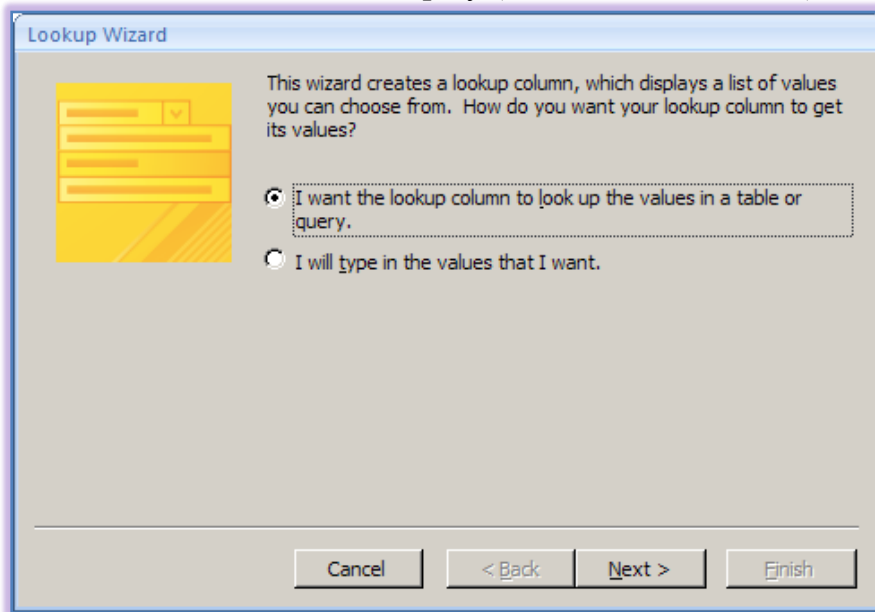


Lookup Wizard

The **Final Sales Merchandise** table in the **Gaither Addresses** database will be used for this lesson. This is the table that was created for the **Creating a Table in Design View** lesson.

The Lookup Wizard is used to specify the acceptable entries for a field. When the field is accessed in the database, only the entries in the list can be input into the field. This helps workers who are not familiar with the database table to enter the proper information.

- ✦ Click the **Data Type** list for the **Category** field.
- ✦ Select **Lookup Wizard** from the list.
- ✦ The **first step** in the **Lookup Wizard** will display (see illustration below).



Lookup Wizard

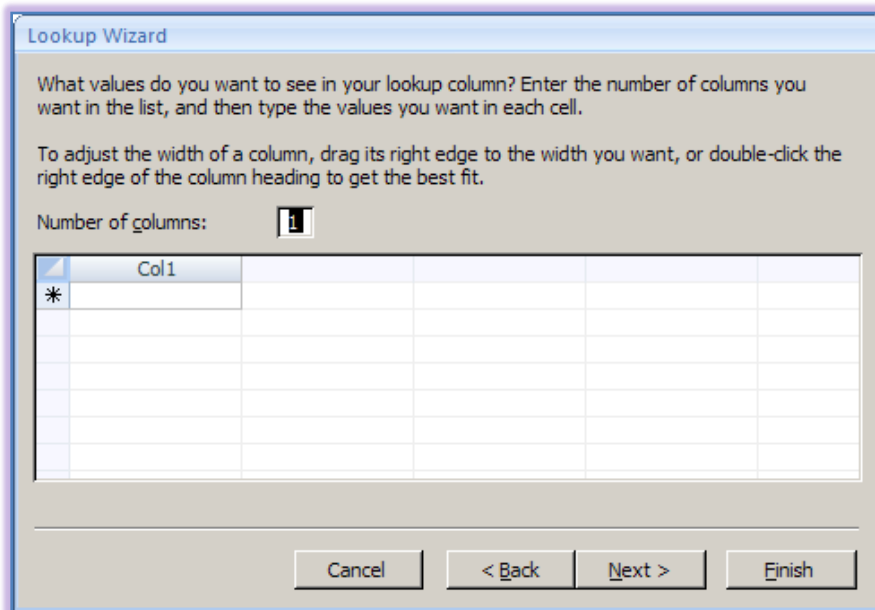
This wizard creates a lookup column, which displays a list of values you can choose from. How do you want your lookup column to get its values?

I want the lookup column to look up the values in a table or query.

I will type in the values that I want.

Cancel < Back Next > Finish

- ✦ Click the option button for **I will type in the values that I want**.
- ✦ Click the **Next** button to move to the next step in the Wizard (see illustration below).



Lookup Wizard

What values do you want to see in your lookup column? Enter the number of columns you want in the list, and then type the values you want in each cell.

To adjust the width of a column, drag its right edge to the width you want, or double-click the right edge of the column heading to get the best fit.

Number of columns:

	Col1				
*					

Cancel < Back Next > Finish

- ✦ In the **Number of Columns** box, input the columns desired for the list.
- ✦ In the **Col1** box, input a value for the first entry.
- ✦ Press the **Tab** key and input the next value.

- ✦ Continue this process to input the rest of the values for the list.
- ✦ Click the **Next** button to move to the last step in the Wizard (see illustration below).

Lookup Wizard

What label would you like for your lookup column?

Category

Do you want to store multiple values for this lookup?

Allow Multiple Values

Those are all the answers the wizard needs to create your lookup column.

Cancel < Back Next > Finish

- ✦ In the **What label would you like for your lookup column** box, the name will default to the field name that was selected.
- ✦ Input a different name, if desired.
- ✦ When the **Allow Multiple Values** box is checked, the user will be able to select multiple values from the list.
- ✦ When all the options have been selected, click the **Finish** button.