

## CREATING A BOUND TEXT BOX CONTROL

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This exercise will use the **Potential Income Report** from the **Jobs** database.

When creating a form, a text box is bound to a field by identifying the field from which the control gets its data. Dragging the field from the Field List of the form can create a control that is bound to a selected field. The Field List displays the fields of the form's underlying table or query.

- ❖ Open the **Potential Income** report from the **Jobs** database in **Design** view.
- ❖ Click the field name **NAISCCode** in the **Field List**.
- ❖ If the **Field List** is not displayed, click the **Field List** button on the toolbar (see illustration at right).
- ❖ Hold down the **Ctrl** key and then click **NAICSDesc** in the **Field List**.
- ❖ Release the **Ctrl** key and the mouse button.
- ❖ Both fields should be highlighted.
- ❖ Click anywhere in the highlighted fields that you just selected.
- ❖ Drag the fields to the **NAICSDesc Header** section.
- ❖ The mouse pointer will become a rectangular shape.
- ❖ Move to the **3-inch mark** on the **Horizontal** ruler to place the field control at that point.
- ❖ Release the mouse button to place the fields at this position.
- ❖ For each field that was selected, two parts appear in the report:
  - A text box where the actual field value will be displayed.
  - A label showing the field name.
- ❖ Double-click the **Field List** title bar. This will select all the fields in the list.
- ❖ Hold down the **Ctrl** key, click **NAISCCode** and then click **NAICSDesc** to deselect these fields.
- ❖ Drag the highlighted fields to the **Detail** section of the report.
- ❖ Move to the top of the **Detail** section at the **4-inch mark** on the horizontal ruler.
- ❖ Release the mouse pointer to place the fields in the report **Detail** section.
- ❖ When the fields have all been added to the report, close the **Field List**.
- ❖ To view the report, click the **View** button on the **Report Design** toolbar.
- ❖ Click the **Close** button to save the report.
- ❖ If prompted, click **Yes** to save the report with the name **Potential Income**.

