

CREATING A BOUND TEXT BOX CONTROL

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

- ❖ Open the **Access Training (Chamber)** database, if necessary.
- ❖ Open the **Representative Directory** form in **Design View**.
- ❖ Display the **Field List** box, if necessary, by doing one of the following:
 - Click **View, Field List** on the **Menu Bar**.
 - Click the **Field List** button on the toolbar (see illustration at right).
- ❖ In the **Representatives Field List Box**, scroll down until the **Phone 2** field name is visible.
- ❖ Click and hold on the **Phone 2** field.
- ❖ Drag the field bar (rectangular shape) over to the empty space to the right of the **Phone 1** control in the **Detail** section.
- ❖ Place the **Phone 2** field at about the **4 ¾ inch mark**. A small rectangular shape will appear at the location where the box is to be dropped.
- ❖ Release the mouse button.
- ❖ The controls will be selected as seen in the illustration at the right.
- ❖ Click away from the selected boxes to deselect them.
- ❖ Click the nearly invisible label control for the **Phone 2** text box that partly covers the **Phone 1** and **Middle** field text box.
 - The **Phone 2** text box should not be selected.
 - Just the label should be selected.
- ❖ Press the **Delete** key on the keyboard to remove this label.
- ❖ Click the **Save** button on the toolbar to save the changes that were made.



A control must be selected before something can be done with it.



NOTE: Bound Text Box Controls do not have to have a label displayed in the form. Sometimes a label for one Bound Text Box Control can serve as the label for two fields in the form. It is important to make the form user friendly so that it will be easy for the end user to input the data into the form.