SQL view](#) of the [Query window](#).

Note You set this property when you create a new query by using an [SQL statement](#). The DISTINCTROW predicate corresponds to the **UniqueRecords** property setting. The DISTINCT predicate corresponds to the [UniqueValues](#) property setting.

Remarks

You can use the **UniqueRecords** property when you want to omit data based on entire duplicate records, not just duplicate fields. Microsoft Access considers a record to be unique as long as the value in one field in the record differs from the value in the same field in another record.

The **UniqueRecords** property has an effect only when you use more than one table in the query and select fields from the tables used in the query. The **UniqueRecords** property is ignored if the query includes only one table.

The **UniqueRecords** and **UniqueValues** properties are related in that only one of them can be set to Yes at a time. When you set **UniqueRecords** to Yes, for example, Microsoft Access automatically sets **UniqueValues** to No. You can, however, set both of them to No. When both properties are set to No, all records are returned.

Example

The query in this example returns a list of customers from the Customers table who have at least one order in the Orders table.

Customers Table

Company name	Customer ID
Ernst Handel	ERNSH
Familia Arquibaldo	FAMIA
FISSA Fabrica Inter. Salchichas S.A.	FISSA
Folies gourmandes	FOLIG

Orders Table

Customer ID Order ID

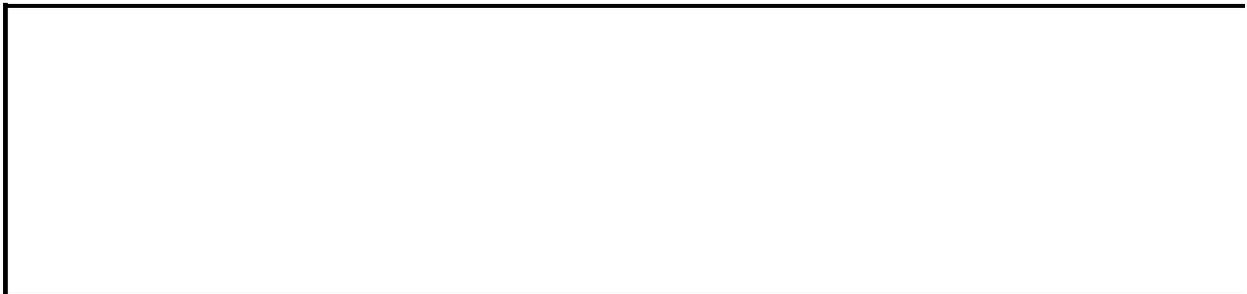
ERNSH	10698
FAMIA	10512
FAMIA	10725
FOLIG	10763
FOLIG	10408

The following SQL statement returns the customer names in the following table:

```
SELECT DISTINCTROW Customers.CompanyName, Customers.CustomerID  
FROM Customers INNER JOIN Orders  
ON Customers.CustomerID = Orders.CustomerID;
```

Customers returned Customer ID

Ernst Handel	ERNSH
Familia Arquibaldo	FAMIA
Folies gourmandes	FOLIG



[Show All](#)

NewValues Property

You can use the **NewValues** property to specify how [AutoNumber](#) fields increment when new records are added to a table.

Note The **NewValues** property applies only to AutoNumber fields.

Setting

The **NewValues** property uses the following settings.

Setting	Description
Increment (Default)	AutoNumber field values increment by 1 for new records.
Random	AutoNumber field values are assigned a random Long Integer value for new records.

You can set this property in the table's [property sheet](#) in [table Design view](#) by clicking the **General** tab in the Field Properties section.

Remarks

When you [replicate](#) a database, AutoNumber field settings are set to Random to ensure that new records entered in different replicas will have unique values.
