The Contact Manager database

Welcome to the Contact Manager database! This database is designed to help you quickly and easily manage your personal and business contacts. With this database, you can:

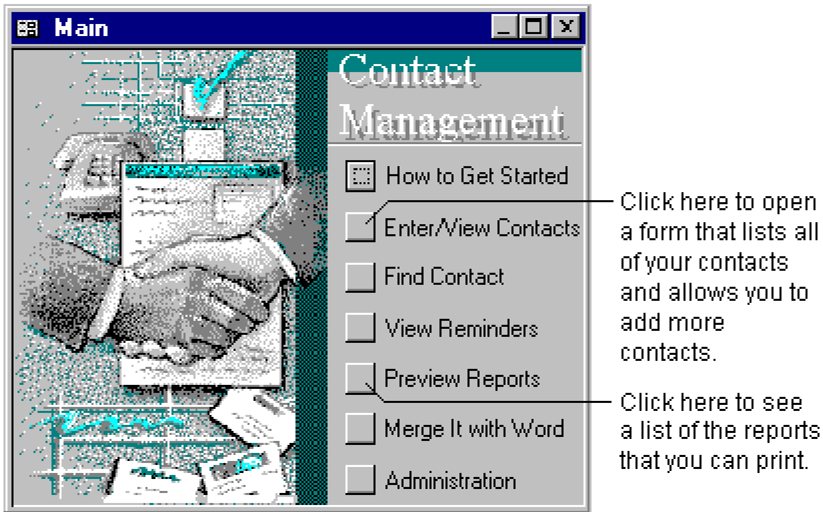
- Save information on all of your personal and business contacts.
- Keep a permanent record of the time and subject of all calls.
- Easily send electronic mail to any contact.
- Set reminders of future events.
- Print labels or envelopes.
- Even export your contact list to Microsoft Word.

To see an overview of the application, click .

To start working right away, click .

The Switchboard form

The Switchboard form is the first thing you'll see when you start the Contact Manager application. You can click the buttons on the Switchboard form to go to the other parts of the application, such as the Contacts form, where you can enter your contacts, or the Contact List report, which you can print.



Prev
Next

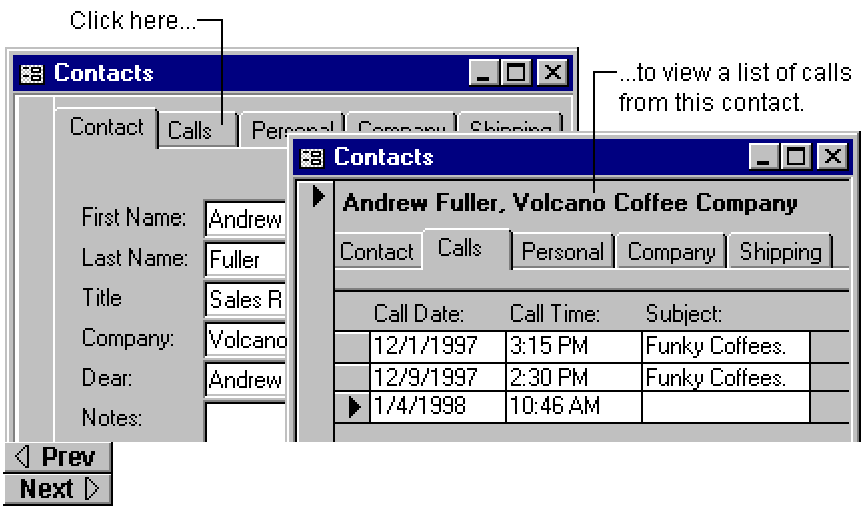
The Contacts form

On the Contacts form, you can enter and later retrieve data on all of your contacts. To enter or change information, just click the mouse in any box on the form and start typing. You can use the navigation bar at the bottom of the form to move between contacts.

Prev
Next

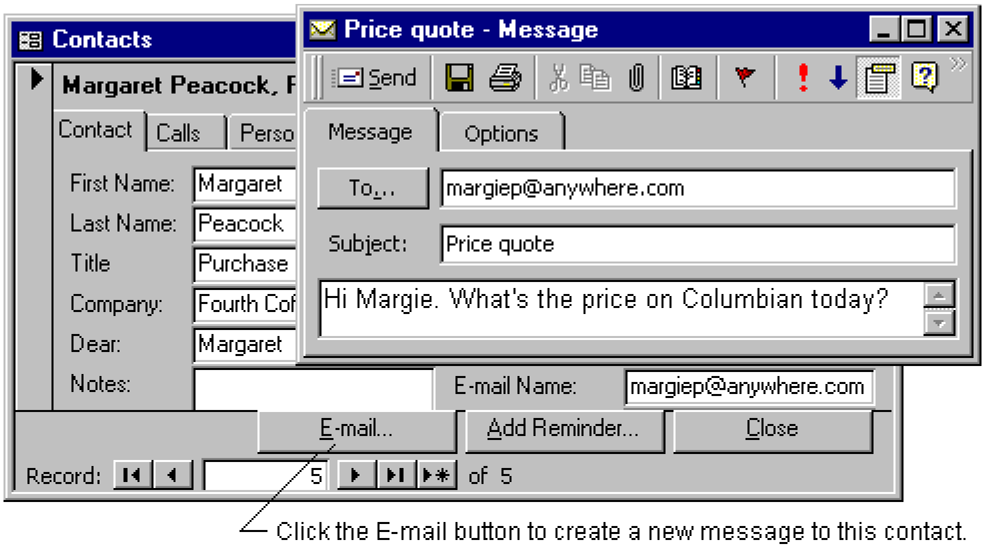
Using the tabs on the Contacts form

The Contacts form uses tabs to display more information in less space. As you click the tabs along the top of the form, the information shown changes. Each tab contains a subset of the information about a contact: basic information, phone call history, personal information, corporate address, or shipping address.



Sending electronic mail

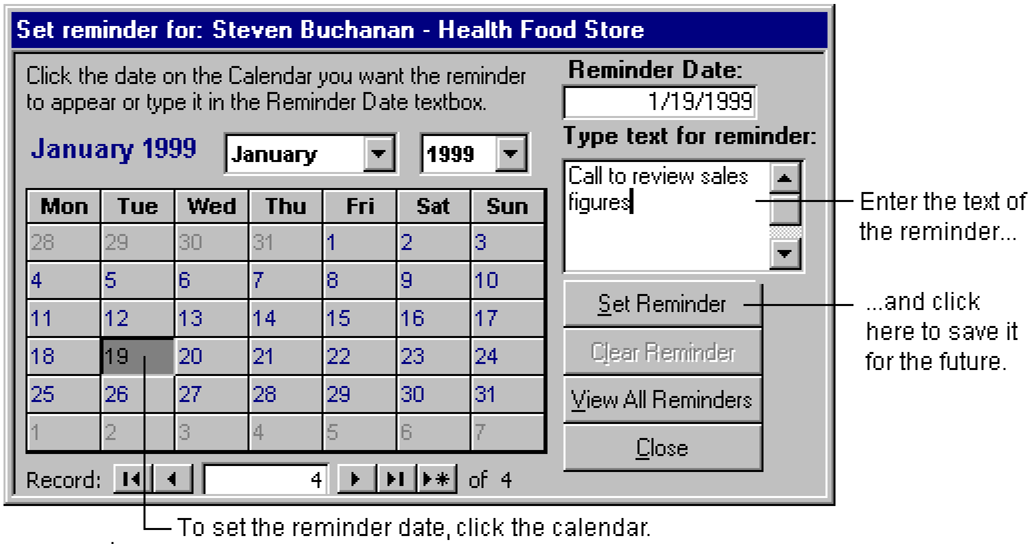
If you enter e-mail addresses for your contacts, you can quickly create new e-mail messages by clicking the E-mail button on the Contacts form. This will open a new e-mail message in your default e-mail editor. Just type your message and click **Send**.



Prev
Next

Working with reminders

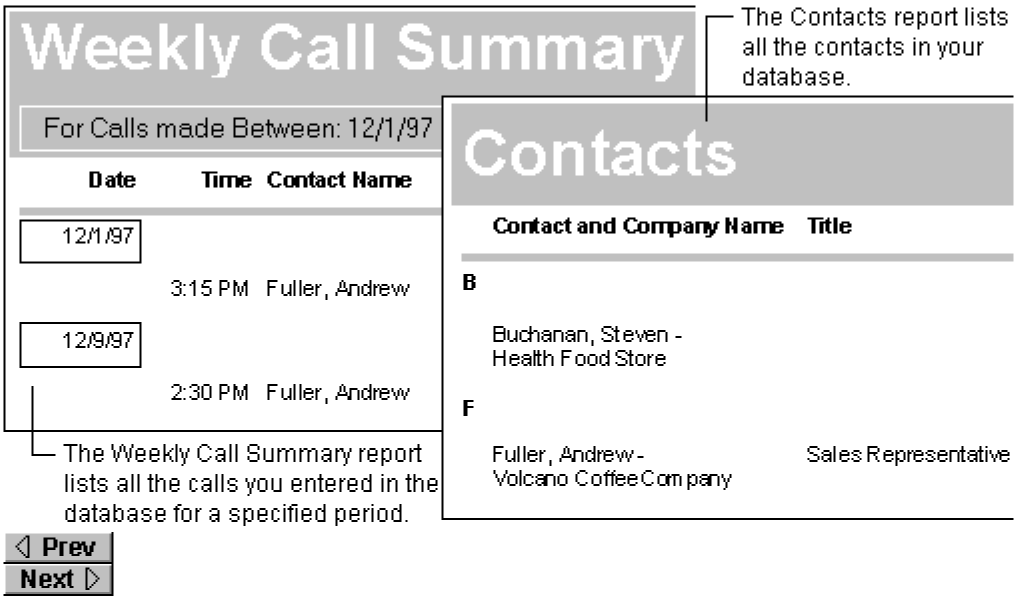
To enter a reminder for a contact, click the Add Reminder button on the Contacts form. You enter the text and date for the reminder on the form shown below. Whenever you open your database, all the reminders for the current day are displayed. However, if you enter a reminder for today, it won't be displayed until you close and reopen the database.



◁ Prev
Next ▷

The Contact List and Call Summary reports

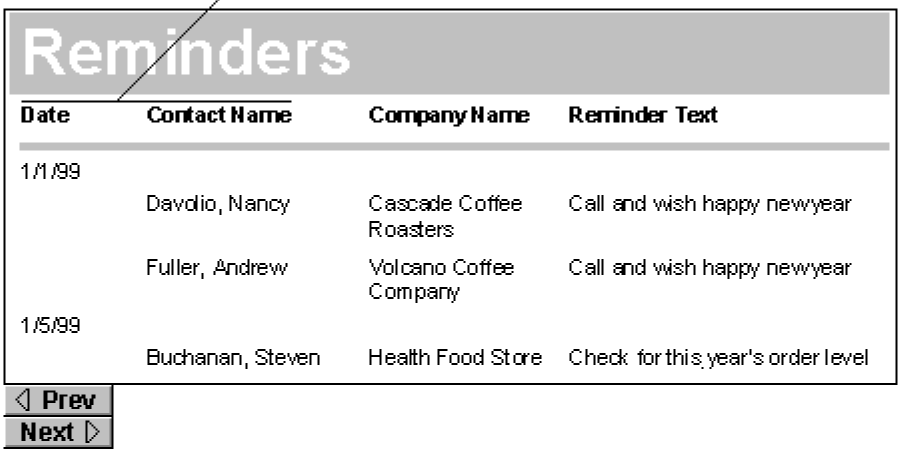
The Contact Manager database includes a number of reports that you can print to summarize information. Two of these are the Contact List and Call Summary reports. You can preview any report by clicking Preview Reports on the main Switchboard form.



The Reminders report

The Reminders report provides a complete list of all the reminders entered in your database. You can print this report and keep it with your calendar to remind you of upcoming appointments. To preview the Reminders report, click Preview Reports on the main Switchboard form.

The Reminder Report lists the reminders that you entered by Date and Contact.



Work with your contacts

Microsoft Access provides you with a great deal of power and flexibility. Choose a category below to see the things that you can do with the Contact Manager database.

What do you want to do?

- Sort, find, and filter your contacts
- Add, edit, and delete information
- Print
- Remove sample data
- Take care of your database
- Use your data with other programs

Sort, find, and filter your contacts

Although your Contact Manager database may contain a lot of information, you don't have to view it all at one time. With Microsoft Access, you can find certain contacts by searching for specific values, filter your contacts, and sort contacts in the order you prefer.

What do you want to do?

- Switch between viewing one contact and viewing many contacts
- Sort contacts
- Find specific information
- Replace specific information
- Use wildcard characters to search for information
- Filter contacts by entering values in a blank view of your form or datasheet
- Filter contacts by selecting values in your form or datasheet
- Find a specific contact by scrolling
- Remove a filter from a form
- Move between contacts by using navigation buttons

Add, edit, and delete information

Editing information is simple with the Contact Manager database. The topics listed below will help you enter new contacts into your database, change the contents of contacts that you've already entered, or delete a contact that you no longer require.

What do you want to do?

- Add a new address
- Save an address
- Delete a contact
- Copy or move data from one field to another
- Copy or move data from multiple fields in Datasheet view
- Copy or move records to a datasheet
- Duplicate a value from the previous record
- Add a new value to a combo box
- Edit the data in a field
- Undo changes when adding or editing data
- Check the spelling of data in Datasheet view
- Check the spelling of data in Form view
- Automatically correct typing when I'm entering data
- Select fields and records in Datasheet view

Print

The reports in your database can be previewed on screen or printed on your printer.

What do you want to do?

- Print a report
- Set margins, page orientation, and other report features
- Print envelopes

Take care of your database

What do you want to do?

- Repair a damaged database
- Back up a database
- Restore a database from a backup copy
- Compact a database to free disk space
- Make a change to a switchboard

Use your data with other programs

The Contact Manager database is designed to make it easy to use your data for many purposes. For example, you can export any of your data to Microsoft Word, or you can print envelopes or labels for some or all of your contacts.

What do you want to do?

- Merge data with Microsoft Word
- Print envelopes

Use Show Me Help

The Contact Manager database includes Show Me Help to get you started on common procedures.

1. On the Contact Manager menu bar, click **Show Me**.
2. Click the **Contents** tab.
3. Double-click a book to see the topics within the book.
4. Double-click a topic to see that topic.

Print a book from Help contents

If you'd like to work from a printed copy instead of the on-screen Help, it's easy to print a book from the Help contents.

1. On the Contact Manager menu bar, click **Show Me**.
2. Click the **Contents** tab.
3. Double-click a book to see the topics within the book.
4. Click **Print** .
5. Choose a printer and click **OK**.

Remove sample data

When you first open the Contact Manager database, it will contain some sample data. This data lets you explore the capabilities of the application without needing to enter your own contacts first. Before you start entering your own contacts, you should delete this sample data.

Once you delete the sample data, you can’t return it to the database.

1. On the Switchboard form, click the Administration button. This will open the Administration Switchboard form.
2. On the Administration Switchboard form, click the Remove Sample Data button.
3. Click **Yes** to confirm that you’d like to delete the sample data.

Switch between viewing one contact and many contacts

In the Contact Manager database, you can view your data in Datasheet view or in Form view. In Datasheet view, you view multiple contacts at one time; in Form view, you concentrate on a single contact. By default, the Contacts form opens in Form view, but you can easily switch to Datasheet view at any time.

To switch from Form view to Datasheet view

1. Open the Contacts form.
2. On the **View** menu, click **Datasheet View**.

To move from Datasheet view to Form view

1. Open the Contacts form.
2. On the **View** menu, click **Form View**.

Add a new value to a combo box

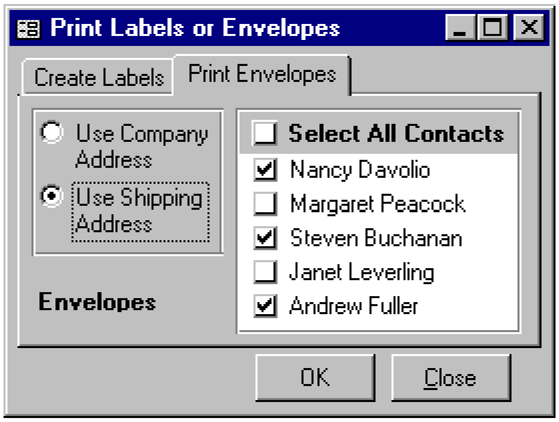
The Contact Manager database uses combo boxes in several places so you can choose from a list of values. For example, the initial set of values in the Contact Type combo box on the Contact tab of the Contacts form is Buyer, Manager, and Seller. It's easy to add new values to this list. For example, here's how you could add Assistant as a Contact Type.

1 In the Contact Type combo box, select the value in the field and type **Assistant** in its place.
2 Press ENTER.
3 Click **Yes** to confirm that you want to create a new Contact Type.

Your new contact type will now be available in the combo box.

Print envelopes

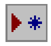
You can print labels or envelopes for any of the contacts in your Contact Manager database. You can print one, several, or all envelopes.



1. On the Main Switchboard form, click Preview Reports.
2. On the Reports Switchboard form, click Print Labels or Envelopes.
3. On the Print Envelopes tab, select either the shipping or company address.
4. Select the contacts you want to print envelopes for, or select the Select All Contacts check box to print a complete set of envelopes.

Add a new address

1 On the Main Switchboard, click **Enter/View Contacts**.

2 Click **New Record**  on the toolbar.

3 Type the data you want, and then press TAB to go to the next field.

4 To enter other information, click one of the tabs at the top of the form.

Save a record

Microsoft Access automatically saves the record you are adding or editing as soon as you move the insertion point to a different record, or close the form or datasheet you are working on.

- To explicitly save the data in a record while you are editing it, click **Save Record** on the **Records** menu.

Delete a record

1 On the Main Switchboard, click **Enter/View Contacts**.
2 Click the record you want to delete.
3 Click **Delete Record**  on the toolbar.

Copy or move data from one field to another

1 On the Main Switchboard, click **Enter/View Contacts**.

2 Select the data you want to copy or cut.

How?

3 To copy the data, click **Copy** on the toolbar.

To move the data, click **Cut** on the toolbar.

4 To replace the current value of the destination field, select the whole field.

To insert the data into the existing data, position the insertion point where you want to paste the data.

5 Click **Paste** on the toolbar.

For information on troubleshooting paste problems, click .

Copy or move data from multiple fields in Datasheet view

1 On the Main Switchboard, click **Enter/View Contacts**. Then, on the **View** menu, click **Datasheet View**.

2 Select the fields or columns you want to copy or cut.

How?

3 To copy the data, click **Copy** on the toolbar.

To move the data, click **Cut** on the toolbar.

4 Select the destination field or fields.

5 Click **Paste** on the toolbar.

For information on troubleshooting paste problems, click .

Copy or move records to a datasheet

1 On the Main Switchboard, click **Enter/View Contacts**. Then, on the **View** menu, click **Datasheet View**.

2 Select the record or records you want to copy or move.

How?

Note If you're copying or moving records from another application, be sure the data is arranged in a spreadsheet or table, or separated by tab characters, before you select it.

3 To copy records, click **Copy** on the toolbar.

To move records, click **Cut** on the toolbar.

4 Open the datasheet you want to paste the records into. If necessary, rearrange the columns of the datasheet to match the order of the data you are copying or moving.

5 To replace records with the records you selected, select the records you want to replace, and then click **Paste** on the toolbar.

To append records to the end of the datasheet, click **Paste Append** on the **Edit** menu.

If the source datasheet has more fields than the destination datasheet, Microsoft Access doesn't paste the extra fields. For information on troubleshooting paste problems, click .

Troubleshoot problems when pasting data

What do you need help with?

- I can't paste the data. Why not?
- The data I pasted is in the wrong field. Why?

Microsoft Access can't paste the data. Why not?

There are several reasons why Microsoft Access will not paste some or all of your data:

- You tried to paste an entire field or fields without selecting a destination. You must select the field or fields that you want to paste to. For information on selecting fields, click .
- You tried to paste more fields than the datasheet you're pasting to has, or more than the number of fields you selected as a destination. Microsoft Access doesn't paste the extra fields.
- You tried to paste a value that's not compatible with the data type of the field. For example, you tried to paste a combination of letters and numbers into a field with the Number data type.
- You tried to paste text that's too long for the field. The setting in the **FieldSize** property determines the maximum size of a field value. Check the field in table Design view to see the setting.
- You tried to paste a duplicate value into the table's primary key or into a field that has the **Indexed** property set to **No Duplicates**. Check the field in table Design view to see the setting.
- You tried to paste data into a hidden field. This is not permitted. To display hidden columns, click **Unhide Columns** on the **Format** menu.
- You tried to remove data from or paste data into a disabled, locked, calculated, or AutoNumber field.
- You don't have permissions to add or edit data in the database object.
- A value you tried to paste isn't allowed in the field based on the settings of the **ValidationRule**, **InputMask**, **Required**, or **AllowZeroLength** properties.
- The validation macro specified for the **BeforeUpdate** or **OnInsert** properties canceled the update. The data you tried to paste did not meet the validation requirements.

The data I pasted is in the wrong field. Why?

- When you paste records into a datasheet, Microsoft Access places them in the order they appear in the columns of the datasheet, regardless of the names of the fields. If you want the data to be pasted according to corresponding field names, paste them into a form in Form view.
- When you paste records into a form, Microsoft Access places them into fields with the same name as the source fields, regardless of their order on the form. However, if there are no matching field names, the data is placed according to the form's tab order, which may not be the order you intend.

Insert the value that is in the same field in the previous record

1. On the Main Switchboard, click **Enter/View Contacts**. Then, on the **View** menu, click **Datasheet View**.
2. Click in the field in which you want to insert the value.
3. Press CTRL+APOSTROPHE (').

Edit the data in a field

1. On the Main Switchboard, click **Enter/View Contacts**.
2. To edit data within a field, click in the field you want to edit.

   To replace the entire value, move the pointer to the leftmost part of the field until it changes into the plus pointer , and then click.
3. Type the text you want to insert.

Notes

- If you make a typing mistake, press BACKSPACE. If you want to cancel your changes in the current field, press ESC. If you want to cancel your changes in the entire record, press ESC again before you move out of the field.
- When you move to another record, Microsoft Access saves your changes.

Expand a field or text box to make it easier to edit

1. On the Main Switchboard, click **Enter/View Contacts**.
2. Click the field you want to edit.
3. Press SHIFT+F2.

Note To expand a property box in Design view of tables, queries, forms, reports, and macros, you can also right-click a property box, and then click **Zoom**.

Undo changes when adding or editing records

- Click **Undo** on the toolbar to take back your most recent change.
- Click **Undo Saved Record** on the **Edit** menu if you have already saved changes to the current record, or have moved to another record.

As soon as you begin editing another record, apply or remove a filter, or switch to another window, you can't use these methods for correcting changes.

Troubleshoot editing data in a field

There are several kinds of fields in forms or datasheets that you can't edit. The following fields display values just as regular fields do, but if you try to enter data into them, nothing happens:

- AutoNumber fields. If a field has an AutoNumber data type, Microsoft Access automatically assigns the next consecutive number or unique random number to this field for each record you add. This type of field is often used as a record ID number or primary key. When you start adding a new record, Microsoft Access automatically fills in the field's value for you and you can't edit it.
- Calculated fields. A Calculated field displays values that Microsoft Access calculates. They are usually based on other fields in your tables, but calculated fields are not stored in tables. You can't edit calculated fields.
- Locked or disabled fields. If a control on a form has the **Locked** property set to **Yes** or the **Enabled** property set to **No**, you can't edit the data in the field.

Check the spelling of data in Datasheet view

1 On the Main Switchboard, click **Enter/View Contacts**. Then, on the **View** menu, click **Datasheet View**.
2 Select the records, columns, fields, or text within a field whose spelling you want to check.

How?

3 Click **Spelling** on the toolbar.

Note In the **Spelling** dialog box, click **Add** if you want to add the word that is in the **Not In Dictionary** box to the custom dictionary listed in the **Add Words To** box.

Check the spelling of data in Form view

1 On the Main Switchboard, click **Enter/View Contacts**.

2 Select the field or text whose spelling you want to check.

3 Click **Spelling**  on the toolbar.

Note In the **Spelling** dialog box, click **Add** if you want to add the word that is in the **Not In Dictionary** box to the custom dictionary listed in the **Add Words To** box.

Automatically correct typing when I'm entering data

Use AutoCorrect to automatically correct text that you frequently mistype, and to automatically replace abbreviations with long names. For example, you can create an entry "esq" for "Martin R. Esquivel." Whenever you type **esq** followed by a space or punctuation mark, Microsoft Access automatically replaces "esq" with the name Martin R. Esquivel.

1. On the **Tools** menu, click **AutoCorrect**.
2. Select the **Replace Text As You Type** check box.
3. In the **Replace** box, type the text that you want corrected automatically.
4. In the **With** box, type the corrected text.
5. Click **Add**.

Notes

- AutoCorrect won't correct text that was typed before you selected the **Replace Text As You Type** check box.
- If in the preceding example you actually want "esq" to appear in one case, clear the **Replace Text As You Type** box, type **esq** in a field and save the field by moving to another record. Then select the **Replace Text As You Type** box again. Microsoft Access will not change the previously typed and saved "esq."

Stop the automatic correction of an entry I make when I'm entering data

1. On the **Tools** menu, click **AutoCorrect**.
2. Click the entry you want to delete in the box at the bottom.
3. Click **Delete**.

Add an AutoCorrect entry while checking spelling

1. In the **Spelling** dialog box, in the **Change To** box, type the corrected text.
2. Click **AutoCorrect** in the **Spelling** dialog box.

When you type the text that is in the **Not In Dictionary** box as you add data to tables or forms, Microsoft Access will automatically change it to the text in the **Change To** box.

Stop automatic corrections that occur when I'm entering data

1. On the **Tools** menu, click **AutoCorrect**.
2. Clear the check boxes for the options you want to turn off.

Selecting fields and records in Datasheet view

The following table lists mouse techniques for selecting data or records in Datasheet view.

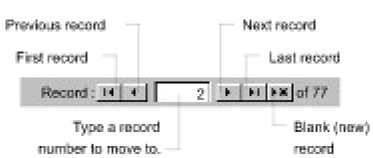
To select	Click
Data in a field	Where you want to start selecting and drag across the data.
An entire field	The left edge of the field in a datasheet, where the pointer changes into .
Adjacent fields	The left edge of a field and drag to extend the selection.
A column	The field selector.
Adjacent columns	The field name at the top of the column and then, without releasing the mouse, drag to extend the selection.
A record	The record selector.
Multiple records	The record selector of the first record, and then drag to extend the selection.
All records	**Select All Records** on the **Edit** menu.

The following table lists keyboard techniques for selecting data or records in Datasheet view.

To select	Do this
Data in a field	Move the insertion point to the start of the text you want to select, and then hold down SHIFT and press the arrow keys to move to the end of the selection.
An entire field	Move the insertion point to the field, and press F2.
Adjacent fields	With a field selected, hold down SHIFT and press the appropriate arrow key.
The current column	Press CTRL+SPACEBAR.
The current record	Press SHIFT+SPACEBAR.
Multiple records	Press SHIFT+SPACEBAR, and then SHIFT+UP ARROW or SHIFT+DOWN ARROW.

Moving between records using navigation buttons in Datasheet or Form view

The navigation buttons are located at the bottom of the window in Datasheet or Form view. You can use these buttons to quickly move between records.



Resize rows in Datasheet view

1 On the Main Switchboard, click **Enter/View Contacts**. Then, on the **View** menu, click **Datasheet View**.

2 Position the pointer between two record selectors at the left side of the datasheet, as shown in the following illustration.

3 Drag the edge of the row until the row is the desired height.

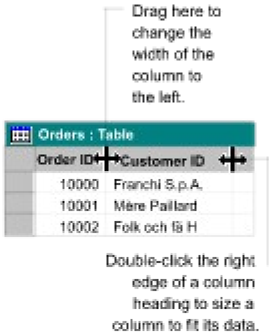
Notes

- This resizes all the rows in the datasheet at the same time.
- You can't undo changes to the size of rows using the **Undo** command on the **Edit** menu. To undo changes, close the datasheet, and then click **No** when asked if you want to save changes to the layout of the datasheet.

Resize a column in Datasheet view

1 On the Main Switchboard, click **Enter/View Contacts**. Then, on the **View** menu, click **Datasheet View**..

2 Position the pointer on the right edge of the column you want to resize, as shown in the following illustration.



3 Drag until the column is the desired width.

Note You can't undo changes to the width of columns using the **Undo** command on the **Edit** menu. To undo changes, close the datasheet, and then click **No** when asked if you want to save changes to the layout of the datasheet.

Find a specific record by scrolling in a datasheet or form

If there are more records than fit in your Datasheet view or continuous form window, you can use the scroll box on the scroll bar to find a specific record.

- Drag the scroll box up or down on the scroll bar.

Next to the scroll box, Microsoft Access displays the number of the record at the top of the screen.

If you have a Microsoft IntelliMouse™, you can use the wheel button to scroll to a specific record depending on your current view.

View	Description
Datasheet or subform displayed as a datasheet	The wheel button scrolls row by row but the cursor does not move.
Single form or subform displayed as a single form	The wheel button goes to the next or previous record, and the cursor moves as well.
Continuous form or sub-form displayed as a continuous form	The wheel button goes to the next or previous record, but the cursor does not move.

Switch between views of a form

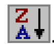
- Click the **View** button on the toolbar. To change to the view indicated by the graphic, click the button itself. To see a list of other views to choose from, click the arrow next to the button.

Sort records

1 On the Main Switchboard, click **Enter/View Contacts**.

2 Click the field you want to use for sorting records.

3 Do one of the following:

- To sort in ascending order, click **Sort Ascending** .
- To sort in descending order, click **Sort Descending** .

Note In a form, you can sort on only one field at a time; in a datasheet, you can select two or more adjacent columns at the same time, and then sort them. Microsoft Access sorts records starting with the leftmost selected column. When you save the form or datasheet, Microsoft Access saves the sort order.

Remove a sort order from a form

- In Datasheet view or Form view, click **Remove Filter/Sort** on the **Records** menu. If you specified the sort order in the Advanced Filter/Sort window where you also specified criteria for a filter, you can delete the sort order in the **Sort** cell in the design grid and still leave the filter's criteria intact.

Find specific occurrences of a value in a field

You can find all occurrences of a specified value at once, or each occurrence one at a time.

1 On the Main Switchboard, click **Enter/View Contacts**.

2 Select the field (column) you want to search, unless you want to search all fields. (Searching a single field is faster than searching the entire table.)

3 Click **Find** on the toolbar.

4 In the **Find What** box, type the value you want to find.
If you don't know the exact value you want to find, you can use wildcard characters in the **Find What** box to specify what you're looking for. For examples of wildcard characters and how to use them, click .

4 Set any other options you want to use in the **Find** dialog box.

5 To find the first occurrence of the value, click **Find First**. To find the next occurrence of the value and all subsequent occurrences, continue clicking **Find Next**.

Replace specific occurrences of a value in a field

You can replace all occurrences of the specified value at once or each occurrence one at a time.

1. On the Main Switchboard, click **Enter/View Contacts**.
2. Select the field (column) you want to search, unless you want to search all fields. (Searching a single field is faster than searching the entire table.)
3. On the **Edit** menu, click **Replace**.
4. In the **Find What** box, type the value you want to find; in the **Replace With** box, type the value you want to replace it with.

   If you don't know the exact value you want to find, you can use wildcard characters in the **Find What** box to specify what you're looking for. For examples of wildcard characters and how to use them, click .

4. Set any other options you want to use in the **Replace** dialog box.
5. To replace all occurrences of the specified value at once, click **Replace All**.

   To replace each occurrence one at a time, click **Find Next**, and then click **Replace**; to skip an occurrence and find the next one, click **Find Next**.

Filter records by entering values in a blank view of your form or datasheet

1 On the Main Switchboard, click **Enter/View Contacts**.

2 Click **Filter By Form**  on the toolbar to switch to the Filter By Form window.

3 Click the field in which you want to specify the criteria that records must meet to be included in the filtered set of records.

4 Enter your criteria by selecting the value you're searching for from the list in the field (if the list includes field values), or by typing the value into the field.

- To find records in which a check box, toggle button, or option button is or is not selected, click the check box or button until it's the way you want. To return it to a neutral position so that it won't be used as criteria for filtering records, continue clicking the check box or button until it's grayed.
- To find records in which a particular field is empty or not empty, type **Is Null** or **Is Not Null** into the field. (You can select these options from the list in fields with a Memo, OLE Object, or Hyperlink data type, and in calculated fields in queries.)

If you specify values in more than one field, the filter returns records only if they contain the same values you specified in each of those fields.

5 To specify alternative values that records can have to be included in the filters results, click the **Or** tab at the bottom of the window, and enter more criteria.

The filter returns records if they have all the values specified on the **Look For** tab or all the values specified on the first **Or** tab or all the values specified on the second **Or** tab, and so on.

6 Click **Apply Filter**  on the toolbar.

Note When you save a table or form, Microsoft Access saves the filter. You can reapply the filter when you need it, the next time you open the table or form.

Filter records by selecting values in a form, subform, or datasheet

1 In a field on a form or datasheet, find one instance of the value you want records to contain in order to be included in the filter's results.

2 Select the value, and then click **Filter By Selection** on the toolbar. How you select the value determines what records the filter returns. For more information on selecting values, click
.

Repeat step 2 until you have the set of records you want.

Notes

- When you save a table or form, Microsoft Access saves the filter. You can reapply the filter when you need it, the next time you open the table or form.
- You can also filter for records that do not have a certain value. After selecting a value, right-click it, and then click **Filter Excluding Selection**.

Ways to select values for a filter to affect what records are returned

You can select all or part of a value in a field. How you select the value determines what records the filter returns.

Selecting	Finds records in which	Example
The entire contents of a field (or placing the insertion point in a field without selecting anything)	The entire contents of that field matches the selection.	You select the value "Berlin" in the City field. The filter returns all records with Berlin as the city.
Part of a value starting with the first character in a field	The value in that field starts with the same characters you selected.	In the CompanyName field containing the value "France restauration," you select only "Fran." The filter returns all records that have a company name starting with "Fran," such as Franchi S.p.A. and Frankenversand.
Part of a value starting after the first character in a field	All or any part of the value in that field contains the same characters you selected.	In the CompanyName field containing the value "Old World Delicatessen," you select the letters "Del." The filter returns all records that have "del" anywhere in the CompanyName field, such as Ernst Handel, Galería del gastrónomo, and Que Delícia.

Clear all the fields in the Filter By Form window

- Click **Clear Grid** on the toolbar.

Delete an Or tab at the bottom of the Filter By Form window

1. Click the **Or** tab you want to delete.
2. On the **Edit** menu, click **Delete Tab**.

Remove a filter from a form

- To remove a filter and show the records that were displayed previously in the form, click **Remove Filter** on the toolbar in Datasheet view or Form view.

Note Removing a filter doesn't delete it. You can reapply the filter by clicking **Apply FIlter** on the toolbar.

About using wildcard characters to search for partial or matching values

You use wildcard characters as placeholders for other characters when you are specifying a value you want to find and you:

- Know only part of the value.
- Want to find values that start with a specific letter or match a certain pattern.

You can use the following characters in the **Find** and **Replace** dialog boxes, or in queries, commands, and expressions, to find such things as field values, records, or file names.

Character	Usage	Example
*	Matches any number of characters. It can be used as the first or last character in the character string.	*wh** finds what, white, and why
?	Matches any single alphabetic character.	*B?ll* finds ball, bell, and bill
[ ]	Matches any single character within the brackets.	*B[ae]ll* finds ball and bell but not bill
!	Matches any character not in the brackets.	*b[!ae]ll* finds bill and bull but not bell
-	Matches any one of a range of characters. You must specify the range in ascending order (A to Z, not Z to A).	*b[a-c]d* finds bad, bbd, and bcd
#	Matches any single numeric character.	*1#3* finds 103, 113, 123

Notes

- Wildcard characters are meant to be used with text data types, although you can sometimes use them successfully with other data types, such as dates, if you don't change the Regional Settings properties for these data types.
- When using wildcard characters to search for an asterisk (*), question mark (?), number sign (#), opening bracket ([), or hyphen (-), you must enclose the item you're searching for in brackets. For example, to search for a question mark, type **[?]** in the **Find** dialog box. If you're searching for a hyphen and other characters simultaneously, place the hyphen before or after all the other characters inside the brackets. (However, if you have an exclamation point (!) after the opening bracket, place the hyphen after the exclamation point.) If you're searching for an exclamation point (!) or closing bracket (]), you don't need to enclose it in brackets.
- You can't search for the opening and closing brackets ([ ]) together because Microsoft Access interprets this combination as a zero-length string.
- If you're searching for values in a table other than a Microsoft Access table, such as a Microsoft SQL Server table, you may need to use different wildcard characters. Check the documentation for that data source for more information.

Print a report

Before you print a report for the first time, you might want to check the margins, page orientation, and other page setup options. For more information, click .

1 On the Main Switchboard, click Preview Reports.

2 Select the report you want to print. It will open in Print Preview.

3 On the **File** menu, click **Print**.

4 Enter the settings you want in the **Print** dialog box.

- Under **Printer**, specify a printer.
- Under **Print Range**, specify all pages or a range of pages.
- Under **Copies**, specify the number of copies and whether they should be collated.

4 Click **OK**.

Tip To print a report without bringing up the dialog box, click **Print**  on the toolbar.

Set margins, page orientation, and other page setup options

1. On the Main Switchboard form, click Preview Reports.
2. Select the report you want to print. It will open in Print Preview.
3. On the **File** menu, click **Page Setup**.
4. Click the following tabs for the options you want to set:
   - **Margins**. To set margins and whether to print data only.
   - **Page**. To set orientation, paper size, and printer.
   - **Columns**. To set number, size, and layout of columns for forms, reports, and macros only.
5. Click **OK**.
6. On the **File** menu, click **Save**.

Repair a damaged database

In most cases, Microsoft Access will detect that a database is damaged when you try to open or compact it and give you the option to repair the database at that time. In some situations, Microsoft Access may not detect that a database is damaged. If a database behaves unpredictably, perform the following procedure.

To repair the current database

- On the **Tools** menu, point to **Database Utilities**, and then click **Repair Database**.

To repair a database that isn't open in Microsoft Access

1. Close the current database.
2. On the **Tools** menu, point to **Database Utilities**, and then click **Repair Database**.
3. Specify the name and location of the database you want to repair, and click **Repair**.

Back up a database

1. Close the database.
2. Using the Windows Explorer, My Computer, Microsoft Backup, the MS-DOS **copy** command, or other backup software, copy the database file (an .mdb file) to a backup medium of your choice.

Notes

- If you are backing up to a floppy disk and your database file exceeds the size of the disk, you cannot use Windows Explorer or My Computer to back up your database; you must use Microsoft Backup or backup software so that you can copy the file over more than one disk.
- You can back up individual database objects by creating a blank database and then importing the objects you want from the original database.
- You can't use the **FileCopy** statement in a second instance of Microsoft Access to back up a database you have open in the first instance of Microsoft Access.

Restore a database from a backup copy

- Depending on what method was used originally to produce the backup copy, use the Windows Explorer, My Computer, Microsoft Backup, MS-DOS **copy** or **restore** commands, or other backup software to copy the backup database file to your database folder.

Caution If the existing database file in the database folder and the backup copy have the same name, restoring the backup copy may replace the existing database file. If you want to save the existing file, rename it before you copy the backup file.

Compact a database to defragment the file and free disk space

If you delete tables, your database can become fragmented and use disk space inefficiently. Compacting the database makes a copy of the database, rearranging how the database file is stored on disk.

To compact the current database

- On the **Tools** menu, point to **Database Utilities**, and then click **Compact Database**.

To compact a database that isn't open in Microsoft Access

1. Close the current database.
2. On the **Tools** menu, point to **Database Utilities**, and then click **Compact Database**.
3. In the **Database To Compact From** dialog box, specify the database you want to compact, and click **Compact**.
4. In the **Compact Database Into** dialog box, specify a name, drive, and folder for the compacted database.
5. Click **Save**.

If you use the same name, drive, and folder, and the database is compacted successfully, Microsoft Access replaces the original file with the compacted version.

Notes

- If you delete records from the end of a table that has an AutoNumber field, when you compact the database, Microsoft Access will reset the AutoNumber value for the next added record to a value of one more than the last undeleted AutoNumber value.
- A database will not compact if you don't have enough storage space on your disk for both the original and compacted versions of the database. Delete any unneeded files and try again.

Merge data using the Microsoft Word Mail Merge Wizard

1. On the Main Switchboard, click **Merge It With MS Word**.
2. Follow the instructions in the **Microsoft Word Mail Merge Wizard**.
3. In the Microsoft Word window, click **Insert Merge Field** to insert the desired fields into the document.

Note You can also begin the operation of merging data into form letters from within Microsoft Word. For more information, see your Microsoft Word documentation.

Make a change to an existing switchboard

1. Open the database.
2. Do one of the following to open the **Switchboard Manager** dialog box:
   - If you created the switchboard by using the Database Wizard, click **Change Switchboard Items** in the opening switchboard.
   - If you created the switchboard by using the Switchboard Manager, click **Add-ins** on the **Tools** menu, and then click **Switchboard Manager**.
3. Click the switchboard you want to edit, and then click **Edit**.
4. Click the item on the switchboard you want to change, and then do one of the following:
   - To change the text of the item, the command performed by the item, or the object that's opened or run when you click the button, click **Edit**.
   - To add an item, click **New**, type the text for the item, and then click a command in the **Command** box. Depending on which command you click, Microsoft Access displays another box below the **Command** box. Click an item in this box, if necessary. For example, if you click one of the form commands in the **Command** box, click the name of the form you want to open.
   - To delete an item, click **Delete**.
   - To move an item, click **Move Up** or **Move Down**.
5. When you've finished changing items, click **Close**.