



































CONTROL BUTTONS

To create a control, select one of the items in the **Controls Group**. These controls are explained in the table below. After the control has been selected, drag the control to the Design grid where the control is to appear. Information on creating these controls is explained in the links under **Report Controls** and **Form Controls** on the [Access 2007 Web Page](#).

Button	Description
Logo	 This button is used to insert a picture that is to be used as a logo into a form or report.
Title	 Use this button to insert a title into a form or report.
Insert Page Number	 Click this button to insert a page number into a document.
Date and Time	 To insert the date and time into a report, click this button.
Text Box	 This button is used to create a text box where a user can enter text (or numbers) for the selected field in the record. This option can be used for a control that has been assigned a text or number data type.
Label	 This button creates a text label. It is used to create labels that are independent of other controls, such as text needed for user instructions or the name of the report in the heading.
Button	 This option creates a button that runs a macro or Microsoft Visual Basic function when the user clicks the button in a form.
Combo Box	 This button is used to create a Combo Box in which the user has the option to enter or select from a list of choices. Options can be displayed from another table or can be added manually to the list.
List Box	 This option creates a list box that allows a user to select from a list of choices. Options for the List Box may be entered manually or by using information provided by another table.
Subform/Subreport	 This option inserts another report or form within the current report or form at the insertion point.
Line	 This option is used to draw a line on the report.
Rectangle	 To create a rectangle or border on the report, use this button.
Bound Object Frame	 This button inserts an OLE object from another source within the same database. It is used to insert an object that is linked to another source in the database and needs to be updated to reflect recent changes.
Option Group	 This button is used to create a box around a group of option boxes. When a group box is used, the user is only allowed to select from one of the buttons enclosed by a group box.
Check Box	 This option creates a check box that allows a user to make multiple yes or no selections. This button should be used for fields that have had the Yes/No data type assigned.

Button	Description
Option Button	 This control creates an option button (radio button) that allows the user to make a single selection from at least two choices. This button should be used for fields assigned the Yes/No data type.
Toggle Button	 This control is used to create a button that allows the user to make a yes or no selection by clicking the toggle button. This button is used for fields that contain the Yes/No data type.
Tab Control	 This option creates a tab in a form. Creating tabs in a form gives the form the appearance of a dialog box in a program so that related controls can appear together on their own tab.
Insert Page	 Click this button to insert a new page into a report.
Insert Chart	 Use this control to insert a chart into a form or report.
Unbound Object Frame	 This option inserts an OLE object from another source. This button is used to insert an object that is linked to another program and needs to be updated to reflect recent changes.
Image	 This option is used to insert a frame that allows for the insertion of a graphic image into the form.
Page Break	 This option forces the fields that start at the insertion point to appear on the next screen.
Insert Hyperlink	 To add a link in a form to a web page, email address, or other document, click this button.
Attachment	 Use this button to add an attachment to a form.
Line Thickness	 Click this button to change the thickness for a line that has been inserted into a form or report.
Line Type	 To change the type of line that is used in a form or report, click this button.
Line Color	 Use this button to change the color of a line in a form or report.
Special Effect	 This control is used to add special effects to lines and other controls in a form or report.
Set Control Defaults	 To set default values for a selected control in a form, click this button.
Select All	 Use this control to select all the controls in the form or report.
Select	 Click this button to change to the selection cursor so that objects can be moved in a report or form.
Use Control Wizards	 Click this button to use the Control Wizards when they are available. It is used to turn the Control Wizard on and off.
Insert Active X Control	 This control is used to insert ActiveX Control options into a form.