

PC SIMPLICITY!

SIMPLE ACCESS 2003: Getting Started

How to create, design and use a database.

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Step 8. Set up a field for the Address details.

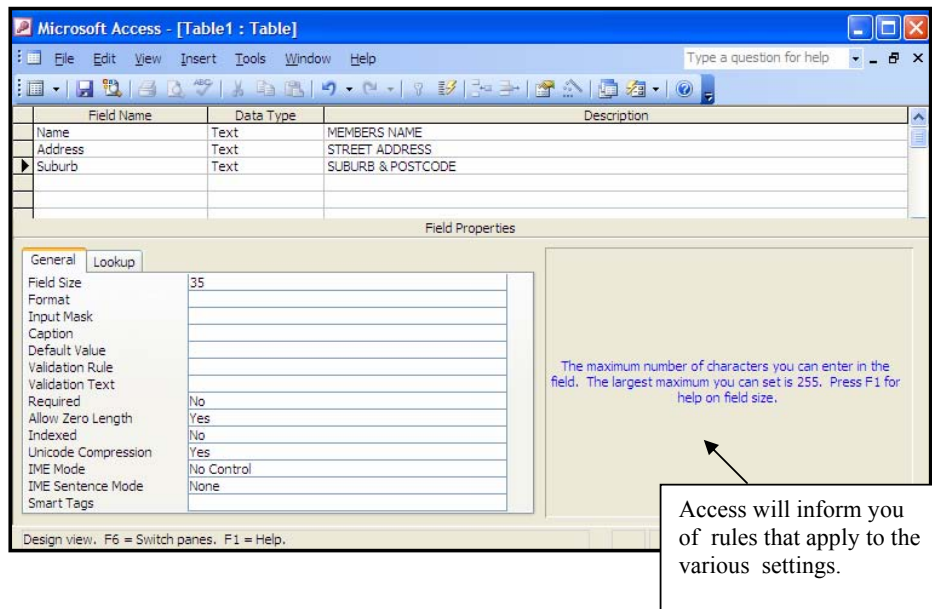
SETTING UP FIELDS IN A TABLE AND EDITING THE FIELD PROPERTIES

- Type **ADDRESS** in the **Field Name** area, press the **Tab** key to move to the next cell
- Select **Text** for the **Data Type**, press the **Tab** key to move to the next cell
- Type **STREET ADDRESS** into the **Description** area
- Press the **F6** key to move down to the **Field Properties** area, edit the **Field Size** so it reads **35** (type in the new number, the highlighted number will be overwritten)
- Press the **F6** key to return to the top of this window
- Press the **Tab** key to move to the first cell of the third row

Step 9. Set up a field for the Suburb and Postcode details as shown below.

- Type **SUBURB** in the **Field Name** area, press the **Tab** key to move to the next cell
- Select **Text** for the **Data Type**, press the **Tab** key to move to the next cell
- Type **SUBURB AND POSTCODE** into the **Description** area
- Press the **F6** key to move down to the **Field Properties** area, enter **35**
- Press the **F6** key to return to the **Description** area at the top
- Press the **Tab** key to move to the first cell of the next row

You can move amongst the fields by pressing on the Left, Right, Down or Up Arrow keys.



The Field Properties area will allow you to set-up field rules and formats. The options may vary depending upon the Data Type you selected for the field.

Get familiar with the different settings in the Field Properties area.

Field Size - Allows us to set a Field size which avoids storing empty spaces, it is wise to have a minimum size set to each field. Example: If your field is set at 50 for the size and you only enter 2 characters for each record, 48 empty spaces will be stored. This can result in a large waste of space when you have entered thousands of records.

Format - This area controls specific formats. For example here are three date formats: 12/03/06 or 12th March 2006 or 12-Mar-06. Example of three number formats: \$3.00 or 3 or 3.00.

Input Mask - This area controls the way the data is to be entered, it will not accept data if it does not apply to the input mask rule, it will convert data entered to apply to the rule. Example: a license number needs to have three alpha characters a slash and three number characters. If you only enter number characters it will not be accepted.

Caption - Displays a different field name in a Form or Report. Example: the actual field is called Name, however the Caption may display a label reading Members Name.

Default Value - Sets a value as a default. Example: The Amount field may be set to default to 1, so if you do not enter a number it will automatically enter 1.

Required - Yes or No. If you select Yes then the data must be entered into the field for the record to be accepted.

Allow Zero Length - Will or will not accept zero entries.

Indexed - The data will automatically be sorted in ascending order by this field. This can slow down the data entry process as it will sort whilst you are entering the data and this sorting can take some time.

Step 10. Set up the next two fields 'Phone Number' and 'Member Number'. They are to have specific settings in the Input Mask area which is shown in the instructions on the next page. Read the Input Mask information to get a firm understanding of this feature.

INPUT MASK

The input mask function is located in the Field Properties area. The Input Mask controls the settings or specifications of how data is to be entered and displayed. For example, should you want a field to contain six numbers divided by a slash, you can specify this by setting the code 000/000.

For our Phone Number field we wish to set a format for all our numerals to be divided by brackets and dashes **(000)-0-000-0000**. For the Member Number field we wish to set a format with three alpha characters, a slash, then followed by three numbers **LLL/000**. The Phone Number field requires data so we will set Yes to the Required area.

Note: Alpha character formats can be set up by using the **L** symbol
Numeric character formats can be set up by using the **Zero** symbol.