

# Microsoft Access Knowledge Base

Welcome to the Microsoft Access Knowledge Base help file. This help system includes 419 articles that relate to the Microsoft Access Relational Data Base for Windows. These articles were developed by Microsoft's Product Support Engineers. This help file is a snapshot of the Knowledge Base as of February 28, 1993. New and updated articles can be found on both [CompuServe](#) and GENIE. This help file contains helpful tips, programming examples([INF](#)), known problems([PRB](#), [PRACC](#)), [References](#), and other information that may not be addressed in the manuals.

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**Common problems articles are articles perceived to be problems by the customer (for example, common user errors). Unconfirmed bugs and documentation error articles also fall into this category. These articles are easily identified by the "PRB:" code in the title of the article.**

**Informational articles are Summary/More Information articles. They describe undocumented features and sample programs, or elaborate on topics that are already documented. These articles are easily identified by the "INF:"code in their titles.**

**Bug articles are articles that are confirmed to be problems (that is, the articles have a RAID bug number). These articles are similar in format to the common problems articles and are easily identified by the "PRACC:" code in the title of the article.**



## ***The Windows Interface: An Application Design Guide***

We've included this free book and disk set. The book covers user interface design techniques for the Windows™ operating system environment. It's the same book our designers at Microsoft use when they're developing applications for Microsoft Windows!

The disk includes a sample buttons and cursors library, as well as an online style guide browser. Use it to create true Windows-based database applications!

### **User Groups**

Many groups are already established and more are starting. They are a great way to learn more about the features and power of Microsoft Access. Microsoft keeps in close contact with these groups, sending them sample applications, code, tips and tricks, as well as other information. Plus, representatives from Microsoft make visits and speak at user group events around the country. To join or start a Microsoft Access user group or special interest group, call (206) 936-3729.

### **Training**

If you're interested in digging deeper into Microsoft Access or want to come up to speed quickly, training may be the answer. To find a Microsoft Access training site near you, call (800) 426-9400. If you're interested in becoming a trainer for Microsoft Access, call (800) 227-4679 to request an application.

### **Periodicals**

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#### [Access Advisor](#)

Data Based Advisor

DBMS Client/Server Computing

#### [Inside Microsoft Access](#)

#### [Smart Access](#)

Data Based Solutions, Inc.

M&T Publishing Inc.

### **Books**

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#### [Microsoft Access Programming](#)

Microsoft Access Running Start

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MS Access Handbook

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#### [teach yourself... Access](#)

Understanding Microsoft Access

SYBEX

#### [Using Access for Windows, Special Edition](#)

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## Access for Windows Power Programming

*Advanced*

*by Persohke & Liozbanski*

*Access for Windows Power Programming* is aimed at the advanced user, developer and network administrator who is interested in developing powerful and effective applications for Microsoft Access. The book contains advice on the planning and design of databases and applications, as well as tips and techniques for creating effective reports, forms and queries. Coverage of programming in the Access Basic language and creating macros is included, along with detailed information about variables, arrays, fields and other programming structures in Microsoft Access. An Xbase programmers survival guide, a quick command and function reference, and a complete sample application are a few key elements in this book. All code discussed in the book is included on a disk, plus you get a disk containing valuable utility software. Price: \$44.95 (book with two disks).

**Order Information:** Available April 1993. Call (800) 528-5331. Que Publishing.

## Access from the Ground Up

*Beginning/Intermediate*

*by Martin S. Matthews with Edward Hartmann and William E. Lloyd*

This fast-paced introduction to Microsofts database program for Windows is the perfect starting point for anyone who is learning to use Microsoft Access for the first time. An expert team of authors begins by teaching readers basic database design concepts. Then, readers learn to customize forms, perform queries, print reports and labels, use macros, and more. Highly illustrated. Price: \$19.95.

**Order Information:** Available February 1993. Prima Publishing, Inc.

## Critical Information Network

*Beginner/Advanced (Application developers, MIS)*

*by Thomas P. McAuliffe & Carolyn S. Shamlin*

*Critical Information Network* is a new book that dispels the myths of online management reporting and offers a complete set of guidelines to avoid failed applications. Based on 20 years of both technical and non-technical experience, the book provides the authors unique view of the relationship between critical information and the management process. Many long-standing industry issues are clearly addressed:

1. The real added value of information technology for management reporting.
2. The keys to sustained management interest.
3. The elusive link between reporting applications and corporate priorities.
4. How groupware will impact the executive world.
5. A blueprint for successful computer use by management.

Price \$29.95 plus \$2.00 for shipping

**Order Information:** Call (617) 247-2460. McAuliffe & Company, Inc.

## Guide to Access

*Beginning/Intermediate/Advanced*

by *Miriam Liskin*

Now users at all skill levels can gain access to the complete feature set of Microsoft's leading-edge database program by following best-selling author Miriam Liskin's clear explanations. In 20 exhaustive chapters Liskin covers just about every aspect of Microsoft Access from beginning to advanced subjects. Topics covered include designing and creating databases, defining simple queries, performing calculations, working with external data, using Access on a network, building menu-driven applications, and more.

1. Covers all aspects of database use and introduces database programming to nonprogrammers.
2. Turns beginning and intermediate users into masters.
3. Includes a disk containing the sample databases presented in the text, saving readers hours of input.

Price: \$29.95.

**Order Information:** Available April 1993. Call (800) 688-0448 or fax (510) 601-2155. Ziff-Davis Press.

## Inside Microsoft Access

*Beginning/Intermediate*

by Richard Wagner, Helen Feddema, Michael Groh, Greg Reddick

*Inside Microsoft Access* provides a complete description of Microsoft Access database version 1.0 from the conceptual and implementation perspectives. The book covers the fundamentals of database design and creation using Microsoft Access. Everything from using the Microsoft Access environment to constructing macros and Access Basic modules are discussed in detail. Throughout *Inside Microsoft Access*, practical examples illustrate each topic and concept.

The bonus disk contains HomeFinder, a sophisticated application produced with Microsoft Access. HomeFinder comes complete with tables, forms, queries, and macros. HomeFinder, a highly interactive application, demonstrates the many advanced features of Microsoft Access, including query by example, OLE embedding, image handling, and report generation.

**Order Information:** Call (800) 428-5331. New Riders Publishing, Prentice-Hall Computer Publishing.

## Microsoft Access Inside & Out

*Beginner/Intermediate*

*by Mary Campbell*

Microsofts exciting new database for the IBM PC and compatibles is sure to be a challenger for the lead database for Windows. Find out all about this revolutionary software in Mary Campbells new book. Youll get an insiders introduction to this powerful, feature-loaded relational database management system (DBMS), from fundamentals to intermediate-level skills and then on to some advanced topics. If youre a beginning database user, youll soon learn how to set up a database and use it productively. If you already know database software, youll learn all about the unique features of Microsoft Access, such as three-dimensional color graphics, object linking and embedding (OLE), multimedia and network capabilities, and other features that make this software a powerful new contender. Price: \$27.95.

**Order Information:** Available now at most booksellers, or by calling (800) 227-0900. Osborne McGraw-Hill.

## Microsoft Access Programming

*Beginner/Intermediate/Advanced*

*by Namir Shamas*

Microsoft's first database for Windows, Microsoft Access, is a program powered by easy-to-use visual programming techniques. It appeals to seasoned programmers and users who want to create their own customized database applications.

Namir Shamas's latest book is an accessible, hands-on introduction to database programming for anyone who is familiar with the Basic language. Shamas's relaxed, friendly style leads the reader gently but thoroughly through the fundamentals of Access Basic programming to using the host of powerful database extensions. It's a practical tutorial approach loaded with ready-to-use program code and peppered with professional tips, tricks, and warnings that has proven successful in the author's previous books. Price: \$32.95.

**Order Information:** Call (800) 822-8138 or fax (717) 794-2080. Tab/McGraw-Hill.



## PC Learning Labs Teaches Access

*Beginner*

*by PC Learning Labs*

PC Learning Labs, world leader in hands-on computer instruction, has now added Microsoft Access to their successful book/disk learning series. This innovative learning tool will aid first-time users in learning this powerful Windows-based database program. Years of classroom teaching and lab research into how people best learn to use computers are the basis of this integrated package. No other book is better suited to the needs of beginning users of Microsoft Access.

1. Covers start-up and basic operations as well as forms, query techniques, reports, and much more.
2. Assumes no prior computer experience.
3. Includes a Practice Examples Disk with exercises that work hand in hand with instructions in the text.

Price: \$22.95.

**Order Information:** Available February 1993. Call (800) 688-0448 or fax (510) 601-2155. Publisher Ziff-Davis Press.

## PC World Microsoft Access Handbook

*Beginner/Intermediate*

*by Cary Prague and Michael Irwin*

Discover the full power and ease of use of Microsoft Access from expert authors. This book/disk combination is a hands-on tutorial reference that walks you through the process of creating powerful applications for Microsoft Access. Key topics include installation, database design, creating tables, creating and printing professional-looking reports, using logic and math functions, data validation, database publishing, using pictures, graphs and OLE objects, creating switchboards, dialogs, and menus, and more! Bonus 3.5-inch disk contains customizable examples. Price: \$34.95.

**Order Information:** Available (first quarter 93) at all major booksellers or order direct at (800) 762-2974. IDG Books Worldwide, Inc.

## Running Microsoft Access

*Intermediate*

*by John Viescas*

*Running Microsoft Access* the Microsoft guide to the long-awaited Windows-based relational database software is now available from Microsoft Press.

This example-packed, hands-on tutorial and users guide incorporates tips and strategies not covered in the product demonstration.

Author John Viescas provides database concepts and terminology, a comprehensive product overview, and step-by-step instructions. Anyone who needs access to data from a small business manager to an enterprise-wide information system administrator will learn how to use the powerful capabilities of Microsoft Access to build database applications from scratch or to make existing data more accessible. Price: \$29.95.

**Order Information:** Available wherever books and software are sold or by calling toll-free (800) MSPRESS.

## teach yourself... Access

*Beginning/Intermediate*

by Steve Davis

Teach yourself everything you need to know about Microsofts new database software, Microsoft Access. Take the Weekend Tour of Microsoft Access and jump right into:

1. understanding and creating databases and reports
2. indexing
3. creating screen forms, queries, and labels.

With *teach yourself...Access*, youll also learn to modify databases, customize forms and reports, use queries, filters, and macros, and even program in Access Basic. Price: \$21.95.

**Order Information:** Available February 1993. Call (800) 628-9658 (Telemarketing) or (800) 488-5233 (Individual Sales). MIS:Press.

## Using Access for Windows, Special Edition

*Beginning/Intermediate/Advanced*

*by Roger Jennings and Ron Person*

*Using Access for Windows, Special Edition* addresses the needs of all those using Microsoft Access, whether secretaries or small business owners or application developers. The book is formatted as a tutorial for beginners, but also explains advanced database concepts and programming techniques to intermediate users, and provides material on the Access Basic macro and programming language for advanced users.

*Using Access for Windows, Special Edition* combines step-by-step lessons with real-world power-user techniques and examples. Features covered include: queries, graphics, forms, reports, multiuser capabilities, networking features, macros and programming. Information on SQL, dynamic data exchange (DDE), and object linking and embedding (OLE) is also presented. Other key features of the book include the QuickStart Tutorial format with use of tips, notes, and cautions throughout the text. Price: \$29.95.

**Order Information:** Call (800) 528-5331. Que Publishing.

## Your Access Consultant

*Intermediate/Advanced*

*by Martin S. Matthews with Edward Hartmann and William E. Lloyd*

When youre ready for the next step, let the experts at Matthews Technology become your Access consultants. This object-oriented approach to database design with Microsoft Access illustrates general principles and tricks that can be customized and applied to an infinite variety of situations. All code in the book is included on a high-density disk, along with fully operational database systems that have been developed with Microsoft Access. An incredible bargain! Price: \$39.95.

**Order Information:** Available June/July 1993. Prima Publishing Inc.

## Access Advisor

*Access Advisor* is the magazine that teaches you how to use all the power of Microsoft Access. Each issue is crammed with information for users of all types, from novice to expert developer. As a Charter subscriber, you'll receive a one-year subscription (6 issues) for only \$29 (plus shipping charges outside the U.S.). This is 25% off the cover price. A companion disk is available for an additional \$60 (50% savings). Don't miss an issue!

**Order Information:** Call (800) 336-6060 or (619) 483-6400. Advisor Communications International, Inc.

## Inside Microsoft Access

If you want to gain a complete understanding of Microsoft Access, *Inside Microsoft Access*, a monthly publication from The Cobb Group, will provide you with the skills you need. The articles in *Inside Microsoft Access* will give you vital information you can't find in books and manuals, tips and techniques you can use right away to work smarter and faster with Microsoft Access.

The Cobb Group publishes a wide-range of respected software journals including *Inside Visual Basic™ for Windows*, *The Microsoft C/C++ Developers Journal*, and *Inside Microsoft Windows*. A one-year subscription to *Inside Microsoft Access* (12 issues) costs \$49.

**Order Information:** To request a free issue of any publication, call (800) 223-8720. The Cobb Group.



## Smart Access

*Smart Access*, Pinnacle Publishing's monthly technical journal for Microsoft Access users, will help you make the most of your Microsoft Access databases from day one. Our expert authors will show you the ins and outs of queries, macros, forms, reports, and Access Basic code (ABC), as well as how to make the move to Microsoft Access from other database platforms. You won't have to spend tedious hours digging through the manuals for solutions and you'll save enough time and money to pay for your subscription many times over!

**Order Information:** Subscribe to *Smart Access* today! 12 monthly issues for just \$79 you'll receive the accompanying source code disks (a \$60 value) FREE! Call (206) 251-1900, (800) 231-1293, or fax (206) 251-5057. Pinnacle Publishing, Inc., P.O. Box 888, Kent, WA 98035-0888.

# **Getting Started on the MSACCESS Forum**

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## **Membership Announcement**

To join the MS Access Forum, select option #8 from the Forum menu or type JOIN at any Forum command prompt or choose Join from the appropriate menu. Your first and last name is all that is required. There are no special fees or dues other than your normal CompuServe connect charges.

Membership privileges are enabled automatically, and allow you full participation within the forum. All privileges remain in effect unless specifically deleted by the SYSOPS as long as you access the Forum periodically. The membership file is regularly (90 days) purged of inactive members to improve system operation. If this should occur, all you need to do is sign up again and your membership privileges will be enabled.

Forum members may access the Conferencing area, Libraries, and Message Board, which has been broken down into various sections. To see a listing of the Message section names, Library names, or Conference Rooms available, please type "NAMES" upon entry to the Forum.

Online help is available at virtually every level of the Forum. When in doubt, try entering a "?" or the word "HELP". If you are new to the CompuServe Forum environment, please be sure to visit the Forum INSTRUCTIONS area.

## INTRODUCTION

Welcome to the Microsoft Access Support Forum! We look forward to your questions and contributions.

The MSACCESS Forum is an extraordinary resource for people who use, or are considering using, Microsoft products. Forum members are knowledgeable, unselfish, and available virtually 24 hours a day, 7 days a week to assist you. They will not only provide you with the information and help you need, but they'll do so with a generosity of spirit that truly means "support."

The forum is a place to get your questions answered -- Microsoft tech support is here (Monday through Friday) as well as many people who are very knowledgeable in Microsoft products, hardware, other software, and just about everything else (e.g. music, Star Trek, medieval literature, the list goes on and on).

Yet the forum also offers more than a place to come for help...

- you can learn about new trends in the industry and the philosophy of database approach in general
- you can share your thoughts about Microsoft and our line of products, request changes and enhancements, and gripe if you need to
- you can contribute your own knowledge and have the satisfaction of helping others
- and you can just hang out and chat with people who might become some of your best friends.

Our main purpose here is to provide information, guidelines and tips to help you get "up to speed" as quickly as possible.

Although we have a responsibility to watch this forum and see that questions are answered, problems resolved, and concerns are addressed, we hope that you will play an active part participating in the process. The forum works best when we all contribute and help each other. Not only does this make for good technical support, it also helps us to determine where the product can stand some improvement in order to prevent questions in the first place. We also get a good idea of who our customers are and what they need to be more productive.

## **HARD AND FAST RULES**

These are simple.

This forum requests that you use your full name in your CompuServe (CIS) identification. If you have omitted your first name or last name, please change it.

To change your name, get on-line in CompuServe and type GO MSACCESS to get to the CompuServe prompt. Then type OPTIONS which will show you a menu of options you can change. Choose option 4 (name), enter the new name, press <RETURN> and then tell CIS to make the change permanent. You can also do this quickly by typing "OPT;N <newname>;P" which will bypass the menus.

If you normally use a company CompuServe account with the company name but plan to be a regular participant, please change the identification (at least locally in this forum) to your name and enclose the company name (or abbreviation) in brackets after your name. If several people will be using the \*same\* account, each individual should include his or her complete name in the body of the message.

Please refrain from using profanity, being abusive, advocating illegal actions, or performing any act that may injure another. Microsoft reserves the right to deny access to the forum to anyone posting offensive messages.

This isn't a "hard and fast rule" but it is highly recommended -- please do not type your messages all in upper case (use mixed case as you would in a letter). Upper case is hard to read and is considered "SHOUTING" on CompuServe -- you'll see what I mean if you read enough messages.

There are no other "rules" but there are some conventions of behavior that will ease your life in the forum. Please see the "Manners and Ambience" section, next.

## **MANNERS AND AMBIENCE**

This is the MSACCESS forum, so naturally what brings people together is an interest in Microsoft products -- most of the people here are working with Microsoft Access. These include developers, people using the products to manage their own data, and hobbyists. The range of skill and expertise is very wide -- from the loftiest Access Basic guru to the absolute beginner. Experts and beginners are equally valued -- beginners sometimes ask the best questions!

In addition to the people who write messages on the forum, there is another group we (affectionately) call "lurkers" -- people who monitor the forum (reading messages, downloading files) but for one reason or another haven't chosen to write any messages to us. We might tease lurkers from time to time but we value them as well.

Although intended as a "working" forum for sharing information and professional expertise, this forum is also a friendly and informal place. People here can become quite close -- and a newcomer will hopefully find him/herself quickly accepted. When you join the forum, "old timers" will treat you as a friend as long as you behave yourself (smile).

As with any group of friends, you'll find that there are lots of "in" jokes, many teasing comments, heated debates, occasional spats and feuds, people having a bad day who may be cranky -- the usual stuff of human interaction. You'll find the reason we're friends is because we share common interests, are working in generally the same field, and appreciate the opportunity to communicate. For some of us who are isolated, the forum members are the only people we know who understand what we're talking about (grin).

So, when you "walk" into the forum, it will be more like walking into a large party with people who share professional interests than like walking into an office or a professional association. It's kind of like a user's group with no specific agenda. As with all CompuServe forums, forum members range widely in personality, geography, race, sex, religion, etc. and this is *\*definitely\** an equal opportunity forum.

### **3.1 Manners**

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So, now to manners. Basically all we ask is that you be considerate of everybody else. When I say "considerate", I mean *\*consider\** that the person on the other end of your message is a human being with ups and downs, strong and weak points, good days and bad days. Consider that a person may reside in a non-English speaking country and use English as a second language. Consider that a person might be handicapped or that a person may not be the sex you *\*think\** he or she is based on his or her name.

Also, *\*please\** consider that people here represent different nationalities, races, ethnic groups, religions, abilities/disabilities, and sexes, and *\*respect\** these differences. In this forum, it is important to us that we provide an environment where we *\*all\** feel safe. If any one of us is ridiculed or insulted, we all lose since we lose their enthusiasm to participate with us and contribute to the work we do.

Consideration can be most important when you are upset. Within the bounds of consideration, you can complain, whine or throw tantrums, if you need to -- I think we all have at one time or another. But it takes a certain amount of skill to complain, whine or throw a tantrum politely and with consideration for others. If you're upset, consider how your message might affect *\*you\** if you were to receive it.

If you're considerate, you shouldn't run into too many problems here. But I must warn you that you are subject to teasing (because you're considered a *\*friend\** from the beginning -- please don't take this personally) and if you should stray beyond the bounds of what's considered "appropriate" behavior, you may receive a gentle admonition. If you are really out of line, a Sysop may decide to step in -- a Sysop is a final authority on behavior, and even long-term forum members quake before a Sysop's pronouncements (smile).

As a rule of thumb, a belligerent attitude is frowned upon -- it tends to make us uncomfortable because it upsets the balance of friendliness and consideration, retards the free flow of communication, and, frankly, we seem to be able

to have very "loud" arguments without resorting to this approach.

### **3.2 Who's Microsoft and who isn't**

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People on the forum who work for Microsoft tech support have [MSFT] or "Sysop" after their names in their identification. If somebody doesn't have [MSFT] or "Sysop" after his or her name, s/he is \*not\* an employee of the company and is just being helpful. Some forum members are so helpful, people sometimes assume they work for Microsoft even if they don't.

You may be interested to know that senior managers and many of the staff at Microsoft review the forum messages every day. They are all paying attention to what you have to say and their products reflect this interest. Also various Microsoft staff members will contribute to the forum from time to time. They will either have (Microsoft) after their name or identify themselves in their signature.

### **3.3 What to do if you're upset**

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It's not uncommon for people to log onto the forum for the first time because they're upset

- because they've spent hours and hours working on a problem and can't solve it
- because something about Access doesn't work the way it should or the way they think it should (often there's a difference)
- because they've tried calling tech support and haven't received an acceptable answer yet
- because they had something working in one product that suddenly doesn't work in an upgrade.

We understand and sympathize -- and it just may be that we can help you if you give us a chance. If this is true for you, here's what we recommend: first, \*consider\* the other forum members (see Manners) and second, start your message with "I'm upset" (this lets us know that you're upset and we'll be sympathetic - that's a promise). Then try to explain your problem as succinctly as possible (for further guidelines -- see Asking Questions, section 6.0).

## EMOTICONS AND ACRONYMS

You may have noticed that humorous comments have so far been expressed with such things as (grin) or (smile). One of the things that most puzzles newcomers is the use of acronyms and what are called "emoticons". Here is an explanation of the important ones.

### 4.1 Emoticons

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In an electronic medium such as the forum, it's pretty hard to get across certain elements of face to face communications that would otherwise be expressed with tone of voice, inflection or body language -- elements like humor, irony, sadness and various non-verbal "comments" on what is being discussed. Consequently, certain conventions have arisen to express this kind of thing.

Technically, an emoticon is an "icon designating emotions" depicted with symbols. Perhaps the most common of which is:

`:-)` a smiling face on its side (tilt your head to the left to read it).

**grin** either the previous comment was meant humorously or one is responding with a laugh to somebody else's humorous comment -- perhaps the most widely used symbol on this forum.

**smile** usually means that one is smiling at somebody else's comment or could refer to one's own comment that is slightly humorous.

`<gd&r>` grinning, ducking and running -- the previous comment was a "tease" and the person issuing the tease is now hiding out from his or her target. Some variations of this are a simple `<gd>` (grinning and ducking) or `<gd&rvvf>` (grinning, ducking and running, very very fast).

`<rofl>` or `<rof,l>` rolling on the floor laughing -- the ultimate acknowledgement of somebody else's humor or an indication that you think you just said something yourself that is pretty ridiculous.

`* or _` as in `*emphasize*` or `_emphasize_` equivalent to italics or underlining.

**(There are literally hundreds of others.)** However, the term is also being used to apply to text-based equivalents which are more commonly used on this forum.

Creative people on the forum will sometimes make up their own emoticons from time to time but they almost always explain them since nobody would otherwise know what they're talking about `<g>`.

### 4.2 Acronyms

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Many acronyms have also become standard -- mainly to save typing. Some of the common ones are explained here. Any others you encounter, you'll have to figure out for yourself, but once you've got the "trick" down, it's kind of fun.

General CIS-wide acronyms:

BTW	By the way
CIS	CompuServe Information Service
FWIW	For what it's worth
IAC	In any case (also IAE -- in any event)
IANAL	I am not a lawyer
IMO	In my opinion



IMHO	In my honest/humble opinion (in the latter case a sure sign the opinion is not going to be humble at all <g>)
IOW	In other words
JIC	Just in case
KOW	Knock on wood
OIC	Oh, I see!
OTOH	On the other hand
PITA	Pain in the "acronym"
POV	Point of view
PPN	Programmer project number, i.e. a CIS user's id#
RSN	Real soon now (computer lingo for "don't hold your breath")
RTFM	Read the f* manual (variously interpreted for public consumption as read the fine manual, read the fabulous manual, you figure it out <g>).
TIA	Thanks in advance
TSR	Terminate and stay resident program
WYSIWYG	What you see is what you get
YA...	Yet another .... (as in YAA -- yet another acronym)

Here are some other product-related acronyms:

API	Application programming interface
DD	Data dictionary
ER	Enhancement request (request for an enhancement to the product or documentation)
GUI	Graphical user interface
MU	Multi-user
OO, OOP	Object oriented, object oriented programming
SU	Single user
UDF	User defined function
UG	Users Guide

In addition there are a large number of platform specific acronyms and abbreviations such as QEMM, DV, WIN, INIT, CDEV, DA, which you'll either know or can ask about.

## FORUM ORGANIZATION -- MESSAGES, THREADS, SECTIONS

The forum is comprised of individual messages from one forum member to another. These messages are organized by thread -- a "thread" is simply a string of related messages and replies brought together under a "thread topic", which serves as the "message header" for every message in that thread. Here's an example of a message header:

```
#: 83761 S1/Non Tech Services      * message number, section
   06-Dec-92  11:38:01            * date and time
Sb: #83591-#Access is Way Cool...  * responding to message#, topic
Fm: Kevin Costner 72230,2664      * from forum member
To: Phil Collins 72261,640        * to forum member
```

Threads begin when an individual creates a new message (not replying to a previous message) and grow as other individuals reply. A new thread may also be created when replying to a previous message by changing the topic or posting the reply to a different section.

Threads are further organized by forum section (such as Queries or Forms -- a list or sections is included in Message Etiquette, section 7.2. New threads should be posted to the section appropriate to the topic.

Messages themselves may be either public or private (see below) and cannot exceed about 2,000 characters in length. For assistance in composing and posting messages, please refer either to the CIS help files or to the documentation provided with your communications software. Further information as relates specifically to this forum will be included in this document in appropriate places.

### 5.1 Message Traffic and Scroll Rate

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Message traffic is the number of messages which get posted to a forum in a day. The volume on the MSACCESS is very high -- ranging from about 100 messages a day when a lot of folks are at Comdex to as many as 500 messages a day when something really interesting happens. Message traffic probably averages about 200-300 per day.

A CIS forum is limited to a certain number of message "slots" or total number of messages at any one time. As messages are posted, the message slots fill up. When they are full, messages begin to "scroll off" (disappear) on a First In, First Out basis (early messages scroll off before later ones). With message traffic (also called the scroll rate) of 300 messages a day, the first messages in the queue will disappear in about 6 days.

### 5.2 What the Heck All This Means to You

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The nature of threads and the high scroll rate in this forum frequently have consequences for how you ask questions, how you formulate replies, and how you can help the forum function efficiently. Details will be included in later discussions where appropriate.

## ASKING QUESTIONS

Forum members are very helpful, patient and forgiving -- no matter what level of expertise you have. You will almost certainly get an answer to your questions, if you are aware of certain facts of life.

Due to the high message volume on this forum, forum members who read all the messages (and there are many) are trying to keep up with forum traffic, be helpful, earn a living, and live something like normal lives -- all at the same time.

It's recommended that you check in again within two or three days after you leave a message and that you read all the messages in your thread -- otherwise you might 1) miss responses that have disappeared due to the high scroll rate and 2) miss responses that may not have been addressed *\*directly\** to you -- people tend to reply to the most recent message in the thread rather than going back to your original inquiry. Any message sent *\*directly\** to you and not read before it scrolls will automatically be sent to you via CompuServe Mail.

### 6.1 Phrasing your question

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The way you phrase your question can make a big difference in the kind of response you get.

Here's the "worst case" question -- one that forum members will want to avoid (tech support will answer, of course, but you may be missing an opportunity to get a speedy reply from someone else):

"I just got Access and it doesn't work. Can anybody help?"

Obviously, the first thing anybody has to ask is: What do you mean it "doesn't work"? Just finding out the basics could take quite a bit of time.

So, here are some guidelines:

- Be SPECIFIC. (and be sure to post your message in the appropriate section of the forum -- a list of forum sections is included later in Message Etiquette, section 7.2).
- Tell us whether you are writing a program or using Access interactively.
- Tell us exactly what error messages you are getting, if any.
- Tell us what you are trying to do, what you did just before the problem occurred, and *\*exactly what happened\**.
- Please include specific *\*step-by-step\** instructions that will help use to reproduce your problem.
- If it's a programming problem, post the actual bit of code or macro group that you think is causing the problem or a close approximation.

In addition:

Post your question to the proper forum section (see Message Etiquette for a list). Some forum members only read messages in specific sections -- if you post in the wrong place, the person with the answer might not see it. And choose a suitable, informative, and specific *\*topic\** for your message.

"Report Sum Question" in the Reports section will almost certainly get a better response than "HELP!".

Post any program code or formatted messages as UNFORMATTED. CompuServe normally "formats" or "word wraps" code that's uploaded to the forums -- i.e. it strings all the lines together if they are not separated by a completely blank line. This will turn your carefully indented code into a garbled mess which is very difficult to read.

You can avoid this when you're on-line with CIS by using the "POST UNFORMATTED" command. With various programs such as TAPCIS or Navigator (that allow you to read and respond to messages off-line -- explained later in this document), use their "Unformatted" option. You may also insure proper indentation by preceding each line of code with one or more spaces or a tab.

Roughly, if you're having a problem which appears to involve the way Access interacts with your hardware such as loading or operating slowly, not loading at all, running out of memory or disk space, video display problems, running on a network, etc., please be as specific as possible about your operating environment, perhaps including your operating system (Windows 3.1, DOS 5.0), your DOS CONFIG.SYS, AUTOEXEC.BAT, type of network, network settings, and so on and so on <g>.

## **6.2 Uploading files**

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If you have a very difficult or complex problem, it may eventually be resolved only by sending it to someone else for review. There are two approaches:

1) If tech support *\*SPECIFICALLY\** requests that you send them your problem (and at no other time), upload it to the forum libraries. Problems sent this way will be treated as private communications -- however, if you want to have the problem reviewed by non-Microsoft folks, you may specifically ask the sysops to post it publicly to the libraries. Uploading to forum libraries is free of connect charges so this is definitely the most efficient way to send things to Microsoft. More information about uploading files to libraries can be found in Uploading Files, section 9.2.

2) If a non-Microsoft forum member has been assisting you, you can send your problem to him or her via CompuServe mail. However, there is something like a "rule" about this:

**DO NOT UPLOAD ANYTHING TO ANYBODY WITHOUT THEIR *\*SPECIFIC\** PRIOR APPROVAL.**

Downloading something from CompuServe costs the recipient money in phone and CIS connect charges. Many active forum members use automated programs to download their messages and files and these programs do not give them the chance to refuse a download -- anything in their box is downloaded automatically. It's simply not fair to impose this burden on them without their consent. The above rule also means that if somebody has been kind enough to look at something before, it doesn't necessarily mean they want to look at it again, no matter how great it is now <g>. It's a simple matter to request and receive permission before you upload -- do it!

In EITHER CASE, when you upload something to somebody, be considerate again -- send them the minimum that's necessary to "get the job done", i.e. give them the information they need to assist you and compress the file (using PKZIP -- more on this later) to reduce transmission time.

## **6.3 Responding to answers**

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If you have asked a question and someone has replied with an answer, read what they have to say carefully. If they've solved your problem, great! If they haven't, but are trying to help, *\*answer their questions\**. Remember they may be in a hurry, or have misunderstood your question or situation, or may even be telling you something incorrect (not on purpose, of course), so if you don't understand something they say, don't be afraid to say "I don't understand."

## **6.4 Acknowledgments**

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If somebody helps you out, a simple "Thanks!" is appreciated.

If you've had a particularly knotty problem that appears to have been a challenge to resolve and/or if many people have made a lot of different and possibly conflicting suggestions -- when you've finally got it working, we'd appreciate knowing what exactly you did that worked. The reason we appreciate this kind of summary is because many of us may have or anticipate having the same kind of problem, and we'd like to know the answer too! In addition, it may be a valuable addition to Microsoft's Knowledge Base - a tool that we

use to help you solve your problems.

### **6.5 If you don't get an answer**

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If you leave a message and nobody responds, it may be because it "just happens" that nobody has time to respond, because everybody simultaneously decides that "somebody else will answer", or because your message was unclear and nobody knew *\*how\** to respond.

You can increase your chances of having a response to your message by:

- Posting your message again -- and saying that your original message was not addressed.
- Posting your message directly to a sysop or to "all".
- Rephrasing your message.

## TIPS FOR THE ACTIVE PARTICIPANT

As mentioned earlier, the message traffic on the MSACCESS is very high. It can be quite a chore to manage this volume of communication and keep CIS connect charges to a minimum. Here are a variety of hints that may prove useful.

### 7.1 Thread Integrity and Continuity

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All forum members, experienced and novice, benefit from the forum threads. Often a thread will address a problem that many other forum members have or anticipate having. Consequently, it is important that all messages that contribute to the thread remain available during its lifetime (thread integrity). In addition, it's extremely useful if relevant messages are contained \_within\_ the thread and in the proper order (continuity). With this in mind:

- public messages should not be deleted if they contribute to the thread.
- relevant responses to existing messages should be generated by *\*replying\** to the message rather than starting a new message.
- multiple part messages, as much as possible, should be kept together (more on this a little later in Message Etiquette).

Related to this issue is the "other side of the coin" where messages are no longer relevant to the topic. It is possible on CIS to scan available messages by "message header" or thread topic. This can be a useful approach if you're trying to save on connect charges. However, this is not *\*guaranteed\** to be a foolproof approach. Threads on this forum tend to wander, and strict adherence to a thread topic is not rigorously enforced. Consequently if you're downloading a thread whose topic looks interesting, you may discover:

- the messages have wandered off the thread topic
- the messages have deteriorated into a series of jokes

At a rough guess, some of us estimate that the really relevant messages in a thread are the first 1 to 10, although that is not necessarily the case -- when a topic is complicated, messages may still be useful during the thread's entire life or, OTOH, a thread may deteriorate into jokes almost immediately. Unfortunately, due to the high message traffic, the beginning of a thread may scroll off so that all that remains in the forum are the less relevant messages. This is not to say that the messages which aren't relevant to the topic aren't useful <g> -- indeed, they are frequently useful -- and the jokes are often good, too.

- Please use upper and lower-case for your name and messages. Upper case words indicate EMPHASIS and a message in all capitals looks as though you are "SHOUTING."
- All Message Subtopics correspond to the same Libraries and Conference Rooms.
- If you upload a file in the public libraries, please upload it into New Uploads Library. Files uploaded into New Uploads will remain for about one month and will be moved to their permanent location
- We do NOT make any guarantees regarding freeware or shareware available for downloading from this forum.

Section Leaders cannot provide the following:

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1. Sample code or macros with responses; however, Microsoft may request sample code or macros for bug verification
2. Private responses to questions or private phone calls
3. Source code or macro debugging, design review, in-depth discussion of Windows internals, or bench marking of code

4. A guarantee of question RESOLUTION
5. Any proprietary, philosophical, or third-party recommendation information.

## **7.2 Message Etiquette**

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In consideration of forum members who do not read all the messages (those who download the threads whose topics sound interesting) and to support thread integrity and continuity, please observe the following suggestions:

Please post your message to the most applicable section. MSACCESS sections are (note that these sections will change from time to time):

1. Non Tech Services
2. Tables/DB Design
3. Queries
4. Forms
5. Reports/Printing
6. Macors/Modules
7. Import/Export
8. Multi-user/Networks
9. OLE/DDE
10. SQL Server/ODBC
11. Security
12. Setup
13. Suggestions/Mktg
14. User's Groups
15. Third Party

When starting a new thread, try to name it something that captures the essence of your message and be as specific as possible -- unless it's the Chatter section where you can name it anything you like <g>.

When replying to a message, if your reply is substantially changing the subject, please post it under a different topic and to a different section if applicable.

If your reply is directly relevant to the current topic, please DO NOT post it to a different topic or section. Use CIS or your off-line software to REPLY to the message.

If you want to make sure that a specific person sees your message and sees it as quickly as possible, make sure you address it specifically to him or her and \*be sure to include his/her CIS id number\*. This is important because:

Some people only read messages addressed directly to them and will miss your message entirely. (Note: reading only personal messages is not recommended practice in this forum because you will almost certainly miss further possibly relevant messages in a thread.)

Many active participants will read their personal messages during the day and download everything else in the evening -- so they might not see a particular message until later.

If the message scrolls off before the addressee sees it, CompuServe can

not forward it to CompuServe mail without an id number.

Long messages: If you have a particularly long message, remember that individual messages are limited to about 2,000 characters. When a message exceeds that limit, you can either send it via CIS Mail to an individual or you can split it into parts and post it on the forum. CIS Mail has a very high message length limit, but no one on the forum will see messages sent that way.

In the interests of thread integrity and continuity:

Post long messages that are relevant to an existing thread, or that are of general interest, to the forum not to CIS mail so we can all benefit. Other long messages may of course be posted as well. If you find that you seem to be engaged in a topic that is not particularly Access related or is really a conversation between you and one other person, consider moving that conversation to CIS mail (you might want to ask first to see if anybody has been following the conversation and would like to see it continue).

There are two approaches to splitting messages which are a little contradictory.

First, there is an option called /SPLIT (please refer to CIS help or your CIS communications software documentation). By inserting /SPLIT at the bottom of a message, the next message you send will automatically continue the message. The benefit of /SPLIT is that it keeps the parts of your message \*together\* when they are posted. The drawback is that subsequent messages are addressed to \*you\* rather than the person to whom you were originally replying. Since (as mentioned earlier) some people only read messages addressed directly to themselves, these people will not see the continued parts (or may not see them until later).

The alternative approach is to send continued messages by simply continuing to reply to a message and manually inserting "more" and "continued" in your messages as appropriate. The benefit of this is that the intended recipient will be sure to receive all parts of the message in a timely fashion. The drawback is that messages split this way may not get posted together and can be interrupted by other replies (which impairs continuity).

Rule of thumb: Use /SPLIT unless you want to guarantee that the recipient will see all parts or all parts as soon as possible. In the latter case, continue to reply.

### **7.3 On-Line vs Off-Line**

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CIS connect charges are high and MSACCESS message traffic is high -- the two can combine to deliver whopping credit card bills (not, unfortunately, much to joke about). If you plan to frequent the forum or other CIS forums, it is highly recommended that you investigate several programs that download and upload forum messages in a more efficient and less costly way.

Note: CompuServe offers a product called CIM (CompuServe Information Manager) which is useful to manage your work on CIS -- however, it mainly works on-line and will not reduce your connect charges as much as the products I will discuss here.

A couple of programs we would recommend are OzCIS and TAPCIS. These programs will log onto CIS for you, upload and download messages and files, and provide you with other utilities. Their major advantage is that they allow you to read and respond to messages \*off-line\*. Not only is this \*considerably\* cheaper, but also it allows you to review and respond at your leisure. If you want to get up to check a manual or break off for a moment to test something in a program, you can do so without the terrible pressure of connect charges eating away at your pocketbook. Moreover, it allows you reflect on what you say, change your mind, correct your mistakes, and improve the quality of your messages in general.

Another advantage is that these programs can be used in a variety of ways to capture only the messages you really want to see and further cut down your connect charges. For example, with TAPCIS, you can read only certain forum sections, you can read all messages or download the thread topics (which you



can mark off-line to be downloaded the next time you log on), or you can read only messages addressed to you personally.

These programs offer a further advantage in that they provide an option for retaining past messages (yours and others) in a file on disk for future reference. These files can be archived from time to time and transferred to floppies or otherwise managed. Forum members have a variety of strategies for managing these files. As an example you can archive (using PKZIP) the message file about once a week and keep about a month's worth of zipped files on your hard disk.

Some forum members keep *\*all\** their messages. Some rely on the forum archive files to capture the "best parts".

In addition to the basic programs, the offline communications programs often have many additional utility programs.

More information about downloading files from libraries can be found later in this document.

### ***OzCIS***

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OzCIS is freeware. Files to download from CIS, from the IBMCOM forum (GO IBMCOM), Library 12, are:

OZCIS.BRO...7868 (<-file size)

This file outlines many of the capabilities and features of OzCIS version 1.2 and later. Plain ASCII text file; can be REAd online or downloaded.

OZCIS.REQ...5940

This file describes the minimum hardware and software requirements in order to run OzCIS version 1.2a and later. OzCIS is a big program and requires considerable system resources; reviewing this file before downloading the main program files could save you considerable online time. Plain ASCII text file; can be REAd online or downloaded.

OZCIS1.EXE...279454

OzCIS is a auto-navigator to automate CompuServe access for Mail, Forums and other areas of the service. This is Part 1, the Main Program file.

OZCIS2.EXE...167057

This is Part 2, the Online Processor file.

OZCIS3.EXE...131049

This is Part 3, the Accessories file.

OZCIS4.EXE...138820

This is Part 4, the Documentation file. Note: Changes/additions to the documentation since version 1.0 are in the README.1ST file included in the Part 1 and 2 files.

OZHELP.ZIP...159173

The files included in this archive are intended to provide the ability to reference the OzCIS documentation from within OzCIS as a supplement to the on-line help. This on-line documentation is intended to be used with

the shareware documentation reader, AUTOREAD.EXE, installed as an EXTERNAL under OzCIS. AUTOREAD may be found in IBMSYS LIB 6 (BRO /KEY:AUTOREAD).

### ***TAPCIS***

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TAPCIS is a shareware program. Files to download from CIS, from the TAPCIS forum (GO TAPCIS), Library 1, are listed below. You can also order the program by calling Support Group, Inc. at 800-USA-GROUP.

TAPCIS.INF...13963 (<-file size)

This file describes TAPCIS in detail along with its requirements and pricing. You should download and read this file before downloading the TAP.EXE program and TAPDOC.EXE documentation files from Library 1.

TAP.EXE...211812

TAPCIS(tm) Version 5.4, The Access Program for the CompuServe Information Service. TAPCIS completely automates CompuServe Mail and Forum messages and libraries. TAPCIS cuts online time to a minimum and frees you to do other things while it does all online actions without user input. We guarantee you'll love TAPCIS with a 21 day shareware trial and a 90-day money back guarantee. Copyright (c) 1991 Support Group Inc. Manual in TAPDOC.EXE. Prev downloads: 43,430+

TAPDOC.EXE...154832

TAPCIS(tm) 5.4 Documentation in a self extracting file. This program will expand into all ten sections of the TAPCIS docs plus appendixes, table of contents, and index. See file README.DOC included in this file for more information. You will need this documentation to set up TAPCIS properly. Program is in TAP.EXE.

## LIBRARIES

The forum libraries contain many informative and useful files. An exploration of the libraries is well worth the trouble. The MSACCESS libraries are the same as the MSACCESS sections. You should post your file to the section that it relates to most closely. If you don't know what that is, you could post it to Non Tech Services.

Files in the libraries come in two basic forms: ASCII and binary. ASCII files are text files which will be readable without further attention. Binary files are \*either\* files (including text files) that have been compressed to save space and downloading connect charges \*or\* other binary files like programs or graphics files.

### 9.1 Compressed Files

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There are several types of compressed files:

.ZIP files -- Compressed using PKZIP -- these are uncompressed by using PKUNZIP.EXE. PKZIP/UNZIP are shareware programs available for downloading from the MSACCESS forum.

.EXE files -- Mostly this extension indicates that the file is a "self-extracting" compressed file. This means that the file will unpack itself when you type the file name. \*Usually\* these files are also compressed using PKZIP -- however since they're self-extracting, they do not require PKUNZIP.

.ARC files -- Compressed using Arc utilities or such commonly available compatible programs as ARC-A.COM. Can be uncompressed with ARC-E.COM, available in the IBMCOM forum, library 2, and elsewhere (look for ARC-E.COM and ARC-E.DOC).

### 9.2 Uploading Files

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Most files in the libraries have been uploaded by forum members for use by other forum members and we encourage you to do the same. If you have developed a utility or a function or a bit of code or have some particular information to share that appears to spark general interest, please send it on up! Remember, uploading to forum libraries is free of connect charges.

If tech support \*SPECIFICALLY\* requests it (and at no other time), you can also upload code that you're having a problem with and which appears to be too lengthy or complex to post on the forum itself.

The mechanics of uploading a file can be fairly tricky. Please refer either to CIS Help or your CIS communications software documentation. If you want additional help, CIS has a practice forum (GO PRACTICE) where you can practice uploading a file, writing messages, etc. Time spent in the practice forum is free of connect charges.

Here are some guidelines for uploading:

- Combine and compress any files you are sending into one archived file using PKZIP or the self-extracting options of other compression schemes.
- For some reason, CIS limits file names in libraries to only 6 characters (not including extension). It's better if you limit your file name to 6 characters yourself -- otherwise CIS may truncate the file name in a way that you don't really want. File names should begin with a letter and contain \*only\* letters and numbers. They should not contain spaces or punctuation (including underlines and hyphens), or miscellaneous characters like \* or ^.

- When uploading, please include a brief but complete description of the files included and what they do. If space allows, I always like to see the name of the person who's sending it and a note about how large the file will be when uncompressed (disk space is sometimes tight <g>).
- The sysop will check the file for viruses and perform some other maintenance. Consequently, it may take a few days before the file becomes available to others.
- Let people on the forum know that you've uploaded the file, what its name is, and where you sent it.

NOTE: If you are uploading a file with the \*same\* name as a file you previously uploaded, the old file will be replaced with the new one. However, if you are uploading a revision and want to use a new name, please help with library housekeeping by deleting the old file yourself using the CIS Library Menu.

## **AFTERWORD - The Spirit of Contribution**

We need all the help we can get! <g> We need people to be more specific and precise asking questions (and it would certainly help if people check the manuals and other product documentation resources first). We need people to be more careful about thread continuity and integrity. We need people to be more considerate (tempers are sure to fray <g>). And we need people to help others more than ever before.

One of the things we want to distinguish the MSACCESS Forum from others is the very unselfish way forum members help each other day after day. We feel there is an underlying intent on the part of most forum folk to make a contribution to others on the same path. We also feel as long as this "spirit of contribution" remains a force, the forum will work well for all of us.

You can really help maintain the value of the forum by logging on with an \*intent to contribute\*. If you want to ask a question, ask it with an eye toward contributing to our knowledge as well as yours. Share experiences that you feel will be of value to others. Answer the questions of others. And try, especially, to keep to the public agenda and avoid self-promotion.

There's certainly opportunity on the forum for vendors of products and services to offer their wares (in moderation), and vendors are \*just the kind of people we need\* to help us. Yet it's always a little irritating when we see a vendor log on \*only\* to promote something while so many others are helping for free. If you are a vendor, hang around a little and contribute; give back a little to the community that supports you. (And from a purely practical point of view, establishing a helpful presence on the forum should serve to enhance your marketability.)

Although making a contribution is always a source of personal satisfaction, we believe that there's more at stake here -- we are building a community that can support us in our work and in our lives. That's something worth investing in -- contribution is truly an investment in our future.

See you on the forum!

## Compuserve Sysops

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Below is a list of the present Microsoft Sysops that perform daily duties on Compuserve.

Steve Alboucq	Support Manager	72350,3370
MariEsther Burnham	Sysop	70363,152
Monte Slichter	Sysop	70621,1344
Kim Hightower	Sysop	70761,655
Kim Abercrombie	Sysop	70761,650
Ryan LaBrie	Sysop	72350,3371
Joe Howard	Sysop	72350,3367
Don Funk	Sysop	72350,3372
Tim Leidig	Sysop	72350,3374
Gary Yukish	Sysop	72420,1356

## New Articles Since January 14, 1993

[INF: Add Database Analyzer to Access Help Menu](#)  
[INF: Arrow Keys and Mouse Don't Scroll Grid in QBE Grid](#)  
[INF: Attaching Clipper Tables to Microsoft Access Databases](#)  
[INF: Checking for EOF and BOF in macros](#)  
[INF: Converting Currency or Number Values into English Words](#)  
[INF: Converting Twips to Pixels](#)  
[INF: Creating a New Linking Column Between Existing Tables](#)  
[INF: Creating Custom Navigation \(VCR\) Buttons on a Form](#)  
[INF: Creating Result Equivalent to SQL UNION Operator Result](#)  
[INF: dBASE SET DELETED Characteristic in Access](#)  
[INF: Definitions for Settings in WIN.INI Btrieve Section](#)  
[INF: Detailed Explanation of the KeepTogether Property](#)  
[INF: Eliminating White Space in Reports with CanShrink and](#)  
[INF: Enforcing Transactions on Attached SQL Server Tables](#)  
[INF: Error MSG: "Unable to connect to data source"](#)  
[INF: Exporting Queries to ASCII](#)  
[INF: How to Create Floating Popup Menus for Access](#)  
[INF: How to Determine if a Form is Minimized](#)  
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[PRACC9301: Incorrect RowSourceType for a combo box may GPFault](#)  
[PRACC9301: Arrow Keys Don't Scroll Grid in QBE Grid](#)  
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[PRACC9302: Importing Delimited Text Files Strips Off Decimals](#)  
[PRACC9302: Running Delete Query Gives Misleading Error Msg](#)

[PRB: '|' Isn't A Valid Path Error Message on Start](#)  
[PRB: Access Error Using Edit Find With the Yes/No Data Type](#)  
[PRB: Access Toolbox Selection Lost When Closed](#)  
[PRB: Apply Default Doesn't Change Height or Width of Labels](#)  
[PRB: Bitmap Does Not Display Correctly in Microsoft Access](#)  
[PRB: Bound SubReport Does Not Show DDE Data](#)  
[PRB: Btrieve Files Created with 6.0 Btrieve NLM not Supported](#)  
[PRB: Can't Change Combo Box Value If ControlSource Is Counter](#)  
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[PRB: Clicking Wizard's Background May Change Focus of Control](#)  
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[PRB: Data Source Not Found, No Default Driver Found Error Msg](#)  
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[PRB: Edit Find Dialog is Modal in Form View](#)  
[PRB: Empty Table List When Attaching Btrieve Table](#)  
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## INF: Adding a New Record to a Combo Box with a Double-Click

Article Number: Q88148

CREATED: 18-AUG-1992

MODIFIED: 15-NOV-1992

### Summary:

---

This article describes how to set up a macro that will allow users to add a new value to a combo box. The steps to add this functionality to the Order form in the NWIND database are also explained.

### More Information:

---

To generate an example, do the following:

1. Open NWIND, the sample database included with Access.
2. Create a new macro called Macro1.

Below is an example of how Macro1 should look, and below is an explanation of each action:

Macro Name	Condition	Action
NewRecord		OpenForm
OnClose	[Employee ID] Is Not Null	DoMenuItem
	...	SelectObject
	...	ReQuery
	...	SetValue

#### NewRecord Actions

---

OpenForm: Opens the employees form to add a new employee.

Form Name: Employees

View: Form

Data Mode: Add

Window Mode: Normal

#### OnClose Actions

---

DoMenuItem: Saves the record entered into the employees form and prevents errors if no record is entered.

Menu Bar: Form

Menu Name: File

Command: Save Record

SelectObject: Selects the open Orders form

Object Type: Form

Object Name: Orders

In Database Window: No

ReQuery: Requery the combo box in the Orders form.

ControlName: Employee ID

SetValue: Takes the value from the newly entered Employee ID in the Employees form and puts it in the Employee ID in the Orders form.

Item: Forms!Orders![Employee ID]

Expression: Forms!Employees![Employee ID]

3. Modify the Orders form [Employee ID] combo box property by changing the following properties:

On Double Click: Macro1.NewRecord

Status Bar Text: Double-click to Add a New Employee

4. Modify the Employees form by changing the Form property:

On Close: Macro1.OnClose

To see how this process works, open the Orders form in browse mode, then double-click on the Employee ID combo box; the Employees form will open. After filling in the pertinent data, close the form. When the form is closed, the newly entered data will be transferred to the Orders form.

## [References](#)

## INF: "Continued..." Header for Groups on More than One Page

Article Number: Q88156  
CREATED: 18-AUG-1992  
MODIFIED: 15-NOV-1992

### Summary:

---

This article describes how to create a label that will print at the top of each report page when a group of data spans more than one page.

The events used capture the value of the group in the page footer, and if this value is the same as the page header value on the next page, the label containing "Continued from previous page..." is displayed.

### More Information:

---

Below is a step-by-step example of how to create this report by modifying the sample database NWIND report "List of Products by Category."

Open NWIND, the sample database that is included with Microsoft Access.

1. From the File menu, choose Module to create a new module.
2. Enter the following global declaration and functions into the module:

```
'-----  
'Global Declarations  
'-----  
Global CurrentGroupVal as String  
  
'-----  
'Code Section  
'-----  
  
Function SetGlobalVar (InReport as Report)  
    CurrentGroupVal = InReport!SetGroupVal  
End Function  
  
Function SetContinuedLabel (InReport as Report)  
    'Note: The following three lines are placed on one line:  
  
        InReport!ContinuedLabel.Visible =  
            IIf (Trim(InReport!CheckGroupVal =  
                Trim(CurrentGroupVal)), True, False)  
End Function
```

3. In the Database window, choose the Report button to open the "List of Products by Category" report. Select "List of Products by Category," then choose the Design button.
4. Increase the height of the Details sections to approximately 1

inch. This will make more than one category split between two pages so that "Continued from previous page..." will be displayed.

5. From the View menu, choose Toolbox so that the toolbox is displayed.
6. Using the toolbox, create a label in the page header section, below the existing field, with a caption that reads "Continued from previous page...". Change the Control Name property to "ContinuedLabel". Set the Visible property to "No". You will have to increase the height of the page header to accommodate the label. For additional help on the toolbox and labels, search the online Help file for "toolbox" and "label."
7. From the View menu, choose Field List to display the field list.
8. Create a hidden text box bound to the group field [Category Name]. Place this text box in the page header section, and change the Control Name property to "CheckGroupVal." For additional help binding controls on a form, search the online Help for "Controls: Adding" and select "Binding a control to a field."
9. From the View menu, choose Properties to display the property sheet.
10. Click on any portion of the page header not covered by a control to display the page header properties in the property sheet.
11. Set one of the following properties of the page header:

```
OnFormat: =SetContinuedLabel(Report)
```

-or-

```
OnPrint: =SetContinuedLabel(Report)
```

12. Create a hidden text box bound to the group field [Category Name] in the page footer section, and change the control name property to SetGroupVal.
13. Click on any portion of the page footer not covered by a control to display the page footer properties in the property sheet.
14. Set one of the following properties of the page footer:

```
OnFormat: =SetGlobalVar(Report)
```

-or-

```
OnPrint: =SetGlobalVar(Report)
```

15. From the File menu, choose Print Preview. The report "List of Products by Category" will have a "Continued from previous page..." message at the top of the pages where the category details span more than one page.

## [References](#)

## INF: How to Programmatically Create a Table

Article Number: Q88157

CREATED: 18-AUG-1992

MODIFIED: 15-NOV-1992

### Summary:

---

There is no inherent command in Access to programmatically create a table. However, the following is a procedure that needs only a special template table to programmatically create any kind of table you want.

This article discusses a user-defined function for Access Basic that you can use to accomplish this task. This user-defined function also requires a "template table" that the user can create. The template table is discussed further below.

This information applies to Microsoft Access 1.0.

### More Information:

---

Before you create the function, you must create a template table. You must use a template table to define your own data types. For example, you may want to create a data type called "Long Text" that is a text field with a 255-character length. In order to represent this in the template table structure, "Long Text" is defined as a text column with a length of 255.

For example, in the template table below, the user has created a data type called "Long Text," which is a 255-character Text field. The user has also created a "Short Text," "Long Int," and so on.

Table Name: MyTemplate

-----

Field Name	Field Type	Length
Long Text	Text	255
Short Text	Text	50
Long Int	Number	Long Integer
Integer	Number	Integer
Memo	Memo	N/A
Date/Time	Date/Time	N/A
OLE Object	OLE Object	N/A

This template can be used as a generic template for using the CreateTable procedure. Once you have defined your data types in a template table, you can use the CreateTable procedure in the following manner:

Definition

-----  
CreateTable <target table>, <template table>, <structure definition>

Where:

<target table> is the name of the table to create and MUST NOT exist in the database. You may want to code a routine to check for the existence of such a table before invoking this procedure.

<template table> contains the user-defined data types that will be used in creating the target table.

<structure definition> defines the structure of the columns in the table.

Where:

<structure definition> = "<field name> As <user-defined data type>,..."

Note: There are quotation marks around the entire <structure definition> parameter.

Below is an example of how you would invoke the CreateTable procedure to create a table based on the template table discussed earlier:

```
CreateTable "NewTable",  
           "MyTemplate",  
           "First Name As Short Text,  
           Last Name As Short Text,  
           Description As Long Text,  
           Amount As Integer,  
           Notes As Memo"
```

How CreateTable Works

-----

As mentioned earlier, there is no Access Basic command or function to create a table. Fortunately, Access supports the SQL SELECT INTO command that can be used to create a table. However, SELECT INTO requires a table for its FROM clause, which explains why you need to have a template table.

CreateTable simply parses out the structure definition, then builds a SELECT INTO statement based on that definition. Once the SQL statement is built, the QueryDef object is employed to invoke the command, resulting in a new table.

Procedure Listing

-----

Note: Some lines below have an underscore (\_) to denote line breaks. These commands should be placed on one line.

```
Sub CreateTable (TargetTbl As String, TemplateTbl As String,  
                StructureDef As String)  
  
    Dim LineChunk As String, SelectStmt As String, TempChunk As String  
    Dim CharPos As Integer, HomePos As Integer, BuildLoop As Integer  
    Dim CrtTblDB As Database, CrtTblQry As QueryDef
```

```

BuildLoop = True
HomePos = 1
SelectStmt = "Select "

Do While BuildLoop
  If InStr(HomePos, StructureDef, ",") <> 0 Then
    LineChunk = Trim(Mid$(StructureDef, HomePos, (InStr(HomePos, _
      StructureDef, ",") - HomePos)))
  Else
    LineChunk = Trim(Mid$(StructureDef, HomePos))
    BuildLoop = False
  End If

  TempChunk = Trim$(Mid$(LineChunk, InStr(UCase$(LineChunk), _
    " AS ") + 3))
  SelectStmt = SelectStmt & "[" & Trim(Mid$(TempChunk, 1)) _
    & "]" & " As [" & Trim(Mid$(LineChunk, 1, _
      InStr(UCase$(LineChunk), " AS "))) & "], " _

  HomePos = InStr(HomePos, StructureDef, ",") + 1
Loop

SelectStmt = Left$(Trim(SelectStmt), Len(Trim(SelectStmt)) - 1) & "_
  Into [" & TargetTbl & "] From [" & TemplateTbl & "];" _

Set CrtTblDB = CurrentDB()
Set CrtTblQry = CrtTblDB.CreateQueryDef("TempQuery", SelectStmt)

CrtTblQry.Execute
CrtTblQry.Close
CrtTblDB.DeleteQueryDef ("TempQuery")
End Sub

```

## [References](#)

## **INF: How to Create a Multiuser Custom Counter**

Article Number: Q88159

CREATED: 18-AUG-1992

MODIFIED: 15-NOV-1992

### **Summary:**

---

Microsoft Access allows you to define a field in a table as a counter. When defined as a counter, Microsoft Access manages the unique numbering of fields in the table. If you add a record, Access gives this counter field the next unique value available. As a user, you have no control over this value.

There may be times when you need unique counters that are not immediately sequential in nature. Examples are counters that decrement, or counters that step according to some formula (such as in steps of 10).

This article describes how to implement a custom counter field with Access Basic commands. This will give you more flexibility over the assignment of the actual value you use in this field.

### **More Information:**

---

The following steps outline in general how to create a custom counter. Further below is a more detailed description on how to create a custom counter.

1. Create a separate table that will maintain the next available custom counter. This table will have one field and one record, with the value of the next available counter in this one record.
2. From within Access Basic, open this counter table and retrieve the value stored there.
3. Increment the value retrieved and store the number back into the database.
4. Close the table and use the value in the appropriate table as the next available counter.

In a single user environment, the steps described above can be done with macro actions. In a multiuser environment, Access Basic is needed to handle the event where this counter table is locked. Macro actions do not provide the locking control needed in the multiuser environment.

#### Example

-----

The following example describes how to create a custom counter field with positive number values divisible by 10 (that is, 10, 20, 30, and so on) in sequential order.

#### The Table

-----



1. From the File menu, choose New, then select Table.
2. Add a field to the table called "Next Available Counter." Set the data type of "Next Available Counter" to number.
3. From the Edit menu, choose Primary Key to make "Next Available Counter" the primary key.
4. From the View menu, choose Datasheet View.
5. A dialog box will prompt you to save the table. Save it as "Counter Table."
6. Once in Datasheet view, enter a value of 10 into the "Next Available Counter" field.
7. From the File menu, choose Close to close the table.

The Module

-----

8. From the File menu, choose New, then select Module to create a new module.
9. Add the following function to the module:

```
Function Next_Custom_Counter ()
    Const TABLE_LOCKED = 3000

    On Error GoTo Next_Custom_Counter_Err

    Dim MyDB As Database
    Dim MyTable As Table

    Dim NextCounter As Integer

    '=====
    'Open table and get the next available number, increment value
    'by 10 and save the number back into the table.
    '=====

    Set MyDB = CurrentDB()
    Set MyTable = MyDB.OpenTable("Counter Table")

    MyTable.Edit
    NextCounter = MyTable("Next Available Counter")

    '=====
    'The next line can be changed to conform to your custom counter
    'preferences. This example only increments the value by +10
    'each time.
    '=====
```

```
MyTable("Next Available Counter") = NextCounter + 10
MyTable.Update
```

```
MsgBox "Next available counter value is " & Str$(NextCounter)
Next_Custom_Counter = NextCounter
```

```
Exit Function
```

```
Next_Custom_Counter_Err:
  If Err = TABLE_LOCKED Then Resume
  MsgBox "An unexpected error has occurred:" & Err
End
```

```
End Function
```

10. From the File menu, choose Save. Save the module as "Custom Counter Demo."

The Form

-----

11. From the File menu, choose New, then select Form. Choose the Blank Form button to start with a blank form.
12. Add a command button to the form from the toolbox. If the toolbox is not displayed, from the View menu, choose Toolbox.
13. If the Properties window is not displayed, choose Properties from the View menu.
14. Select the command button with the mouse so that the Properties window displays "Command Button" on the title bar.
15. Set the OnPush property to =Next\_Custom\_Counter().
16. Save the form as "Custom Counter Demo" by selecting the Save As command from the File menu.

Execution

-----

17. From the View menu, choose Form view to move to Form view. Click on the command button; a message box will display the value of the next counter.

[References](#)

## INF: How to Hide the Database Window at Startup

Article Number: Q88160

CREATED: 18-AUG-1992

MODIFIED: 15-NOV-1992

### Summary:

---

During normal startup of Microsoft Access, the Access Database window is visible. If you do not want to give a user access to the Database window, you can create an AUTOEXEC macro that will hide the Database window from the user. This article describes how to create a macro to do this.

### More Information:

---

The ability to access the Database window allows the user to modify database objects, which could lead to corruption of the database and database objects. Limiting the user to specific forms and windows can minimize the potential loss of objects and data.

When an Access database is first loaded into the environment, Access checks for an AUTOEXEC macro and runs it if it exists. The following macro will hide the Database window from the user:

1. From the File menu, choose New to create a new database. Give the database a unique name.
2. From the File menu, choose New to create a new macro.
3. Add the following actions:

Action	Comment
SelectObject	Select a macro in the Database window so the focus is set to the Database window.
DoMenuItem	Hide the object that has the current focus.

4. Set the following properties for the actions entered above:

SelectObject Action

-----  
Object Type: Macro  
Object Name: Autoexec  
In Database Window: Yes

DoMenuItem Action

-----  
Menu Bar: Form  
Menu Name: Window  
Command: Hide

5. From the File menu, choose Save As, and save the macro as "Autoexec."

The macro will hide the Database window from the user; however, menu options still exist to show the Database window. To hide these options from the user, you can create a custom menu for your application, or disable the Show command on the File menu. For more information about using Windows application programming interface (API) function calls to disable menu commands, query on the following words in the Microsoft Knowledge Base:

GetMenu and GetSubMenu

[References](#)  
container

## **INF: Importing the Named Range "Database" from Excel**

Article Number: Q88161  
CREATED: 19-AUG-1992  
MODIFIED: 17-NOV-1992

### **Summary:**

---

When trying to import the named range "Database" from Microsoft Excel versions 3.x and 4.x files, the following error appears:

Invalid Range.

### **More Information:**

---

There are three recommended workarounds that enable you to import data successfully from Microsoft Excel.

- Save the Excel file in 2.x format (in the File Save As dialog) before importing the file into Microsoft Access.
- Give the range "Database" a second name (such as "My\_Database\_Range"). Microsoft Excel allows users to assign multiple names to the same range.
- Use the range specification rather than a named range (for example, A1:D50 or R5C10:R170C23).

This error is caused by the difference in the Excel BIFF (binary information file format) structures between versions. BIFF2 has the range listed in its internally defined named range table, which Microsoft Access can read. BIFF3 and BIFF4 use an internal construct rather than listing "Database" in the internal named range table. Microsoft Access cannot read the internal construct of BIFF3 and BIFF4.

### **[References](#)**

## INF: Introduction to Windows Programming for MS-DOS Programmer

Article Number: Q88164  
CREATED: 19-AUG-1992  
MODIFIED: 6-DEC-1992

### Summary:

---

This article discusses some differences between programming in the MS-DOS environment and programming in the event-driven Windows environment.

### More Information:

---

For the purposes of this discussion, consider the use of the term "traditional programmer" as someone who has not programmed in Windows, but has experience programming in an MS-DOS environment.

As a traditional programmer, you may not only have become comfortable with a particular programming style, but also with certain accepted fundamentals, such as writing an instruction and expecting it to be carried out in a controlled order. Access Basic makes good use of Windows, making it easy to learn to program.

"One Entry, One Exit" vs. Event-Driven Programming

-----

Consider the following pseudocode of a program designed to get user input, count all the records in a table, and display the result in a box if the user presses 1, or exit if the user presses 2.

START PROGRAM

LOOP WHILE TRUE

    GET KEYPRESS INTO X

    IF X IS "1"

        COUNT ALL RECORDS IN THE TABLE INTO Y

        DRAW BOX FROM ROW 10 COLUMN 5 TO ROW 12 COLUMN 7

        DISPLAY Y AT ROW 11 COLUMN 6

    IF X IS "2"

        EXIT LOOP

END LOOP

STOP PROGRAM

The purpose of this program is to continuously loop until a key press of a 1 or 2 is detected. At that point, a decision is made to perform some sort of operation, or to ignore the keypress and continue looping. The programmer has full control over what happens.

The Windows programming model is event-driven and graphic object oriented. In other words, programming in Windows involves creating objects and modifying aspects (or properties) of those objects based on different events. Consider the following sample program that

presents two buttons to the user. If the user chooses the Count button, the program counts the records in the database and displays the result in a window. The user can press the Exit button to exit from the program.

First, you create the necessary objects. Most of this phase of Access Basic programming is created graphically with the Access Forms designer. The list of controls and properties below defines a form that will be used to illustrate this.

Form: "MasterForm"  
-----

Push Button: "CountButton"  
Caption: "Count"  
OnPush: "=DisplayCount()"

Push Button: "ExitButton"  
Caption: "Exit"  
Caption: "=CloseProgram()"

Text Box: "DisplayWindow"

Note: OnPush is a property of command buttons that gives you the ability to invoke an Access Basic procedure or macro.

You can then create the modules that the objects will invoke. In this case, buttons are the only objects that will have the ability to invoke procedures. The procedures shown below are pseudo-code examples. The first procedure defined is the DisplayCount procedure:

```
PROCEDURE DisplayCount()  
  
    COUNT ALL THE RECORDS IN THE TABLE INTO Y  
    CHANGE THE DISPLAYWINDOW TEXT PROPERTY TO Y  
  
END PROCEDURE
```

Notice that the code did not direct the resulting count to display in a box painted on the screen. Instead, the Text property of DisplayWindow was changed to the resulting count value. The next procedure defined is the CloseProgram procedure.

```
PROCEDURE CloseProgram  
  
    CLOSE MASTERFORM  
  
END PROCEDURE
```

Notice that this procedure does not provide an exit from some kind of loop or other program structure. Instead, it closes the object that contains the buttons and window.

At this point, you have a master form object containing two buttons, a window, and a couple of coded procedures. They are in no special order, they simply exist as part of the form. So, where is the loop that checks for button activity? Where is the command to invoke the

program?

The answer is that these do not exist as you might expect them to. You "run" the program by opening MasterForm. When you open the form, all the control objects (that is, the buttons and so on) exist on the form waiting for something to happen. In this example, there is no flow of control (no looping to check activity).

While the form is active, Windows constantly checks for events. When an event occurs, the user's input is put in a queue and "waits in line" until it is processed. For example, when you push the "Count" button, Windows detects that the button object you placed on the form has been affected. Windows sends a "Mouse Click" message to Access. Access then translates the message and determines that the DisplayCount() function should be called based on the "On Push" field of the command button.

#### Advantages

-----

The traditional programmer will find this new approach to programming a bit challenging. There are a few things to learn and "unlearn," but there are many advantages.

#### Windows Interface

-----

The Windows interface is one that has been regarded throughout the industry as being very user-friendly. Familiar objects such as push buttons, radio buttons, list boxes, and a wide variety of colors and screen fonts are generally more appealing than standard ASCII text characters.

#### The Windows Standard

-----

Because Access Basic forces you to some extent into the Windows standard, others who are familiar with Windows applications can immediately recognize the "look and feel" of your application. This reduces the learning time because the user does not have to learn entirely new interface controls and prompts.

#### Advantages Offered by the Windows Environment

-----

You do not have to worry too much about different devices such as monitors, printer drivers, and so on. The Windows operating environment takes care of most device compatibility and user preference issues. In addition, because Windows handles and processes events, you will find it much easier to create and manage many aspects of an application.

#### [References](#)



## INF: Like vs. "=" with Wildcard Characters in Query Searches

Article Number: Q88166  
CREATED: 19-AUG-1992  
MODIFIED: 4-DEC-1992

### Summary:

---

When searching a string using wildcards (for example, \* or ?), you must use Like or Not Like in the Criteria field rather than = or <>. When you use the = (or the <>) operators, Access treats them as actual characters to search for.

### More Information:

---

If you have a table with one column called Col\_Name and the following four records

```
Col_Name
-----
Foos
Foosball
Foos ball
Foos*
```

and you make a query based on the table with the criteria

```
= "Foos*"
```

your query will return:

```
Foos*
```

If your criteria is:

```
Like "Foos*"
```

your query will return the following four records:

```
Foos
Foosball
Foos ball
Foos*
```

The SQL statements built by Access for these queries are as follows.

The SQL statement using Like is:

```
SELECT DISTINCTROW tablename.Col_Name
FROM [tablename]
WHERE ((tablename.Col_Name Like "foos*"));
```

The SQL statement using = is:

```
SELECT DISTINCTROW tablename.Col_Name
FROM [tablename]
```

```
WHERE ((tablename.Col_Name="foos*"));
```

[References](#)

## **INF: How to Determine if a Specific Windows Program Is Running**

**Article Number:** Q88167  
**CREATED:** 19-AUG-1992  
**MODIFIED:** 15-NOV-1992

### **Summary:**

---

There are times when you only want one instance of an application to run within Windows. If you place a command button on a form that starts the Windows Calculator (CALC.EXE) program, the user can start many instances of Calculator. This is very inefficient on memory and system resources. If your program determines if the application is already running, it can either start the application for the first time, or bring the existing application to the front.

To determine if a specific program is running, call the Windows API function FindWindow. FindWindow returns the handle of the window whose class is given by the lpClassName parameter and whose window name, or caption, is given by the lpCaption parameter. If the returned value is zero, the application is not running.

### **More Information:**

---

When an application is started from the Program Manager, it registers the class name of the form. The window class provides information about the name, attributes, and resources required by your form. The Access window has a class name of "OMain." For additional command class names, see further below.

By calling FindWindow with a combination of a specific program's class name and/or the title bar caption, your program can determine whether that specific program is running.

You can determine the class name of an application by using SPY.EXE, which is supplied with Microsoft Windows Software Development Kit (SDK) version 3.1.

If the window has a caption bar title, you can also use the title to locate the instance of the running application. This caption text is valid even when the application is minimized to an icon.

The following example shows three ways to determine if the Windows 3.1 Calculator is running. To create the program, do the following:

1. From the Program Manager File menu, choose Run, and enter CALC.EXE to start Calculator.
2. From the File menu, choose New to create a new database.
3. From the File menu, choose New, then select Form to create a new blank form.
4. When the form is displayed, from the View menu, choose Toolbox.
5. Select the command button tool on the Toolbar, then double-click

on the form to place a command button on the form.

6. From the View menu, choose Properties to display the Properties window. Set the following command button property:

Property	Value
On Push	=CalculatorUp()

7. Close and save the form as "FindWindow Form."
8. From within the Access database container, open a new module and enter the Microsoft Access Basic code listed below.

```
'=====
'Declarations section
'=====
Option Explicit
'NOTE: ENTER THE DECLARATION FUNCTION ON ONE LINE.
Declare Function FindWindow% Lib "user" (
    ByVal lpClassName As Any,
    ByVal lpCaption As Any)
'=====
'End of Declarations section
'=====

'=====
'Code section
'=====

Function CalculatorUp ()

    Const lpClassName = "SciCalc"
    Const lpCaption = "Calculator"

    'This demonstrates three different ways to call FindWindow:
    '1. The ClassName only.
    '2. The Caption only.
    '3. Both the ClassName and the Caption

    MsgBox "Calculator Handle = " & FindWindow(lpClassName, 0&)
    MsgBox "Calculator Handle = " & FindWindow(0&, lpCaption)
    MsgBox "Calculator Handle = " & FindWindow(lpClassName, lpCaption)

    'This function could return the existence of a window.
    CalculatorUp = FindWindow(lpClassName, 0&)
End Function

'=====
'End of code section
'=====
```

9. Close and save the module as "FindWindow Code."
10. From within the database container, open FindWindow Form. Choose the FindWindow Form command button with CALC.EXE running and

without CALC.EXE running. If CALC.EXE is running, your application will print an arbitrary handle. If CALC.EXE is not running, your application will print the number zero as a handle.

Below are some class names of common applications that are shipped with Windows:

Class Name	Application
OMain	ACCESS.EXE
SciCalc	CALC.EXE
CalWndMain	CALENDAR.EXE
Cardfile	CARDFILE.EXE
Clipboard	CLIPBOARD.EXE
Clock	CLOCK.EXE
CtlPanelClass	CONTROL.EXE
XLMain	EXCEL.EXE
Session	MS-DOS.EXE
Notepad	NOTE.EXE
pbParent	PBRUSH.EXE
Pif	PIFEDIT.EXE
PrintManager	PRINTMAN.EXE
Progman	PROGMAN.EXE (Windows Program Manager)
Recorder	RECORDER.EXE
Reversi	REVERSI.EXE
#32770	SETUP.EXE
Solitaire	SOL.EXE
Terminal	TERMINAL.EXE
WFS_Frame	WINFILE.EXE
MW_WINHELP	WINHELP.EXE
#32770	WINVER.EXE
OpusApp	WINWORD.EXE
MSWRITE_MENU	WRITE.EXE

Reference(s) :

"Programming Windows: the Microsoft Guide to Writing Applications for Windows 3," by Charles Petzold, Microsoft Press, 1990

"Peter Norton's Windows 3.0 Power Programming Techniques," by Peter Norton and Paul Yao, Bantam Computer Books, 1990

"Microsoft Windows 3.0 Software Development Kit: Reference Volume 1"

WINSKD.HLP file shipped with Microsoft Windows 3.0 SDK

[References](#)

## INF: Error Msg: Can't Hide the Control that Has Focus

Article Number: Q88168

CREATED: 19-AUG-1992

MODIFIED: 22-DEC-1992

### Summary:

---

If you change the Visible property of a control to False, and that control has focus, you will receive the following error message:

```
Can't hide the control that has focus
```

Although you can't trap this error message within a macro, you can call Access Basic code that can trap this error and return the results to a macro.

### More Information:

---

Steps to Reproduce Behavior:

1. From the File menu, choose New to create a new form.
2. Using the Toolbox while in Design view, place a command button on the form.
3. Set the following properties for the command button:

```
Control name:  Controller
Caption:       Turn Off
On Push:      TurnOff
```

Note: To display the command buttons properties, choose Properties from the View menu. Once the Properties window is displayed, choose the command button with the mouse. The caption of the Properties window should be "Command Button" at this time.

4. Close and save the form as "Turn Off Controller".
5. Repeat steps 2-3 for the second form, but use the following properties for the new command button:

```
Control name:  Subject
Caption:       Subject
```

6. Close and save the form as "Turn Off Controller Subject".
7. From the File menu, choose New to create a new macro.
8. From the View menu, choose Conditions to display the Condition field.
9. Add the following actions to this macro:

Condition	Action	Comment
-----		

```
TurnOff()<>2509 MsgBox      Successfully turned off
                ...      StopMacro Note the ellipsis (...)
                MsgBox      Message here
```

```
MsgBox Action
-----
```

```
Message: Successfully turned off
```

```
StopMacro Action
-----
```

```
none to set
```

```
MsgBox Action
-----
```

```
Message: Message here
```

10. Close and save the macro. Save the macro as "Turn Off."
11. From the File menu, choose Module to create a new module.
12. Within the Code window of the module, add the following code:

```
'-----
'Global Section
'-----
Options Explicit

'-----
'Functions
'-----

Function TurnOff ()
    'If a control has focus, then this will trap error 2509

    On Error GoTo errhandler

    DoCmd SetValue Forms![Turn Off Subject]![Subject].Visible, False
    TurnOff = True

Exit Function

errhandler:

    If Err = 2509 Then
        TurnOff = 2509    'trap the "Has focus scenario"
    Else
        TurnOff = 0
    End If
Exit Function
```

14. Close the module window and save as "Turn Off."
15. Open both the "Turn Off" and the "Turn Off Subject" forms.

16. With the mouse, choose the Controller button.

Because "Subject" has focus on the form within the scoping of the form, this will error out and display the message box:

Message here

[References](#)



## INF: Incrementing the Number Portion of String

Article Number: Q88169

CREATED: 19-AUG-1992

MODIFIED: 15-JAN-1993

### Summary:

---

This article describes a formula that sets the default value of a bound text field in a form to the next higher value of its numeric portion.

The formula finds the highest used number in the table, strips the leading text characters, adds one to the result, and then concatenates the text characters back on.

### More Information:

---

Note: This example assumes that the number of leading text characters is known at the time the form is designed.

1. Open an existing database, or create a new database from the File menu.
2. From the File menu, choose New, then select Table to create a new table.
3. Add a field called Book ID of type text. From the Edit menu, choose Set Primary Key to define the field as the primary key.
4. Add a second field of any type to the table.
5. From the File menu, choose Save As, and name the table "Increment."
6. Switch the table to design view and enter the following values in three separate rows:

Book ID	Second Field
-----	-----
BO-110	
BO-111	
BO-112	

7. From the File menu, choose Close to close the table.
8. From the File menu, choose New, and select Table to create a new blank form. Base the form on the Increment table.
9. From the View menu, choose Field List to display the form's field list.
10. The Properties window should now display the form's properties. Change the following form property:

Default View: Single Form.

11. Drag both the field [Book ID] and [Second Field] from the Field List to the form.
12. From the View menu, choose Properties to display the [Book ID] properties. Click on the [Book ID] text box to display the [Book ID] properties in the Properties window.
13. Set the following property of this new bound text box as follows:

Default Value: ="BO-" & Right(DMax("[Book ID]","Increment"),  
Len(DMax("[Book ID]","Increment"))-3)+1

(Note: The formula above must all be on one line.)

14. From the View menu, choose Form to change the form to Browse view.

The formula does the following:

- DMax("[Book ID]","Increment") get the highest value in the table.
- Len(DMax(...)) finds the length of the value returned by DMax().
- Right(DMax(...),Len(...)-3) strips the three text characters.
- +1 increments the result of the Right() function.
- "BO-" and concatenates the text "BO-" onto the incremented number.

Note: This works when the form is in Single view; it may not work consistently in Continuous view. When you move to a new record and begin to enter data, Access displays the next empty record. The default values for the next empty record are calculated before the record you are currently editing is committed. Because DMax() calculates the maximum value from those stored in the table, the ID of the record you are editing will be repeated.

If you are working in a multiuser environment, it is possible that more than one user will receive the same calculated Book ID. Although a user can change the ID by hand, you may want to track the highest number portion in a separate table and use either a macro or Access Basic code to maintain it. For more information about multiuser counters, query on the following words in the Microsoft Knowledge Base:

multiuser and counter

## [References](#)

## INF: Determining the Existence of a Query in Access

Article Number: Q88170

CREATED: 19-AUG-1992

MODIFIED: 15-NOV-1992

### Summary:

---

This article describes how to determine the existence of a query with Access Basic code.

### More Information:

---

Access does not have an intrinsic function to determine the existence of a specific query. Using Access Basic code, you can easily determine if a query exists in the database.

Example

-----

To create a function that will return the existence of a query, do the following:

1. Within the NWIND.MDB database, create a new module by choosing New from the File menu, and then select Module from the list.
2. Enter the following function into the Code window:

```
Function QueryExists%(QueryName as String)
    On Error GoTo ItExists

    Dim MyDb as Database
    Dim MyQry as QueryDef
    Set MyDb = CurrentDB()

    '-----
    'If there is a query by this name, an error will occur
    'on the MyDb.CreateQueryDef method when you try to create the
    'existing query. Code execution will transfer to the ItExists
    'label if this is the case.
    '-----

    Set MyQry = MyDb.CreateQueryDef(QueryName)

    '-----
    'If the query was create, we need to clean up by deleting the
    'newly create query. You may elect to have this function
    'create the query. If this is the case, delete the
    'My.DeleteQueryDef line from this function.
    '-----

    MyDB.DeleteQueryDef(QueryName)

    QueryExists = False

    Exit Function
```

```
ItExists:
'-----
'The query exists. Return True and exit from the function.
'-----

QueryExists = False
Exit Function

End Function
```

3. From the View menu, choose Immediate Window. Enter the following command, then press ENTER:

```
?QueryExists("Catalog")
```

4. "-1" should be printed in the Immediate window (-1 in Access represents True).
5. Experiment by calling the function with a nonexistent query. This should print "0" (which represents False).

## [References](#)

## **INF: Using APIs to Make a Modal Microsoft Access Program**

Article Number: Q88171  
CREATED: 19-AUG-1992  
MODIFIED: 12-NOV-1992

### **Summary:**

---

In Microsoft Access Basic, you can make an application modal so that users cannot switch to other Windows-based programs while the Microsoft Access application is active. This functionality is achieved by calling the Windows API functions SetSysModalWindow and FindWindow.

This article discusses the API functions used to make Microsoft Access a system-modal window. A sample function is described that displays how the Windows API functions are used to make Microsoft Access system-modal.

For more detailed information on Windows API calls, query on the following words in the Microsoft Knowledge Base:

handle and API and DLL and kernel and user and GDI

Also query the Knowledge Base on the following word:

findwindow

### **More Information:**

---

Microsoft Windows is designed so that users can switch between applications without terminating one program to run another program. However, there may be times when a Microsoft Access application needs to take control of the entire environment and run from only one window, restricting the user from switching to any other application. An example of this is a security system, or a time-critical application that needs to run uninterrupted.

Passing the handle of the window as an argument to SetSysModalWindow will limit the user to that particular window. This will prevent the user from moving to other applications or bringing up the Task Manager with the mouse or by pressing ALT+ESC or CTRL+ESC. Using SetSysModalWindow in conjunction with the GetSystemMenu can disable the Control (system) menu and prevent the user from quitting Windows by pressing ALT+F4.

All child windows that are created by the system-modal window become system-modal windows. For example, if Microsoft Access is system-modal and a form is opened, the form becomes system-modal until it is closed.

When developing applications in Microsoft Access and using the SetSysModalWindow API function, keep in mind the restrictions that will be placed upon the user. A window that is system-modal cannot be minimized, maximized, moved, or sized. Microsoft Access help is created with a separate Windows Help file; therefore, help windows created with the Windows Help Compiler will not be available to the user.

When the SetSysModalWindow API function is used, the system-modal window (in this case, the Microsoft Access window) must be destroyed before other applications or windows can be accessed. Therefore, make sure the application has a means to exit Microsoft Access.

To use the SetSysModalWindow API function within Microsoft Access Basic, do the following:

1. Within the Declarations Section, enter the following, with each Declare statement on a single line:

```
Option Explicit

Declare Function SetSysModalWindow% Lib "User" (
    ByVal hwnd%)

Declare Function FindWindow% Lib "User" (
    ByVal lpzClassName As Any,
    ByVal lpzWindow As Any)
```

2. Create a procedure by entering the following:

```
Sub System_Modal_Test ()

    Const lpClassName = "OMain"
    ' Declares the class name constant used in
    ' the FindWindow API function.

    Dim AccessHandle
    Dim Success As Integer

    ' FindWindow returns the Handle for Microsoft Access.
    AccessHandle = FindWindow(lpClassName, 0&)

    ' The Handle for Microsoft Access is sent then Microsoft Access
    ' becomes modal.
    Success = SetSysModalWindow(AccessHandle)

End Sub
```

3. Save the module by choosing Save from the File menu. Save the module as "Modal Access" and choose the OK button.
4. From the Run menu, choose Compile All.
5. From the View menu, choose Immediate Window. In the Immediate Window, type the following, then press ENTER:

```
System_Modal_Test()
```

After running the program, explore the possibilities of the functions by trying to select other windows. Note that the windows cannot be saved, maximized, or minimized. Prior to using this procedure in an Microsoft Access application, make sure all situations have been considered so that the application is designed to be thoroughly modal.

For more information on API functions, refer to:

"Microsoft Windows Software Development Kit," Microsoft Press, 1992

"Programming Windows: The Microsoft Guide to Writing Applications for Windows 3," Charles Petzold, Microsoft Press, 1990

"Programmer's Reference Library: Microsoft Windows 3.1 Guide to Programming Reference," Volumes 1-6, Microsoft Press, 1992

## [References](#)

## **INF: Norton Desktop 1.x Is Not Compatible with Access**

Article Number: Q88172  
CREATED: 19-AUG-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

Running Norton Desktop for Windows versions 1.x with Access results in unpredictable behavior in Access (for example, you may lose the background screen or experience a general protection [GP] fault in Access). To resolve these problems, upgrade to version 2.0 of Norton Desktop for Windows.

The product included here, Norton Desktop for Windows, is manufactured by a vendor independent of Microsoft; we make no warranty, implied or otherwise, regarding this product's performance or reliability.

### [References](#)



## INF: ODBC Setup for Access and SQL Server

Article Number: Q88173  
CREATED: 19-AUG-1992  
MODIFIED: 15-NOV-1992

### Summary:

---

Installation and setup of Microsoft ODBC for Microsoft SQL Server requires the use of ISQL command line procedures to properly run the INSTCAT.SQL script.

If INSTCAT.SQL has not been properly implemented in SQL Server, the following error will be displayed while attaching a SQL table in Access:

```
[Microsoft][ODBC SQL Server Driver] The ODBC catalog stored
procedures installed on server <server_name> are version xx.xxxx;
version xx.xx.xxxx is required to ensure proper operation. Please
contact your system administrator.
```

### More Information:

---

To properly configure SQL Server for use with Microsoft ODBC, you must run the SQL script file INSTCAT.SQL (shipped with ODBC) to set up the proper stored procedures that provide catalog information used by Microsoft ODBC. Microsoft SAF for MS-DOS and OS/2 are limited to 511 lines of code in a SQL script. INSTCAT.SQL has well over 511 lines of code in it.

SQL Administrator does not recognize the GO command used in INSTCAT.SQL.

The proper way to install the catalog stored procedures using INSTCAT.SQL is to run INSTCAT.SQL from the command line using the SQL Server facility ISQL (Interactive SQL).

The ISQL facility is run from either the MS-DOS or OS/2 command prompt. The syntax for this procedure is:

```
isql /U <sa login name> /n /P <password> /S <SQL server name> /i
<drive:\path\INSTCAT.SQL> /o <drive:\path\output file name>
```

(Note: The above two lines should be entered as one line at the command prompt. Do not include the angle braces <> in the command.)

```
/U      The login name for the system administrator
/n      Eliminates line numbering and prompting for user input
/P      Password used for the system administrator
/S      The name of the server to set up
/i      Provides the drive and fully qualified path for the location of
        INSTCAT.SQL
/o      Provides isql with an output file destination for results or the
        process including errors
```

(Note: The /P option is case sensitive.)

## Example

-----

```
isql /U sa /n /P skier /S DUMMY_SERVER /i d:\SQL\INSTCAT.SQL /o  
d:\SQL\output.txt
```

After you run INSTCAT.SQL, you should run the RECONFIGURE command against the MASTER database using SAF. See pages 205-212 of the "Microsoft SQL Administrator's Guide" version 4.2 manual for more information.

## [References](#)

## INF: How to Obtain Access Startup Directory with API Calls

Article Number: Q88174  
CREATED: 19-AUG-1992  
MODIFIED: 15-NOV-1992

### Summary:

---

Access Basic does not have an inherent command to return the Access startup directory. However, this can be accomplished within an Access Basic program by making Windows API calls.

This article describes the steps involved in creating a function that returns the Access startup directory.

For more detailed information on Windows API calls, query on the following words in the Microsoft Knowledge Base:

handle and api and dll and kernel and user and gdi

### More Information:

---

The Access Basic CurDir\$ function returns the current directory. Because Access can be started from a directory other than the current directory, the CurDir\$ function cannot be used to determine the startup directory.

The following program module makes use of the Windows API functions GetModuleHandle and GetModuleFileName. With the module handle, the path can be obtained with the GetModuleFileName function.

Module

-----

To create an Access Basic function that returns the Access startup directory, do the following:

1. From the Access File menu, choose New, and select Module.
2. In the Declarations section of the module, enter the following Declare statements (each on a single line):

```
Declare Function GetModuleHandle% Lib "kernel" (ByVal FileName$)
Declare Function GetModuleFileName% Lib "kernel" (ByVal hModule%,
    ByVal FileName$, ByVal nSize%)
```

3. Enter the following commands to create the function:

```
Function StartUp_Dir ()
    hModule% = GetModuleHandle("ACCESS.EXE")
    Buffer$ = Space$(255)
    Length% = GetModuleFileName(hModule%, Buffer$, Len(Buffer$))
    Buffer$ = Left$(Buffer$, Length%)
    Msg$ = "Startup path and filename: " + Buffer$
    MsgBox Msg$
End Function
```

4. From the Run menu, choose Compile All to compile the function.
5. From the File menu, choose Save, and enter "Startup Directory" as the name of your module. Choose OK.
6. From the View menu, choose Immediate Window to invoke the function. Type the following command into the Immediate window, then press ENTER:

```
? StartUp_Dir()
```

Uses and Variations

-----

The Startup directory is displayed when

```
? StartUp_Dir()
```

is issued in the Immediate window. This function can also be incorporated into other program modules and used in expressions. For example, entering =Startup\_Dir() as the OnPush property of a button on a form returns the startup directory of Access whenever the button is chosen.

For additional functionality, you can change the ACCESS.EXE argument for the Windows API GetModuleHandle function so the function returns the startup directory of another program started within the Windows environment. Furthermore, you can pass a program name as a variable to the Windows API function, giving even more flexibility to the function.

Reference(s):

"Microsoft Windows Software Development Kit", Microsoft Press, 1992

"Programming Windows: the Microsoft Guide to Writing Applications for Windows 3", Charles Petzold, Microsoft Press, 1990

"Programmer's Reference Library: Microsoft Windows 3.1 Guide to Programming Reference" Volumes 1 - 6, Microsoft Press, 1992

[References](#)

## INF: Creating, Debugging, and Using an Access Library

Article Number: Q88175  
CREATED: 19-AUG-1992  
MODIFIED: 17-NOV-1992

### Summary:

---

This article describes a Microsoft Access library and discusses some basics on how to create and debug a library, as well as some things to watch out for.

This article assumes that you are familiar with Access Basic and with creating Access applications with the programming tools provided with Access.

### More Information:

---

Access Basic Library Defined  
-----

When you write an Access application, such as the NWIND application with the package, the application works only within the database in which it was created. This is satisfactory for many applications that specifically use the data that resides in the application's database.

However, many Microsoft Access developers write generic applications, programs, and utilities that are designed to work on any user database. An example of this is Wizards. Wizards are Access Basic programs that reside in their own database, but are available to the user in any database the user has open. If this weren't the case, you could not use a Wizard outside of the database that the Wizard program and system objects reside in. In order to use a program (such as a Wizard) so that its code and objects are available to any user database, you must load the database containing the program and its objects as a library.

To load a database as a library, you must open MSACCESS.INI and add an entry to the Libraries section. When you open MSACCESS.INI initially, you will probably see a Libraries section with an entry for the Wizards library:

```
[Libraries]
wizard.mda=ro
```

Note: If there is no Libraries section, add it to the end of the file and continue. The MSACCESS.INI file can be found in your Windows directory.

The "ro" in the Wizard entry means that the library is read-only. If you have an application that uses system tables that are to be written to at any point in your program, you would specify "rw" rather than "ro". For example, suppose you have an application in a file called STOCKAPP.MDB that employs the use of system tables that can be modified. You would add the following entry to use the MDB file as a library:

```
[Libraries]
wizard.mda=ro
stockapp.mdb=rw
```

Given these library entries, the WIZARD.MDA library will be loaded read-only, and the STOCKAPP.MDB library will be loaded as read- write. You can now open an Immediate window in a user database and invoke sub and function procedures from STOCKAPP.MDB, or open tables, queries, forms, or reports with DoCmd commands. Even though you can access the code and the database objects, you cannot see them in the Database window.

When a database is loaded as a library, it cannot be opened as a user database.

#### Writing and Debugging Access Basic Library Code

---

When you write an Access Basic application for use as a library, you are doing little more than writing the application in a user database with the intention of using it as a library at a later point. Because of this, a rule of thumb is to make sure the application works completely before trying to use it as a library.

Although this rule of thumb is enough to successfully create many types of library applications, there are some important pitfalls to watch for when writing a library application, even if the application works perfectly as a user database.

#### Debugging an Error in a Library Database

---

If the library database generates an error that only occurs while it is a library, it can be very difficult to locate. An error might occur that gives you some idea of the general area of the problem, but there may be little or no indication of the offending line. Because you cannot set and use breakpoints and stepping in library applications, you should design error traps that convey meaningful messages and indicate the location of the problem.

Another debugging tip is to place MsgBox's at milestone areas of the code so that you always have an idea of which code is being executed.

#### CodeDB() Versus CurrentDB()

---

Access Basic includes the CodeDB() function for opening library databases. CodeDB() works identically to CurrentDB() if you are running the application as a user database. However, if you are running the application as a library, CodeDB() returns the database object for the library database from which it was called, while CurrentBD() returns the database object from the current open user database. Because of this, it is easy to confuse one for the other, which results in logical errors that do indicate this is the problem.

## Domain Functions

---

Domain functions include a parameter that is used as criteria for applying the function to a specified set of records. The criteria is in the form of a SQL WHERE statement and assumes first that any table in the criteria is located in the user database. This could pose a problem for your application if you intend to perform a domain function on a library table that happens to have the same name as a user table. Of course, this does not happen frequently; but it becomes very important when you work with Microsoft Access system tables which will have the same name in both databases. If you are to include a table within your library, you should give this table a unique name that you do not expect a user to duplicate such as "My Library Table1."

## Macros in a Library Cannot Be Called from a User Database

---

Of all the objects you can create in a Microsoft Access database, macros are the only type of object you cannot use in a library application. The most obvious problem this presents is that forms require the use of macros in order to have menus. Because of this limitation, you must make sure to use only Access Basic code for programming.

## [References](#)

## **INF: Programming with the Object Analyzer Engine and Utilities**

Article Number: Q88620  
CREATED: 30-AUG-1992  
MODIFIED: 6-DEC-1992

### **Summary:**

---

When the Database Analyzer library is loaded into memory, you not only have access to the Database Analyzer tool, but also to all the core commands that do the actual analysis. This article discusses those commands and functions and how you can use them to include this sort of data analysis in your custom applications or to write your own database-object analysis tool.

This article assumes that you have some experience with developing applications in Microsoft Access using macros and Access Basic.

### **More Information:**

---

Included with Microsoft Access is a tool called the Database Analyzer. You can use this tool to retrieve information on the design of the objects in your database, such as tables, queries, forms, and so on. For more information on what the Database Analyzer is and how to install and use it, choose Contents from the Help and choose the Product Support topic.

Once you have loaded the Database Analyzer library into memory (by following the instructions in the Help file), you not only have access to the Database Analyzer tool, but also to all the core commands that do the actual analysis. You can use these commands and functions to add data-analysis capability in your custom applications or to write your own database-object analysis tool.

Before learning the commands and command syntax available, you should know the basic makeup of the Database Analyzer tool. The Database Analyzer consists of three pieces:

- Database Analyzer

This is the "front end" form that you see when you start the Database Analyzer tool. It includes the code that gives it the ability to display and select objects for analysis.

- Object Analyzer

This is the core engine that actually creates the object tables, performs the analyses, and writes the resulting information to the object tables.

- Object Analyzer Utilities

This piece contains global procedures and functions that support some of the commands in the Object Analyzer.

The purpose of the Database Analyzer is to find out which objects the user wants analyzed, then call the Object Analyzer to perform the



actual analyses using one of the following commands:

```
DumpTableInfo
DumpQueryInfo
DumpFormOrReport
DumpMacroInfo
DumpModuleInfo
```

Assuming you have loaded the Database Analyzer library in memory, these commands are available to you from the Immediate window. To use one of these commands, do the following:

1. Load the Database Analyzer library into memory. For information on how to install the Database Analyzer library, choose Contents from the Help menu, then choose the Product Support topic.
2. Open the NWIND database in Microsoft Access.
3. In the Database window, switch to Modules. Select the Introduction To Programming module and choose the Design button.
4. From the View menu, choose Immediate Window.
5. In the Immediate window, type the following command, then press ENTER:

```
DumpTableInfo "NWIND.MDB", "MyTableInfo", "Employees", False
```

Upon executing this command, you will notice some disk activity. Once the disk activity has stopped, you will find a new table called "MyTableInfo" in the Database window. This table will contain the structure information for the Employees table.

Described below are the functions that you can call with the Object Analyzer.

```
DumpTableInfo <TargetDB>, <DetailsTable>, <ObjectName>, <IsAttached>
```

---

Formal Parameter -----	Definition -----
TargetDB\$	The name of the database that will receive the table.
DetailsTable\$	The name of the table that will receive the information.
ObjectName\$	The name of the table to report on.
IsAttached%	True if the table being reported is an Attached Table; otherwise False.

```
DumpQueryInfo <TargetDB>, <SQLTable>, <DetailsTable>, <ObjectName>
```

---

Formal Parameter      Definition  
-----

TargetDB\$            The name of the database that will receive the table. SQLTable is the name of the table that will receive the SQL representation of the query.

DetailsTable\$        The name of the table that will receive the detailed information of the query.

ObjectName\$          The name of the query to report on.

DumpFormOrReport <TargetDB>, <PropsTable>, <DetailsTable>,  
<ObjectName>, <IsForm>

Formal Parameter      Definition  
-----

TargetDB\$            The name of the database that will receive the table.

PropsTable\$          The name of the table that will receive the information on the form's or report's properties.

DetailsTable\$        The name of the table that will receive the detail information about the form or report.

ObjectName\$          The name of the form or report.

IsForm%              True if reporting on a form, False if on a report.

DumpMacroInfo <TargetDB>, <DetailsTable>, <ObjectName>

Formal Parameter      Definition  
-----

TargetDB\$            The name of the database that will receive the table.

DetailsTable\$        The name of the table that will receive the information.

ObjectName\$          The name of the macro to report on.

DumpModuleInfo <TargetDB>, <ProcsTable>, <VarsTable>, <ObjectName>

Formal Parameter      Definition  
-----

TargetDB\$	The name of the database that will receive the table.
ProcsTable\$	The name of the table that will receive the listing of procedures.
VarsTable\$	The name of the table that will receive the listing of variables.
ObjectName\$	The name of the module to report on.

Note: DumpModuleInfo will not work if it is executed from an Immediate window.

If you would like more information on how to use these commands in a program, search in the Microsoft Knowledge Base for the article titled "Practice Using Object Analyzer Commands" (Q88651).

### [References](#)

## INF: How to Force a Cascading Delete

Article Number: Q88635  
CREATED: 30-AUG-1992  
MODIFIED: 6-DEC-1992

### Summary:

---

The capabilities of referential integrity in Access do not extend to performing cascading deletes (a way to delete all the records of a child table when the corresponding record in the master table is deleted.) This article discusses how to write a macro to perform a cascading delete upon deleting a record from a related master table.

### More Information:

---

As an example of a cascading delete, suppose you are viewing the NWIND Categories table, and you want to delete the category ID "BEVR." If Categories is related to the Products table that contains many child Category ID records with a "BEVR" value, and if referential integrity is enabled for this relationship, Access would not permit you to delete the record in Categories until you delete all of the child "BEVR" records in Products. With the ability to perform a cascading delete, all of the Products "BEVR" records would be deleted automatically before the actual deletion of the Categories "BEVR" took place.

To force a cascading delete using the Categories/Products example, first create a macro that attaches to the OnDelete event of a the Categories form as follows:

1. In the Database window, choose the Macro button, then choose New.
2. If the Condition column does not appear in the macro sheet, choose the Conditions command from View menu.
3. Add the following actions and their corresponding properties:

Condition	Action
-----	-----
MsgBox("Delete record & all child records?",33)<>1 ...	CancelEvent StopMacro SetWarnings RunSQL

SetWarnings Action  
-----

Warnings On: No

RunSQL Action  
-----

SQL Statement: DELETE \* FROM [Products] WHERE [Category ID] =  
Forms!Categories![Category ID];

Note the semicolon (;) at the end of the SQL statement.

4. Close and save the macro, naming it "Cascade."

To use this macro with an existing form, do the following:

1. Open the form in design mode.
2. From the Edit menu, choose Select.
3. In the property sheet, specify "Cascade" for the OnDelete event.
4. Close and save the form.

Now when you use the form, deleting any records will delete any matching child records in a related table.

To delete a record on the Categories form (because there are no Record Selectors on this form), choose the Select command from the Edit menu, then choose the Delete command from the Edit menu.

## [References](#)

## **PRB: Irregular Characters in Attached dBASE IV Memo Field**

Article Number: Q88647

CREATED: 30-AUG-1992

MODIFIED: 6-DEC-1992

---

### **SYMPTOMS**

---

If you have an attached dBASE IV table with a memo field, a strange character resembling an "i" (ASCII 161) appears randomly throughout the memo field when viewed in Access.

### **CAUSE**

---

This problem is the result of the way dBASE IV handles its memo fields and how this translates when you view the memo field in Access.

When you open a memo field in dBASE IV, you are presented with an editor that is fixed at 65 characters per line and cannot be adjusted. In order to format your memo data so that it fits comfortably in the memo editor, dBASE IV inserts invisible characters that act as carriage returns. These characters become an actual part of the data in the .DBF file. Access does not use these characters to format the memo data because the size of a memo control is adjustable, so they are ignored and consequently appear in the memo control on your form.

### **RESOLUTION**

---

These characters can be stripped out of the memo field by using an Access Basic procedure. The procedure would go through each record in the table, grab the memo field, and copy it to a temporary holding area character for character, ignoring all instances of Chr(161), then copy the string from the holding area back into the memo field.

### **STATUS**

---

This behavior is by design.

### **More Information:**

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The product included here, dBASE IV, is manufactured by a vendor independent of Microsoft; we make no warranty, implied or otherwise, regarding this product's performance or reliability.

### [References](#)

## INF: Easy Way to Add Items to the Help Menu

Article Number: Q88648

CREATED: 30-AUG-1992

MODIFIED: 6-DEC-1992

### Summary:

---

The Help menu item that appears at the top of the screen in Microsoft Access can be supplemented so that your own custom menu items appear. This can be done through the use of an undocumented MSACCESS.INI section.

### More Information:

---

The section is called [Menu Add-Ins]. You can use this feature to invoke a macro, an Access Basic program, or an Access Basic function from a Help menu item. To add this section to MSACCESS.INI, follow these instructions:

1. Close Microsoft Access if it is open.
2. From your Windows Program Manager, start Notepad.
3. In Notepad, open the file MSACCESS.INI, (this file is located in the same directory that you installed Windows).
4. Scroll to the bottom of the text, add a new line, and type the following:

```
[Menu Add-Ins]
```

You are now ready to add the menu items that you want to appear in the Help menu. You can do this by adding lines to the [Menu Add-Ins] section that follow this convention...

```
<menu label>=<menu action>
```

menu label - String that appears in the menu.

Menu action - Can be one of the following:

1. Macro name
2. User-defined function
3. Access Basic function

For example, if you wanted to add a menu item called 'Customers Form' that runs a macro called 'OpenCustForm', you would add the following line to the [Menu Add-Ins] section:

```
Customers Form=OpenCustForm
```

If you wanted to add an item called 'Run Daily Update' which runs an Access Basic function you wrote called 'RunUpdate()', you would add the following line to the [Menu Add-Ins] section:

```
Run Daily Update==RunUpdate()
```

The second '=' in this example is required for running user-defined functions or other Access Basic functions.

You can also include an underlined character accessible with the ALT key in the menu item label by placing an ampersand (&) in front of the character that should be underlined. For example, suppose you wanted a menu item in the Help menu called 'Show Message' with the 'M' underlined. This menu item would call Access Basic's MsgBox() function to display a message:

```
Show &Message==MsgBox("This is a message")
```

An example of the [Menu Add-Ins] section as it should appear in MSACCESS.INI given the example menu items above follows:

```
[Menu Add-Ins]
Customers Form=OpenCustForm
Run Daily Update==RunUpdate()
Show &Message==MsgBox("This is a message")
```

Once you have made these modifications to MSACCESS.INI and restart Microsoft Access, you can pull down the Help menu from the main menu to see the resulting added menu items.

## [References](#)



## **INF: Opening Databases Read Only Causes Information Message**

Article Number: Q88649  
CREATED: 30-AUG-1992  
MODIFIED: 6-DEC-1992

### **Summary:**

---

When you open a database under the following conditions:

- As read-only, whether its file attribute is set to read-only
- The directory it resides in is read-only
- You use the "/Ro" command line parameter

you will receive the following error message:

Database '<Database\_Name>' is read-only. You won't be able to save changes made to data or object definitions in this database.

Note also that when a database is opened in read-only mode an .LDB file will never be created.

### **More Information:**

---

The only current workaround, if somebody does not want to be prompted with the above message, is to implement security. Here you would not physically open the file as read-only but would open all the objects in the database as read-only. The process for implementing security is outlined in chapter 25 of the "Microsoft Access User's Guide."

### [References](#)

## **INF: How to Create a Password Textbox**

Article Number: Q88650  
CREATED: 30-AUG-1992  
MODIFIED: 6-DEC-1992

### **Summary:**

---

Some applications require password protection and should provide a dialog to the user at startup which prompts for a password. For security purposes, this prompt should not show the characters that the user is typing, but should give the user some idea of how many characters have been typed so that the user does not lose track of what part of the password is being typed.

### **More Information:**

---

To modify the password textbox on your form to behave like this, follow these instructions:

1. Open your form in design mode.
2. Click once on the textbox on the form which you are using to receive the password so that it has focus.
3. In the toolbar, drop down the list of fonts located directly to the right of the Paint Palette toolbar button.
4. From the list, choose 'Courier'.
5. In the toolbar, drop down the list of font sizes located directly to the right of the list of fonts from which you just made a selection.
6. From the list, choose the value 10.
7. From the palette window, click on the color White for both the Fill row and Text row of colors.
8. Save and close your form.

After making these modifications, you will notice that characters typed in the password textbox do not appear, but the cursor is present. The Courier font assigned to the textbox makes cursor movement and position clearly definable so that the user has an idea of how many characters have already been typed.

### **References**

## INF: Practice Using Object Analyzer Commands

Article Number: Q88651  
CREATED: 30-AUG-1992  
MODIFIED: 15-NOV-1992

### Summary:

---

This article provides an example for using the Object Analyzer commands discussed in the article, "Programming with the Object Analyzer Engine and Utilities" (Q88620). For more information on the commands themselves, search on the following words in the Microsoft Knowledge Base:

DumpTableInfo or DumpQueryInfo or DumpFormOrReport or  
DumpMacroInfo or DumpModuleInfo

This article assumes that you have some experience with developing applications in Microsoft Access using macros and Access Basic.

### More Information:

---

As discussed in the article titled "Programming with the Object Analyzer Engine and Utilities," you can take advantage of the Object Analyzer engine by using the commands in the Object Analyzer module.

To gain some practice using these commands, follow the steps below to create your own Database Analyzer in NWIND:

1. Create a new form called "Little Analyzer".
2. Create a text box control on the form and change the Control Name property to "Name".
3. Place an option group control called "Options" on this form.
4. Add six toggle buttons to the "Options" option group and modify the properties of the toggle buttons as described below:

Control	Option Value	Caption
-----		
First Button	1	Table
Second Button	2	Query
Third Button	3	Form
Fourth Button	4	Report
Fifth Button	5	Macro
Sixth Button	6	Module

5. For the AfterUpdate property of the "Options" option group, specify the following:

```
=AnalyzeIt(Name, Options)
```

6. Save and close the report.
7. Create a new module and add the following function:

```

Function AnalyzeIt (InName As String, InType As Integer)
' This function accepts the name of a Microsoft Access object
' and a number representing what type of object it is, then uses
' the Object Analyzer Dump commands to analyze the object

DoCmd Hourglass True
Select Case InType
Case 1
DumpTableInfo "NWIND.MDB", "@Table", InName, False
Case 2
DumpQueryInfo "NWIND.MDB", "@QuerySQL", "@Query", InName
Case 3
DumpFormOrReport "NWIND.MDB", "@Form", "@FCtrls", InName, True
Case 4
DumpFormOrReport "NWIND.MDB", "@Report", "@RCCtrls", InName, False
Case 5
DumpMacroInfo "NWIND.MDB", "@Macro", InName
Case 6
DumpModuleInfo "NWIND.MDB", "@Procs", "@Vars", InName
End Select
DoCmd Hourglass False
End Function

```

8. Save and close the module.

9. Open the "Little Analyzer" form.

10. In the Text Box, type "Categories" (without quotation marks).

11. Choose the Tables button.

At this point, the Object Analyzer will analyze the Categories table and create a table called "@Table", which will contain the information on the structure of the Categories table.

You might also want to experiment with analyzing a form or other object in the same way.

If you have the Database Analyzer library loaded, you can use these commands to build your own object-analysis tool, or you may want to incorporate these commands into your application to make it self-documenting.

## [References](#)

## INF: Creating a Proper Function for Data Entry

Article Number: Q88652  
CREATED: 30-AUG-1992  
MODIFIED: 11-NOV-1992

### Summary:

---

There is no built-in format (or Access Basic) function that capitalizes the first character of a word (similar to Excel's Proper function).

However, this can be done with a one line function attached to the AfterUpdate property of a form control.

Note: You can call this function from forms, reports and queries, but not from tables.

### More Information:

---

To create an example, create a form based on some desired table. Change the following property of the form:

```
AfterUpdate: =Proper(<control name>)
```

Where <control name> is the name of the control on the form. This will call the function Proper() whenever the value on the form is changed.

Now create a module and enter the following function:

```
Function Proper(Ctl as Control)
    Ctl = UCase(Left(Ctl, 1)) & LCase(Right(Ctl, Len(Ctl) - 1))
End Function
```

Whenever you edit the field in the form the first letter will be capitalized. What you have done is pass program control by reference to the function, which parses the string and capitalizes the first character. You may use this function from any number of controls.

### [References](#)

## **INF: How to List the Related Tables in a Database**

**Article Number:** Q88653  
**CREATED:** 30-AUG-1992  
**MODIFIED:** 15-NOV-1992

### **Summary:**

---

Although Access allows you to create relationships among tables in your database, there is no inherent command to list these relationships. Sometimes this information can be of use, particularly when trying to find the source table of a referential integrity violation or other such example.

This article discusses how you can use a series of queries to display a list of tables that are related in a database.

### **More Information:**

---

Information on the relationships among the tables in a database can sometimes be very helpful, particularly when trying to find the source table of a referential integrity violation or other such example. This information is also good for documenting your database.

Although Access allows you to create relationships among tables in your database, there is no inherent command that will gather this information and present it in a meaningful way. All of this information can be made available by gathering and relating information from the system tables MSysObjects, MSysColumns, and MSysIndexes. This article discusses how you can create a query containing two columns. The first column, called "Primary.Name," will contain a table name. The second column, called "Foreign.Name," will represent the table that the Primary.Name table is related to.

Because the information will be coming from the system tables mentioned above, you must make sure you have access rights to these tables. MSysObjects has these rights by default, so the instructions below indicate how you can give yourself access rights to MSysIndexes and MSysColumns.

1. In the Database Window menu, select the View menu, then choose Options.
2. Change the Show System Objects setting to Yes, then choose OK.
3. From the Database Window menu, choose the Permissions command from the Security menu.
4. In the following dialog box, choose Table for the Object Type prompt, then choose MSysIndexes for the Object Name prompt.
5. In the Permissions box at the bottom of the dialog, select the Read Data box.
6. Click Assign and then choose the Close button.
7. From the View menu at the top of the screen, choose Options.

8. Change Show System Objects to No, then choose the OK button.

At this point, you can begin building the queries that will retrieve the relationship information. To do this, follow the instructions below:

1. In the database window, choose the Query button, then choose New. A query design screen appears, along with a dialog asking for a Table/Query to add to the query. Choose Close so that the query design grid is blank.
2. From the View menu, choose SQL.
3. Delete any contents that appear in the SQL dialog box.
4. Enter the following into the SQL window:

```
SELECT DISTINCTROW
  MSysObjects.Name, MSysObjects.Id
FROM MSysObjects
WHERE ((MSysObjects.Type=1)
AND (MSysObjects.Flags Is Null Or MSysObjects.Flags<>2))
ORDER BY MSysObjects.Name;
```

5. Choose the OK button. Close and save the query as "psi User Tables."
6. Repeat steps 1 through 4, substituting the SQL statement in step 4 with the following SQL statement:

```
SELECT DISTINCTROW [Tables].Name AS Table,
  MSysColumns.Name AS Field,
  [Tables].Id AS [Primary Id]
FROM [psi User Tables] AS Tables, MSysColumns, Tables
INNER JOIN MSysColumns ON [Tables].Id = MSysColumns.ObjectId
ORDER BY [Tables].Name, MSysColumns.PresentationOrder;
```

7. Choose the OK button, then close and save the query as "psi User Tables Field List."
8. Repeat steps 1 through 4, substituting the SQL statement in step 4 with the following SQL statement:

```
SELECT DISTINCTROW Primary.Name, Foreign.Name
FROM [psi User Tables] AS Primary, MSysIndexes, [psi User Tables]
  AS Foreign, MSysIndexes AS LKeyName, LKeyName
INNER JOIN MSysIndexes ON LKeyName.Idxid = MSysIndexes.Idxid,
  LKeyName
INNER JOIN MSysIndexes ON LKeyName.ObjectId = SysIndexes.ObjectId,
  Primary
INNER JOIN MSysIndexes ON Primary.Id = MSysIndexes.ObjectId,
  Foreign INNER JOIN MSysIndexes ON Foreign.Id =
  SysIndexes.ObjectIdReference
WHERE ((MSysIndexes.ObjectIdReference<>0)
AND (MSysIndexes.Operation=2)
AND (LKeyName.Operation=0))
```

ORDER BY Primary.Name, Foreign.Name;

9. Choose the OK button. Close and save the query as "psi Relationships."
10. To view the Relationships table, highlight the query called "psi Relationships" in the database window and choose the Open button.

With this query, you can create reports or use the query in any other way that you would normally use an Access query to make use of the information.

## [References](#)



## INF: Performing an SQL Bulk Action Query from Access Basic

Article Number: Q88654  
CREATED: 30-AUG-1992  
MODIFIED: 15-NOV-1992

### Summary:

---

Access Basic does not support SQL statements to access your data outside of having to define a virtual table (VT) object to execute such a statement.

For example, you cannot execute the following SQL command on a line by itself even though it would be valid in an Access query:

```
UPDATE Cust SET Cust.[Phone] = "(206) " & [Phone];
```

This article discusses how to perform these kinds of bulk action queries, and also includes a subprocedure you can add to your program called PerformSQLAction. This subprocedure allows you to simply pass a bulk action SQL statement to the procedure and have it executed.

This article assumes that you have some experience with writing procedures in Access Basic.

### More Information:

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Access Basic does not support SQL statements in the sense that you cannot simply expect a SQL command to execute on a line by itself. For example, the following SQL command, although valid in an Access query, will generate a syntax error in an Access Basic program:

```
UPDATE Cust SET Cust.[Phone] = "(206) " & [Phone];
```

Instead of including the SQL command on a line by itself, you have to follow these steps in order to execute the SQL command:

1. Dim a Database and QueryDef variable as shown below:

```
Dim MyDB As Database  
Dim MyQuery As QueryDef
```

2. SET the database variable to the current user database as shown below:

```
Set MyDB = CurrentDB()
```

3. SET the QueryDef variable to using the CreateQueryDef method, assigning an arbitrary query name such as "TempQuery," and including the desired SQL statement. The query you create using this step is only for the purpose of executing the bulk action query, and will be deleted later. An example of how to use CreateQueryDef for this purpose is shown below:

```
Set MyQuery = MyDB.CreateQueryDef("TempQuery", UPDATE  
    Cust SET Cust.[Phone] = "(206) " & [Phone];
```

(Make sure the entire command shown above appears on one line.)

4. Execute the TempQuery query you created in the previous step by using the Execute method:

```
MyQuery.Execute
```

5. Delete TempQuery by using the DeleteQueryDef method as shown below:

```
MyDB.DeleteQueryDef("TempQuery")
```

All of these steps, along with some error trapping, have been combined in the subprocedure PerformSQLAction listed at the bottom of this article. By creating a generic procedure such as PerformSQLAction, you can make use of SQL commands to perform bulk action queries in your Access Basic program.

PerformSQLAction requires only the SQL command you want to execute as a string value. For example:

```
PerformSQLAction "UPDATE Cust SET Cust.[Phone] = '(206) ' & [Phone];"
```

Note that the SQL command is always followed by a semicolon (;).

The following is a listing of PerformSQLAction:

```
Sub PerformSQLAction (SQLStmt As String)
    Dim LocalDB As Database, LocalQry As QueryDef

    On Error Resume Next
    Set LocalDB = CurrentDB()
    LocalDB.DeleteQueryDef("TempQuery")
    On Error GoTo 0

    Set LocalQry = LocalDB.CreateQueryDef("TempQuery", SQLStmt)
    LocalQry.Execute
    LocalQry.Close
    LocalDB.DeleteQueryDef("TempQuery")
End Sub
```

## [References](#)

## **INF: How Access Uses SQL Server Connections**

Article Number: Q88655  
CREATED: 30-AUG-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

This article describes how Access uses connections to SQL Server and how application developers can minimize use of these connections.

This article assumes the reader is highly knowledgeable about the low level interaction between applications and SQL Server.

### **More Information:**

---

The conventional application that accesses a server does it in a simple single-tasking manner, requiring a single connection to the server. Access, however, is not the typical conventional server front-end. Many of its features, including updatable views (dynasets), joins between local and server data, execution of complex expressions that the server may not be able to handle, and seamless transition from one server to another, require Access to obtain more connections than the conventional front-end needs.

Although some servers, such as Microsoft SQL Server, are not too stingy on giving out connections, there are servers that place strict limits on the number of connections an application can open. (In some installations, SQL Server also places absolute restrictions on connections.) When designing applications for the more restrictive servers, it is important to understand how Access uses connections.

Connections are opened by Access when it needs to execute a query on the server (which it must do to build dynasets or static views), obtain the data in a dynaset, or update data on the server. These connections can be categorized into two types: connections needed to build the working set, and connections needed to service dynasets.

Both types of views available in Access (static views and dynasets) are built by executing a query (called a "local" query to differentiate it from other types of queries discussed below). This local query processes Access and foreign ISAM data (both locally and file server based) and remote server data, and pulls it into a temporary table that represents the view. To build static views, the actual data is stored in the temporary table, whereas to build dynasets, pointers to the actual data are stored.

When server data is included in the local query, execution of the query involves asking the server (or servers) for data, which is done by opening connections and sending queries to the server. Each query sent to the server requires that a connection be opened. If more than one query is to be sent to the server, a single connection could be used and the queries executed serially. However, this would typically require the user to wait for all of the server queries to complete before any data would appear. Therefore, Access executes the server queries in parallel, requiring a connection for each.

The number of queries sent to a server may not be entirely obvious. Much of the time, access to all of the remote base tables will be combined into a single query, if all of the base tables reside on the same server. In the worst case, each server base table referenced by the local query will require a connection. There are several factors that could compel Access to split a local query into several server queries:

- If server data is joined to data from other sources (that is, local, foreign ISAM, and other servers), the Access optimizer may decide that it is more efficient not to combine references to two tables on the same server into a single query. For example, if the Customers and Order Items tables are on a server and the Orders table is in a local Microsoft Access database, then it is likely that the optimizer will decide to ask for the Customers and Order Items tables separately, rather than asking for the cross-product of the two, to join to the Orders table. As you can tell from this example, this is unlikely to happen in a real scenario.
- If an expression involved in the query cannot be executed on the server (either because the server doesn't support it or because the semantics provided by the server differ greatly with those provided by Access), the expression will be executed locally. An extreme example of this is a local query with a restriction that calls a user-defined function. Although this may not require separating remote tables into separate server queries, it will if the expression that isn't executable on the server is somehow involved with the join between the two tables. Note that in Access, expressions containing a conjunction that can be executed on the server will be executed locally in their entirety. These expressions are not split to execute part locally and part on the server.
- The parameters used to attach tables on the same server to an Access database differ. For example, if two tables are in different databases, or if they are being accessed using different user names and passwords, then separate connections will be required to execute a local query referencing both of them.

Connections opened in the execution of a local query will be kept open until the working set containing the queries is closed.

Connections are also opened in support of dynasets. But, unlike the server queries sent during the execution of a local query, the queries sent to the server in support of a dynaset are executed entirely and very quickly. This is because they are used to fill portions of the dynaset with data (given the pointers to the data provided by the local query), and to do updates to the server. Therefore, Access opens only one connection per attached server, provided that the link attachment information is the same for each server tables.

As a result of the above rules, when an Access query is executed, it typically requires only one (for a static view or two (for a dynaset) connection. This doesn't represent an extravagant use of server connections, but good applications could involve the execution of many Access queries that could occupy many server connections very quickly.

There are some steps the designer can take to minimize the use of connections:

- Reduce the number of queries required by the application. Each form, subform, data sheet, report, and list box requires a query, and each of these queries that accesses server data will require at least one or two connections. Close forms, data sheets, and reports as soon as they are no longer needed. Also, bring server data to a local database where practical, especially for filling list boxes.
- Avoid queries that join server data to local data to server data, as described above. These type of queries will most likely be executed using a connection for each server table.
- Avoid expressions that must be executed locally when joining server data together. Each of the tables involved with such a join expression, or that is restricted by a WHERE clause containing such an expression, will need to be executed locally. It should be noted that separating expressions into separate query objects will not help alleviate this problem, because the optimizer combines all query objects in a single query before execution for efficiency.
- Use static working sets when seeing other users' changes, or when making changes yourself is not required. This will avoid the connections needed to support dynasets.

With an understanding of how Access uses connections, and with prudent application design, you should not run out of server connections.

## [References](#)

## **PRB: Scrollbar Thumbs Don't Move Scrolling Thru a Combo Box**

Article Number: Q88656  
CREATED: 30-AUG-1992  
MODIFIED: 11-NOV-1992

### **Summary:**

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### **SYMPTOMS**

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When you are using a combo box on a form, the scrollbar thumb does not always move when you scroll toward the bottom of the list by using the down-arrow button in the scrollbar. When you reach the bottom of the combo box, the scrollbar thumb jumps immediately to the bottom of the scrollbar. Once you have reached the bottom of the list, the scrollbar thumb works properly and moves as you scroll upward and downward through the combo box.

### **CAUSE**

---

The reason why this happens has to do with the fact that the combo box control does not always know how many records are in its ControlSource table or query when you drop the list down.

At the point of dropping the list, Microsoft Access begins to access the data in the table or query. This occurs even as you are scrolling through the rows in the list. In order for the thumb in the scrollbar to move, the combo box must know how many items are in the list so that a calculation can be made as to where the thumb visually belongs. For example, if you have 100 records in your table and you are viewing the 50th record in the drop down list, then the thumb should appear halfway down the scrollbar.

Once you have scrolled to the bottom of the list, the combo box knows the number of items that were included in the list. With this number, the thumb in the scrollbar can now adjust itself relative to the row position of the list.

### **RESOLUTION**

---

This behavior is by design.

### **[References](#)**

## INF: Using Date/Time Data Type and Calculating Elapsed Time

Article Number: Q88657  
CREATED: 30-AUG-1992  
MODIFIED: 02-FEB-1993

### Summary:

---

This article describes how Microsoft Access stores the date/time data type, gives an example of calculating elapsed time, and lists some important considerations about the date/time data type.

### More Information:

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Microsoft Access uses double-precision, floating-point numbers (up to 15 decimal places) to store date/time values. Using this double-precision number system, you can add, subtract, and compare date/time values as you would other numeric values. The integer portion of the double-precision number represents the date, and the decimal portion represents the time.

The acceptable range for date information is January 1, 100 A.D. (-657,434) through December 31, 9999 A.D. (2,958,465), where January 1, 1900, is 2. Negative numbers represent dates prior to December 30, 1899.

The acceptable range for time information is between 0:00:00 and 23:59:59, or 12:00:00 A.M. and 11:59:59 P.M., inclusive. Time values representing 24 hours are stored internally as double-precision fractional numbers between 0.0 and 0.99999. Below are some examples of what is stored internally for date/time values:

2.0 represents 1/1/1900 12:00:00 AM  
0.25 represents 6:00:00 AM (0.25 \* 24 hours = 6 hours)  
33914.125 represents 11/6/1992 3:00:00 AM (0.125 \* 24 hours = 3 hours)  
24794.84375 represents 11/18/67 8:15:00 PM (0.84375 \* 24 hours = 20 25  
or 20 hours and 15 minutes (.25 \* 60 minutes = 15 minutes)

### Using Null Values

-----

Microsoft Access recognizes when a portion of a date/time field has not been entered. For example, if you enter only a time value, Microsoft Access will not display the 0 date value of 12/30/1899. Calculations that include a null date/time field will return a null.

### Formatting and Storing Date/Time Values

-----

Date/time fields can show the date, the time, or both depending on how you choose to display or format the date/time field. Microsoft Access always stores both the date and the time.

For the available formatting options, search for "Format Property Date/Time Values" using the Help menu.

### Comparing Dates Using Functions

-----

Microsoft Access uses double-precision, floating-point numbers when calculating functions that contain date or time arguments. This can occasionally cause unexpected results.

For example, if you test the following expression in the Immediate window in Modules, the result will be 0 (FALSE), even if today's date is 1/31/92:

```
?Now()=DateValue("1/31/92")
```

This function returns -1 (TRUE) only when the current date and time are 1/31/92 12:00:00 AM. This is because the Now() function returns the double-precision number of the current date and time, which may not be equal to the integer number of only the date, which is returned by the DateValue() function.

To avoid this problem, use either of the following statements to compare today's date with another date:

```
?Date()=DateValue("1/31/92")
?Int(Now())=DateValue("1/31/92")
```

The Int() function strips the fractional portion of the double-precision number from the Now() function, returning only the number representing the date.

#### Computing and Displaying Elapsed Time

-----

Below are two example functions -- HoursTest() and ElapsedTest(). They return the amount of elapsed time between two given date/time values using different display formats.

The first example, HoursTest(), displays the elapsed time in hours, minutes, and seconds:

Note: In the following code, an underscore (\_) is used as a line continuation character. Remove the underscore when re-creating this code in Access.

```
Function HoursTest()
' This function displays the total hours elapsed in this format:
' 48:57:04
  Time1 = CVDDate("1/3/92 4:05:06")
  Time2 = CVDDate("2/2/92 5:02:10")
  HoursTest = Format(Int(Abs(Time1 - Time2) * 24), "###:") + _
    Format(Abs(Time1 - Time2), "nn:ss")
End Function
```

The HoursTest() function uses the CVDDate() function to convert the string expression into a date value. Then it takes the absolute value of the difference between the two date/time values and multiplies this by 24 to account for the rollover into a new day:

```
Abs(Time1 - Time2) * 24
```

HoursTest() uses the Int() function to return just the integer portion. The resulting integer is the total number of hours elapsed:



```
Int(Abs(Time1 - Time2) * 24)
```

Finally, HoursTest() concatenates the results of two Format() functions together. The first Format() function returns the elapsed hours. The second Format() function takes the absolute value of the difference between the two time values and uses the "nn:ss" argument to capture just the minutes and seconds.

```
Format(Int(Abs(Time1 - Time2) * 24), "###:") + Format(Abs(Time1 -  
Time2), "nn:ss")
```

The second example, ElapsedTest(), displays adds the number of elapsed days to the result:

```
Function ElapsedTest()  
' This function displays the elapsed time as the total number of  
' days, hours, minutes, and seconds. For example: 4 Days 01:04:05 Hours.  
Time1 = CVDate("1/31/92 4:01:05")  
Time2 = CVDate("2/4/92 5:05:10")  
ElapsedTime = Abs(Time1 - Time2)  
ElapsedDays = Int(ElapsedTime)  
ElapsedPartialDay = (ElapsedTime - ElapsedDays)  
ElapsedTest = ElapsedDays & " Days " & Format(ElapsedPartialDay,  
"HH:NN:SS") & " Hours"  
End Function
```

The ElapsedTest() function uses a process similar to that used by HoursTest() but displays the result in a different format.

#### Microsoft Excel Dates Versus Microsoft Access Dates

---

Microsoft Excel also uses double-precision numbers to store date/time values, but Microsoft Excel values are limited to this range: 1/1/1900 through 12/31/2078. The Microsoft Excel date and time system begins with the double-precision number 1.0, which represents 1/1/1900 00:00:00 (12:00:00 AM).

Originally, Microsoft Access supported the same date range as Microsoft Excel (1900-2078). But when Microsoft extended the date range in Microsoft Access to 100-9999, the 1900 leap year anomaly was corrected. This means that between 1/1/1900 and 2/29/1900, the internal integer portion of the date values for Microsoft Access and Microsoft Excel differ by one.

#### [References](#)

## INF: Using TransferDatabase Macro to Attach to SQL Server Data

Article Number: Q88658  
CREATED: 30-AUG-1992  
MODIFIED: 15-NOV-1992

### Summary:

---

This article describes how to use the TransferDatabase macro action to attach to data in SQL Server tables and what information is necessary to execute this process.

This article assumes the reader is fluent with Microsoft Access Macro code and its operation.

### More Information:

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The macro action TransferDatabase can be used to import from, export to, or attach to external data sources. This article specifically describes how to attach to data in a SQL Server table.

When you create a macro with the TransferDatabase action, you will need to supply the macro-specific arguments:

Transfer Type: For this type of transfer, choose ATTACH.  
Database Type: This is the type of the external database source that is being attached. In this case, select <SQL DATABASE>.  
Database Name: With SQL Server, a connect string supplies the necessary information.  
Object Type: The type of object being attached in this case is a TABLE.  
Source: The name of the table in the SQL Server table goes here.  
Destination: This is the name of the table as it is seen in the Microsoft Access database.  
Structure Only: Depends on whether the data should be attached, also. In most cases (as well as this case) this should be NO.

The connect string (Database Name) is basically a string of items or parameters that define the remote data source and the user's identification.

The following are items within the connect string:

DATA SOURCE NAME (DSN): The name of the SQL Server machine.  
DATABASE QUALIFIER (DBQ): The name of the SQL Server database.  
WORKSTATION ID (WSID): The name of the workstation that is making the connection (optional).  
USER ID (UID): The login id\*.  
PASSWORD (PWD): The user password\*.

\* This item is optional within the connect string. If it is not present, the system will prompt the user with a dialog box to enter this information at the time the macro is executed.

Note: SQL Server is case sensitive when dealing with password

information.

The following is a sample connect string to SQL Server. Note that it starts with "ODBC", which tells the system that it will use the ODBC driver (as opposed to an installable ISAM driver).

```
ODBC;DSN=ServerX;DBQ=Pubs;WSID=wrkstn1;USID=JohnDoe;PWD=MARCH
```

This string would be placed in the Database Name argument of the TransferDatabase action.

## [References](#)

## INF: Creating a Duplicate Function for Repetitive Data Entry

Article Number: Q88670  
CREATED: 30-AUG-1992  
MODIFIED: 12-FEB-1993

### Summary:

---

In a data entry environment, everything is based on how quickly the information can be entered with a high degree of accuracy. Some information is repetitive for the data entry people to enter. That information will change occasionally, and the data entry person needs to be able to modify the data. The following function duplicates the previous value entered, but once the value is changed, the function will duplicate the new value.

This article assumes you have a working knowledge of Access Basic.

### More Information:

---

1. Create a new module and define a global variable:

```
Option Compare Database 'Database order for string comparisons
Global Dupe_Val As Variant
```

2. Create a function that places the value from the previous record into the field:

```
Function Stick_Val (Ctrl as Variant)
    Ctrl = Dupe_Val
End Function
```

3. The next function checks the value to see if it has been changed from the previous value. If it is different, then it changes Dupe\_Val to reflect the change.

```
Function New_Val (Ctrl as Variant)
    Dim Check_Val As Variant
    Let Check_Val = Ctrl
    If (Check_Val <> Dupe_Val) Then
        Let Dupe_Val = Check_Val
    End If
End Function
```

4. Set the following form properties:

```
OnCurrent:      =Stick_Val([Field1])
DefaultEditing: =Data Entry
```

5. The function New\_Val ( ) needs to be called on the control property of the field you want this to occur on. Use something like the following

```
BeforeUpdate:  =New_Val([Field1])
```

where Field1 is the name of the control.

This process only has one save variable in it and can only work for one control per active form.

[References](#)

## INF: Using the LIKE Operator with Parameter Queries

Article Number: Q88671  
CREATED: 30-AUG-1992  
MODIFIED: 17-NOV-1992

### Summary:

---

This article describes how to search for all company names beginning with a certain letter.

### More Information:

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An easy way to prompt a user for a character to search for is to create a parameterized query. The LIKE operator is used along with the wild card symbol (\*) to accomplish this task.

First create a query for the desired tables and then place the following in the CRITERIA for the field:

```
LIKE "[Enter the first char to search by: ]|*"
```

Now whenever the users run this query they will be prompted with the message you specified with the LIKE statement, and type in a C to view all the companies that start with the letter C.

Reference(s) :

For more information, search for "parameter query", then "Creating a Parameter Query" using the Help menu.

### [References](#)

## INF: OnCurrent Is Not Triggered on Unbound Forms

Article Number: Q88687

CREATED: 30-AUG-1992

MODIFIED: 15-NOV-1992

### Summary:

---

If a form is unbound, macros or modules bound to the OnCurrent property will not be executed. In order to modify properties that can be changed at run time, the macro or module must be bound to either the OnOpen property of the form or the OnEnter property of the first control in the tab order of the form.

### More Information:

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You can use the OnOpen property to trigger a macro or module each time a form is opened. Changes made to properties, such as Visible, will occur BEFORE the form is displayed. This allows you to make changes that the user does not see.

If, however, you want the user to see the changes taking place, the macro must be run after the OnOpen property.

#### Example

-----

This example creates a simple form with a text box attach to the form. The macro that is triggered automatically sets the Visible property of the text box to On and Off alternately so that it appears to the user that the text box flashes several times when the form is opened.

Note: You cannot change the Visible property of a control that has the focus, so there must be at least one other object on your form that can get the focus.

1. From the File menu, choose New, and select Form.
2. Leave the Select A Table/Query box blank and choose the Blank Form button.
3. Select the Text Box tool from the Toolbox and click on the form to add a new unbound text box. Set the following properties:

```
Control Name: Text0
Control Source: ="Hello World"
```

4. Add a second text box with the following property:

```
Control Name: = Text2
```

5. Save the form as "Flash" by choosing Save from the File menu.
6. Open a new macro and choose Macro Names from the View menu. Add the following macro names and actions:

Macro Name	Action
------------	--------

```
-----  
Repeat It      GoToControl  
               RunMacro  
  
Flash         SetValue  
             RepaintObject  
             SetValue  
             RepaintObject
```

Repeat It Actions  
-----

```
GoToControl  
  Control Name: Text2
```

```
RunMacro  
  MacroName: Flashing Macros.Flash  
  Repeat Count: 2
```

Flash Actions  
-----

```
SetValue  
  Item: Forms![Flash]![Text0].Visible  
  Expression: No
```

```
RepaintObject  
  Object Type: Form  
  Object Name: Flash
```

```
SetValue  
  Item: Forms![Flash]![Text0].Visible  
  Expression: Yes
```

```
RepaintObject  
  Object Type: Form  
  Object Name: Flash
```

7. Close and save the macro group as "Flashing Macros".
8. Return to the form Flash. Display the property sheet, select the control Text0, and set the following properties:

OnEnter: Flashing Macros.Repeat.

## [References](#)



## INF: Importing Several dBASE Databases at Once

Article Number: Q88764  
CREATED: 31-AUG-1992  
MODIFIED: 6-DEC-1992

### Summary:

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This article discusses how to import dBASE databases in a batch process using Microsoft Access Basic.

One of the first things that many new Microsoft Access users do when they begin using the product is import data from the system they are currently using. The Import Dialog in Microsoft Access allows you to import one table at a time. This is usually enough to do the job. However, some users may have numerous tables to import. Furthermore, importing a number of tables might be a common task for some.

This article assumes that you have some experience working with the Microsoft Access Basic programming environment and that you can create and use Microsoft Access tables for data entry.

### More Information:

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Importing tables through a batch process can be done fairly easily using a Microsoft Access Basic procedure and a table. This procedure is designed for importing dBASE databases only, but it can be easily modified to accommodate other file formats.

A "batch" table will be used as a list of which tables you want to import. The Microsoft Access Basic procedure will read the table and import each foreign table listed in the batch table.

The table must be called "Batch Import" and have the following structure:

Field Name	Type	Length
Source Directory	Text	50
Source Database	Text	50
Imported Name	Text	50
Type of Table	Text	50

Once you have created the table, fill it with information on what tables you want to import. The list below shows what information you should add to each field in the Batch Import table:

Source Directory - This is the full path reference of the location of the database file; for example, C:\DBASE.

Source Database - This is the name and extension of the dBASE database you want to import; for example, CUSTOMER.DBF.

Imported Name - This is the name you want the table to have once it is imported into Microsoft Access; for example,

"Customer Table".

Type of Table - This can be either dBASE III or dBASE IV. Specify "dBASE III" for both dBASE III and dBASE III PLUS databases.

As an example of the data you would add to this table, suppose you want to import a dBASE IV database called C:\DBASE4\EMPLOYEE.DBF and a dBASE III database called D:\DBASE3\DATA\ORDERS.DBF. You would add the following two records to the table:

Source Directory	Source Database	Imported Name	Type of Table
C:\DBASE4	EMPLOYEE.DBF	Employee Table	dBASE IV
D:\DBASE3\DATA	ORDERS.DBF	Orders Table	dBASE III

In addition to creating and filling the table above as instructed, you must create a new module and add the procedure listed below. Note that the line that starts with "DoCmd" is broken into three lines to fit in this article. Make sure that the entire instruction is only on one line when you type or copy this procedure into your module.

```
Sub BatchImport ()
  Dim B_DB As Database, B_TBL As Table
  Set B_DB = CurrentDB()
  Set B_TBL = B_DB.OpenTable("Batch Import")

  DoCmd Hourglass True
  B_TBL.MoveFirst
  Do Until B_TBL.EOF
    DoCmd TransferDatabase A_IMPORT, B_TBL![Type of Table],
      B_TBL![Source Directory], A_TABLE, B_TBL![Source Database],
      B_TBL![Imported Name], False
    B_TBL.MoveNext
  Loop
  DoCmd Hourglass False
End Sub
```

Once you have added and saved this procedure, you can invoke the process of importing the databases named in the Batch Import table by following these instructions:

1. Open a module window if none are already open.
2. Bring up the Immediate window by choosing View, Immediate Window.
3. In the Immediate window, enter the following command:

```
BatchImport
```

After you enter the command, the mouse pointer will become an hourglass and remain that way until all the databases are imported. This process may take several minutes, depending on the size of the databases you are importing.

## [References](#)



## **INF: How to Modify the Toolbar in Microsoft Access**

Article Number: Q88907  
CREATED: 3-SEP-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

Although Microsoft Access does not include any end-user features for modifying the toolbar at the top of the screen, you can modify the toolbar if you know how to design a form and write Access Basic code. This article discusses where toolbars are stored, how they work, and how you can modify them.

NOTE: Modification of the toolbar was not intentionally designed into Microsoft Access, so you may run into situations where your modifications do not work. Test your modifications on noncritical databases, since making these modifications is not guaranteed to work correctly in every instance.

This article assumes that you have some experience with designing forms and writing procedures in Access Basic.

### **More Information:**

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The various toolbars that appear when you are using Microsoft Access are nothing more than forms stored in a database--the same kind of forms that you create in Microsoft Access. These forms are stored in UTILITY.MDA, a system database file that is loaded into memory when you start Microsoft Access.

You cannot simply start Microsoft Access and open UTILITY.MDA to modify these forms, however. This is because UTILITY.MDA is loaded as a library database when you are using Microsoft Access, and Microsoft Access does not allow you to open a library database while it is active. To work around this, do the following:

1. Quit Microsoft Access if you have it open and make sure that no instances of Microsoft Access are active.
2. Choose the MS-DOS Prompt icon in Program Manager and type the following commands at the MS-DOS command prompt (the example below assumes that your Microsoft Access system files are stored in a directory called C:\ACCESS):

```
C:>CD \ACCESS  
C:\ACCESS>COPY UTILITY.MDA UTILITY.NEW
```

3. Start Microsoft Access.

At this point, you can begin modifying the toolbars in UTILITY.NEW.

Open UTILITY.NEW as a database (a couple alerts will appear about loading duplicate procedure names; ignore these alerts by choosing the OK button). In the Database window, switch to Form view and note the names of the forms. The forms in the Database window that end with the characters "TB" are toolbar forms. At this point, you can open a

toolbar form and make a modification. After the modification is made, you can change a setting in your MSACCESS.INI file that will force Microsoft Access to use UTILITY.NEW instead of UTILITY.MDA as its utility database.

It is important to point out that any functionality you add to new controls on the toolbars must be supported by Access Basic--do not use macros, as they will not work for this purpose.

The example below illustrates how you can add a toolbar button to your form design toolbar that will toggle the toolbox on and off:

1. Open the form called FDTB in design mode. This is the toolbar that appears when you bring up a form in design mode as you are doing at this point.
2. Add a small command button next to right of the "paint palette" toolbar button on the form. Make sure your button does not overlap any other controls and that it does not alter the height of the form.
3. For the button's OnPush property, specify:

```
=ToggleToolBox()
```

4. Save and close the form.
5. Create a new module called NewToolBarFunctions and add the following function:

```
Function ToggleToolBox ()  
    DoCmd DoMenuItem 3, 2, 8  
    ' The DoCmd command above invokes the forms design menu item  
    ' View->Toolbox  
End Function
```

6. Save and close the module and close the database.
7. Quit Microsoft Access.
8. From Program Manager, open Notepad.
9. In NotePad, open the file MSACCESS.INI from your Windows program directory.
10. In MSACCESS.INI, locate the [Options] section and modify the UtilityDB= line to read:

```
UtilityDB=C:\ACCESS\UTILITY.NEW
```

11. Save and close MSACCESS.INI and start Microsoft Access.
12. Open any database, and open any form in design mode. Note that the button you added appears in the toolbar. Click the button to turn the toolbox on and off.

In the same way you modified your form design toolbar using the steps

above, you can make other modifications to add functionality to your Microsoft Access toolbars.

## [References](#)

## **INF: Running MS-DOS SHARE with Windows for Workgroups**

Article Number: Q88914  
CREATED: 03-SEP-1992  
MODIFIED: 05-JAN-1993

### **Summary:**

---

During the installation of Microsoft Access, Setup automatically inserts the following MS-DOS command in the AUTOEXEC.BAT file:

```
<MS-DOS directory>\SHARE.EXE /L:500
```

If you are running the Microsoft Windows for Workgroups operating system, it is recommended that this SHARE command be removed.

### **More Information:**

---

Windows for Workgroups has its own sharing mechanism (VSHARE.386), which is loaded with Windows (there is an entry for it in the SYSTEM.INI file). VSHARE.386 is intended as a drop-in replacement for SHARE.EXE.

SHARE.EXE is dependent on the number of locks specified with the /L: parameter (with a default of 20). VSHARE.386, on the other hand, dynamically allocates the number of locks.

Because VSHARE.386 is an enhanced mode virtual device driver (VxD), it has features which improve file sharing when running in enhanced mode. Because it was designed to work with Windows for Workgroups, VSHARE.386 has features that make it "friendlier" than SHARE.EXE, especially in access control. If SHARE.EXE is loaded and you start Windows for Workgroups in enhanced mode, VSHARE.386 takes over as the file sharer until you exit Windows. If you usually run Windows for Workgroups in enhanced mode, you might not need to run SHARE.EXE at all, saving you 5K or more of conventional memory. The number of available locks is very important if you are using your Windows for Workgroups machine as a network server.

### **[References](#)**

## INF: Using the GetSystemMetrics API Call in Access Basic

Article Number: Q88922  
CREATED: 3-SEP-1992  
MODIFIED: 15-NOV-1992

### Summary:

---

In the Windows environment, various display resolutions may cause screens to appear out of proportion. As a developer, you can obtain the width and height of various elements of the window display using the Windows API function GetSystemMetrics. Incorporating this function into an Access application gives the developer more information in designing the user interface.

This article describes the GetSystemMetrics API function and discusses a sample application that uses the function to display various object sizes in a message box.

### More Information:

---

The Windows GetSystemMetrics API function retrieves information about the system metrics (the width and height of various display elements of a particular window). The GetSystemMetrics function can also return flags that indicate whether a mouse is present or if the meaning of the left and right mouse buttons have been reversed. System metrics are dependent upon the system display, and may vary from display to display.

To use the GetSystemMetrics functions, do the following:

1. Place the following Declare statement in the global section of the Access Basic Code window:

```
Declare Function GetSystemMetrics% Lib "user" (ByVal nIndex%)
```

2. Depending on what Window property you want to determine, you must define the correct constant to pass to the GetSystemMetrics function. Below are example declarations of the constants and their appropriate meaning:

```
Const SM_CXSCREEN = 0           ' Width of screen
Const SM_CYSCREEN = 1           ' Height of screen
Const SM_CXFULLSCREEN = 16      ' Width of window client area
Const SM_CYFULLSCREEN = 17      ' Height of window client area
Const SM_CYMENU = 15           ' Height of menu
Const SM_CYCAPTION = 4         ' Height of caption or title
Const SM_CXFRAME = 32          ' Width of window frame
Const SM_CYFRAME = 33          ' Height of window frame
Const SM_CXHSCROLL = 21        ' Width of arrow bitmap on
                                ' horizontal scroll bar
Const SM_CYHSCROLL = 3         ' Height of arrow bitmap on
                                ' horizontal scroll bar
Const SM_CXVSCROLL = 2         ' Width of arrow bitmap on
                                ' vertical scroll bar
Const SM_CYVSCROLL = 20        ' Height of arrow bitmap on
                                ' vertical scroll bar
```



```

Const SM_CXSIZE = 30      ' Width of bitmaps in title bar
Const SM_CYSIZE = 31     ' Height of bitmaps in title bar
Const SM_CXCURSOR = 13   ' Width of cursor
Const SM_CYCURSOR = 14   ' Height of cursor
Const SM_CXBORDER = 5    ' Width of window frame that can't
                          ' be sized
Const SM_CYBORDER = 6    ' Height of window frame that can't
                          ' be sized
Const SM_CXDOUBLECLICK = 36 ' Width of rectangle around the
                          ' location of the first click. The
                          ' second click must occur in the
                          ' same rectangular location.
Const SM_CYDOUBLECLICK = 37 ' Height of rectangle around the
                          ' location of the first click. The
                          ' second click must occur in the
                          ' same rectangular location.
Const SM_CXDLGFRAME = 7  ' Width of dialog frame window
Const SM_CYDLGFRAME = 8  ' Height of dialog frame window
Const SM_CXICON = 11     ' Width of icon
Const SM_CYICON = 12     ' Height of icon
Const SM_CXICONSPACING = 38 ' Width of rectangles the system
                          ' uses to position tiled icons
Const SM_CYICONSPACING = 39 ' Height of rectangles the system
                          ' uses to position tiled icons
Const SM_CXMIN = 28      ' Minimum width of window
Const SM_CYMIN = 29      ' Minimum height of window
Const SM_CXMINTRACK = 34 ' Minimum tracking width of window
Const SM_CYMINTRACK = 35 ' Minimum tracking height of window
Const SM_CXHTHUMB = 10   ' Width of scroll box (thumb) on
                          ' horizontal scroll bar
Const SM_CYVTHUMB = 9    ' Width of scroll box (thumb) on
                          ' vertical scroll bar
Const SM_DBCSENABLED = 42 ' Returns a non-zero if the current
                          ' Windows version uses double-byte
                          ' characters, otherwise returns
                          ' zero
Const SM_DEBUG = 22      ' Returns non-zero if the Windows
                          ' version is a debugging version
Const SM_MENUDROPALIGNMENT = 40
                          ' Alignment of popup menus. If zero,
                          ' left side is aligned with
                          ' corresponding left side of menu-
                          ' bar item. If non-zero, left side
                          ' is aligned with right side of
                          ' corresponding menu bar item
Const SM_MOUSEPRESENT = 19 ' Non-zero if mouse hardware is
                          ' installed
Const SM_PENWINDOWS = 41  ' Handle of Pen Windows dynamic link
                          ' library if Pen Windows is
                          ' installed
Const SM_SWAPBUTTON = 23  ' Non-zero if the left and right
                          ' mouse buttons are swapped

```

The following example call will return the height of the caption bar of a form:

```
HeightY% = GetSystemMetrics(SM_CYCAPTION)
```

## [References](#)

## INF: The Immediate Window for Something Other Than Access Basic

Article Number: Q88925  
CREATED: 3-SEP-1992  
MODIFIED: 22-DEC-1992

### Summary:

---

The Immediate window is helpful for debugging Access Basic code in that you can type out an expression to see if it returns the expected value or any value. The Immediate window can also be helpful for debugging macros, learning how to use expressions, and more. Even though the Immediate window has many uses, it is only available when focus is on a module window. This article discusses how you can make the Immediate window available at all times.

### More Information:

---

The Immediate window allows you to type an expression and see the results of that expression without having to write and run an Access Basic procedure. For example, you can use the Access Basic '?' command in the Immediate window as shown below:

```
? 2 + 2
```

When you type this statement in the Immediate window and press Enter, Microsoft Access displays the number 4 just below the expression. Another example of using the Immediate window is to set the value of a variable or to test for the value of a variable. For example:

```
MyVar = 2  
? MyVar
```

The '?' statement returns the number 2 since that is the value you gave to the variable 'MyVar'.

The Immediate window is helpful for debugging Access Basic code. One reason is because you can suspend execution of the procedure and set values of variables in the procedure to see what kind of result you would get depending on different values. Another way an Immediate window can be helpful is to suspend a procedure and check for the value of a given variable or expression to see if it is calculating as expected.

In the same way that an Immediate window can be helpful for debugging code, it can also be helpful for more common tasks, such as:

- Trying out a form expression such as Forms!MyForm!MyControl to see if it returns a value.
- Trying out a query expression such as a DSum().
- Trying out a macro action in the Immediate window using DoCmd to see if a certain macro action produces the desired results.

The Immediate window is not always accessible via the menu at the top

of the screen. In fact, it is only visible and accessible when focus is on a module window. In order to have the Immediate window available at all times, follow these steps:

1. In the database window, choose the 'Macro' button.
2. If you already have a macro called AutoKeys, open it up in design mode. Otherwise, choose the 'New' button.
3. If the 'Macro Name' column does not appear in the macro sheet, choose macro command from the View menu.
4. If the 'Condition' column does not appear in the macro sheet, choose the Conditions command from the View menu.
5. Add the following action and it's corresponding property:

Macro Name	Condition	Action
-----		
^I		SendKeys DoMenuItem SendKeys DoMenuItem
	MsgBox ("IW already on the screen?")=7	DoMenuItem

SendKeys Action Parameters

-----  
KeyStrokes: {F11}  
Wait: Yes

DoMenuItem Action Parameters

-----  
Menu Bar: Database  
Menu Name: View  
Command: Modules

SendKeys Action Parameters

-----  
KeyStrokes: %N  
Wait: Yes

DoMenuItem Action Parameters

-----  
Menu Bar: Module  
Menu Name: View  
Command: Immediate Window

6. Close and save the macro. If the macro is not already called AutoKeys, save it with that name.

From this point on, you can press Ctrl-I to activate the Immediate window. Follow these steps for an example of how this works:

1. Open any form in design mode
2. Press Ctrl-I

After some screen activity, a prompt appears asking if the

Immediate window is already on the screen. If you do not see the Immediate window on the screen, choose 'No'. Doing so causes the macro to execute one extra step that would otherwise not be necessary.

Notice that a module window, sized to only a portion of the caption bar, appears at the upper right-hand side of the screen.

The Immediate window is now available to use.

3. Click once on the form design window or on the database window.

The Immediate window disappears.

4. Click once on the module window mentioned in step 2.

The Immediate window reappears.

You should only need to use Ctrl-I once to make the Immediate window and shrunken module window appear. Every subsequent request for the Immediate window can be made by clicking once on the module window. If the module window is closed, press Ctrl-I to bring up the Immediate window again.

## [References](#)

## **INF: Cannot Group on Memo or OLE Object in Query**

Article Number: Q88926  
CREATED: 3-SEP-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

If you attempt to create a Select, Update, or Append query that groups on a Memo or OLE object, you will receive the following error message:

```
Can't group on Memo or OLE object (<clause>).
```

Access cannot group by a Memo or OLE object in a query. Also, the GROUP BY clause of a SQL statement cannot include Memo or OLE Object fields. To include a Memo or OLE Object field in a totals query, drag the field to the QBE grid and select the aggregate function First or Last in the Total row for that field.

### **More Information:**

---

You can group by the first n characters in a memo field by using an expression. For example, you can enter the following expression to Group By the Left 25 bytes of a Memo field called Description:

```
Expr:Left([Description],25)
```

Choose the Totals button on the tool bar, and in the Total row select Group By as the option for the expression. Expr is the name of the column header in Datasheet view.

Reference(s):

Online Help topic titled "Calculating Totals in a Query"

[References](#)

## INF: Sorting/Grouping a Query Using a Portion of a Field Value

Article Number: Q88927

CREATED: 3-SEP-1992

MODIFIED: 15-NOV-1992

### Summary:

---

You can sort or group a query using a portion of a field's value. For example, in the NorthWind sample database, you can create a query based on the Employees table that sorts by six characters starting with the fourth character position in the Last Name field using this expression:

```
Sort String:Mid([Last Name],4,6)
```

Click the Sort cell in the QBE grid for the Last Name field. Click the down arrow and select an option. (In order to group by the expression, choose the Totals button on the tool bar and select Group By in the Totals row as the option for the expression.)

Sort String is the name of the column header in Datasheet view. You can name the column any way you like.

Use the Left and Right functions to return the leftmost and rightmost characters of a string argument.

### More Information:

---

This technique is useful in a situation where a field contains values that have a set number of leading or trailing characters that are insignificant to your sort. An example of this might be a part number field called PartNo that contains values such as the following:

```
PartNo
-----
A-453-34567
A-123-45675
B-234-75658
B-645-65758
```

and so on.

In order to sort using only the third through the fifth characters, use an expression like this:

```
Expr:MID([PartNo],3,3)
```

See online Help in Access for more information on String functions and related functions such as Left, Right, and Len.

### [References](#)

## INF: Generating a Random Temp File Name

Article Number: Q88929

CREATED: 3-SEP-1992

MODIFIED: 11-NOV-1992

### Summary:

---

This article discusses a function that can generate a random file name usable as a temp file.

This article assumes that you have some experience with writing procedures in Access Basic.

### More Information:

---

Sometimes it is necessary for an application to create a file that is used temporarily, then deleted. The name of temporary files are important because you do not want your application to inadvertently overwrite an existing file.

In such cases, you can create and use the user-defined function discussed below called `MakeTempFileName()`. This function accepts a file extension and returns a string representing a non-existent random filename with the file extension you specified. The filename includes a path to your Windows TEMP directory so that the actual temp file is placed in the same directory Windows uses to write its temp files. This is handy for those who perform periodic maintenance on their hard drive partially by deleting any leftover temp files in the Windows directory.

In the following example, which you can type in the Immediate window, `MakeTempFileName()` returns a name that is used as a text file. The text file is filled with some text, then deleted:

```
TempFileName$ = MakeTempFileName("TMP")
Open TempFileName$ For Output As #1
Print #1, "This is a line of text"
Close #1
Kill TempFileName$
```

The `MakeTempFileName()` function is listed below:

```
Function MakeTempFileName (Extension As String) As String
    On Error Resume Next
    IsFile% = False
    FHandle% = FreeFile

    Do
        WinTemp$ = Environ("TEMP") & "\"
        For Cntr% = 1 To 8
            WinTemp$ = WinTemp$ & Mid(LTrim(Str(CInt(Rnd * 10))), 1, 1)
        Next

        TF$ = Trim(WinTemp$) & "." & Extension

        Open TF$ For Input As #FHandle%
```



```
Loop While Err > 0
Close #FHandle%
MakeTempFileName = TF$
End Function
```

## [References](#)

## INF: How to Dim (Gray) Menu Items with Access Basic

Article Number: Q88940

CREATED: 3-SEP-1992

MODIFIED: 15-NOV-1992

### Summary:

---

Access Basic does not have a command that allows you to dim (make unavailable) a menu item. There are also no properties associated with a form that enable you to set this menu characteristic.

To change such characteristics of a menu item, you can use Windows API functions.

For more information about the structure of the Access menu system, query on the following words in the Microsoft Knowledge Base:

MENU and SYSTEM and FINDWINDOW and GETMENU and GETSUBMENU

### More Information:

---

The following API function is used to dim a menu item:

EnableMenuItem% (hMenu%, wIDEnableItem%, wEnable%)  
-----

This function enables, disables, or grays a menu item.

hMenu%	Specifies the menu.
wIDEnableItem%	Specifies the menu item to be checked. The wIDEnableItem% parameter can specify pop-up menu items as well as menu items.
wEnable%	Specifies the action to take. It can be a combination of MF_DISABLED, MF_ENABLED, and MF_GRAYED. These values can be combined by using the bitwise 'OR' operator.
Return Value	The return value specifies the previous state of the menu item. The return value is -1 if the menu item does not exist.

#### Example

-----

The following example designs a menu that dims a menu item:

1. Create a new macro. After adding the following actions and their associated properties, save the macro and name it "Menu Manipulation Macro." To display the "Macro Name" column, choose the Macro Name command from the View menu.

Macro Name	Action	Function Name
GrayItem	RunCode	Gray_Menu_Item(0,0)
UnGray	RunCode	UnGray_Menu_Item(0,0)

2. Create a new macro. After adding the action below and its associated property, save the macro as "Custom Demo Menu."

Macro Name	Action	Function Name
Top Level Menu	AddMenu	

[Top Level Menu].AddMenu Action Arguments

Menu Name	&Gray
Menu Macro Name	Menu Manipulation Macro

3. Create a new blank form and display the Properties window of the form by choosing the Properties command from the View menu.
4. Set the OnMenu property to "Custom Demo Menu."
5. From the File menu, choose Close to close the form. Save the form as "Menu Manipulation Form."
6. Create a new module from the Database window. Within the new module, enter the Access Basic code listed further below. Save the module as "Menu Manipulation Code."
7. From the Database window, select the Menu Manipulation Form and then choose the Open button to display the form in Form view. The normal Access menu disappears and is replaced by the custom menu you created in the previous steps.
8. There are two options on the menu. Choose the GrayItem command and the command is dimmed (grayed). Choosing the UnGray command makes the GrayItem menu command available.

```

'*****
'Declarations section of the module.
'*****
Option Explicit

'Note: Each Declaration must be placed on a single line.
Declare Function FindWindow% Lib "user" (ByVal lpClassName
    As Any, ByVal lpCaption As Any)
Declare Function GetMenu% Lib "user" (ByVal hWnd%)
Declare Function GetSubMenu% Lib "user" (ByVal hSubMenu%,
    ByVal nPos%)
Declare Function EnableMenuItem% Lib "user" (ByVal hMenu%,
    ByVal wItem%, ByVal wEnable%)

Const MF_BYPOSITION = &H400
Const MF_GRAYED = &H1

Const MyNull = 0&
Const ClassName = "OMain"

Dim ChWnd%           'handle to the Microsoft Access window.
Dim hMenuTop%       'handle to the Microsoft Access menu.
Dim hSubMenu%       'handle to the pop-up menu
Dim ItemID%         'command ID associated with menu item.

```

```

Dim ReturnVal%

'=====
'This function initializes:
'
' - The window handles associated with the Access form.
' - The handle to the menu of the specified window.
' - The menu handle of the specified pop-up menu of the window menu.
'
'The variables here are global to the database.
'=====
Sub Get_Menu_Handles (TopLevel%)

    ChWnd% = FindWindow(Classname, MyNull)
    hMenuTop% = GetMenu(ChWnd%)
    hSubMenu% = GetSubMenu(hMenuTop%, TopLevel%)

End Sub

'=====
'This function dims a menu item. The text of a dimmed
'menu item appears in light gray text on the menu,
'but does not allow the user to select the item either by
'mouse or keypad. The macro action associated with the
'menu item does not execute when the user tries to select
'the menu item.
'=====
Function Gray_Menu_Item (TopLevel%, SubLevel%)

    Call Get_Menu_Handles(TopLevel%)
    Gray_Menu_Item = EnableMenuItem(hSubMenu, SubLevel%,
        MF_GRAYED Or MF_BYPOSITION)

End Function

'=====
'This function does not ungray a menu item that also enables
'the menu item so the user can select the item and run the
'macro associated with the menu.
'=====
Function UnGray_Menu_Item% (TopLevel%, SubLevel%)

    Call Get_Menu_Handles(TopLevel%)
    UnGray_Menu_Item = EnableMenuItem(hSubMenu, SubLevel%,
        Not MF_GRAYED And MF_BYPOSITION)

End Function

```

## [References](#)

## **INF: Deciding When to Use Macros and When to use Access Basic**

Article Number: Q88999  
CREATED: 6-SEP-1992  
MODIFIED: 12-NOV-1992

### **Summary:**

---

Because Access provides two forms of programming, macros and Access Basic, there is the potential for confusion as to when you should use one form of programming rather than the other. This article discusses some tips on how to choose between macro programming and Access Basic programming.

### **More Information:**

---

Access has a very effective user interface that is powerful enough to accommodate most needs. However, like many other database products, Access provides the user with the ability to develop his or her own way to manipulate the power of the product.

One distinct advantage of Access over other products is that the user has a choice of two levels of programming: macros and Access Basic. These two programming languages are designed to complement each other.

As a rule, you should write your applications using macros and then supplement the application with SUB and FUNCTION procedures when you encounter a programming situation that a macro cannot easily accommodate.

Wizards are an example of a program you can write that is beyond the capability of a macro. Wizards require functionality that cannot be duplicated by a series of macro actions. Having to resort to Access Basic should not be a common occurrence for most mainstream database applications, however.

Knowing when to use modules instead of macros is easier when you understand how Access works. If you understand and are familiar with Access, you will find that it is easier to determine when modules are required to accomplish a specific task.

New users of Access will likely be surprised at the ease, power, and versatility that Access macros can provide.

### **[References](#)**

## **PRB: Arrange Icons Doesn't Work on More Than 40 Windows.**

Article Number: Q89546  
CREATED: 24-SEP-1992  
MODIFIED: 6-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

When Microsoft Access has more than 40 Windows open, selecting Window, Tile or Cascade does not work.

### **CAUSE:**

---

This is functionality totally provided by windows. Windows allocates memory to do the arrange function of icons. If you have enough windows open the system sometimes fails to do the allocation.

### **RESOLUTION**

---

Successive tries sometimes makes it work. Close the number of windows open.

### **More Information:**

---

Steps to reproduce behavior:

1. Open and minimize 40 document windows
2. Move the icons around a bit
3. Windows Arrange Icons
4. Result: No change

### **[References](#)**

## **PRB: Floating Objects in Access Cause Unusual Effects**

Article Number: Q89548

CREATED: 24-SEP-1992

MODIFIED: 6-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

Floating objects such as the Toolbox, the Properties window, and the Immediate window cause unrecognizable effects in Microsoft Access. Objects can obscure underlying data from view, and an underlying object can be obscured from view even if it has the focus or is selected, and the drop down menu for the object's corresponding option on the menu bar can appear separated from the object.

### **CAUSE**

---

These effects are caused by the different Windows style properties of the windows.

### **RESOLUTION**

---

To minimize the impact of this behavior, keep the floating objects from overlaying your work area by moving or closing them when not needed.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce:

-----

Menu not Connected to the Option on the Menu Bar

1. Bring up a form in design mode.
2. Display the color palette by choosing the palette button or choosing Palette from the View menu.
3. Position the palette so it partially obscures a choice on the menu bar.
4. Choose the menu by clicking on it with the mouse or using the appropriate keystroke combination.
5. The drop down menu related to that menu bar choice should then be displayed. At this time, top level menu item will not overlap the palette, but the popup menu will overlap, giving a disjoint look.

Immediate Window Obscures Code During Replace Operation.

1. Bring up a module in design mode.

2. Display the immediate window by choosing Immediate Window from the View menu.
3. Position the immediate window so it obscures a section of code in the module window.
4. Start a replace operation that would attempt to replace a piece of code in the section of code which is obscured by the immediate window. To do this choose Replace from the Edit menu, enter the information to find and replace, and choose Verify.
5. When Access finds the information which is obscured by the immediate window, the dialog box which asks you to verify that you want to change that information is displayed but you can't see the code.

Reference(s) :

"Microsoft Access User's Guide" version 1.0, page 195.

"Microsoft Access Basic: Introduction to Programming" version 1.0, Chapter 1 pages 2-3, Chapter 4, pages 9-10.

[References](#)



## **PRB: Table Design Doesn't Check Validity of Default Value**

Article Number: Q89549  
CREATED: 24-SEP-1992  
MODIFIED: 6-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

The default value is not checked according to the validation of a the field. For example, if the default value for a numeric field is 100 and the validation rule says that the field must be greater than 1000, table design will not check the validity of what is contained in the default value. If you add a new record and simply tab/move over the field that has the default value in it without changing it, the validation rule will not flag the value as an error. Once you change the default value, the validation rule will be in effect.

### **RESOLUTION**

---

This behavior is by design.

### [References](#)

## **PRB: Reserved Words won't Format (Capitalize) in Module Window**

Article Number: Q89576  
CREATED: 27-SEP-1992  
MODIFIED: 6-DEC-1992

### **Summary:**

---

#### SYMPTOM

When you type reserved words into a module window, the words usually format themselves once you move to another line so that they are easier to read. For example, if you type the following into a module window,

```
dim q as querydef
```

the line will reformat to look like this:

```
Dim q As QueryDef
```

However, not all reserved words are formatted automatically.

#### **CAUSE**

---

This is by design. Microsoft Access capitalizes methods, such as Close and FindNext. However, properties, such as SQL, Format, RecordCount, and LastUpdated are not capitalized.

#### [References](#)

## **INF: Commenting a Macro Line to Temporarily Disable the Action**

Article Number: Q89577  
CREATED: 27-SEP-1992  
MODIFIED: 6-DEC-1992

### **Summary:**

---

Programming languages such as Access Basic typically provide a way to temporarily disable any syntax on a line of code. For example, in Access Basic, you can place a REM command at the front of a line of code so that it is not executed. This is useful when you want to determine which line of code is causing an error by disabling one line at a time until the error is no longer reproduced.

This method is also useful for debugging macros. This article describes how you can temporarily disable a macro line so that it is ignored.

### **More Information:**

---

You can disable a macro action line without deleting it by doing the following:

1. Open the macro sheet containing the line you want to disable.
2. If there is no Conditions column, choose Conditions from the View menu to open the Conditions column.
3. In the Conditions column on the line you want to disable, enter "False" if there is nothing in the column for that line, or "False And" if there is already a Condition entered in the column.

Now when you run the macro, the Condition for the macro action will be evaluated as False, and the line will be ignored.

### **[References](#)**

## INF: Topics Supported by Access as a DDE Server

Article Number: Q89586

CREATED: 27-SEP-1992

MODIFIED: 15-NOV-1992

### Summary:

---

Access supports dynamic data exchange (DDE) both as a client and as a server. This article lists the five topics that Access supports as a DDE server and the items that are valid on each of those topics.

This article does not explain what DDE is or how to implement it. For more information on DDE, query on the following words in the Microsoft Knowledge Base:

DDE and <the name of application you want to use as a DDE client>

For information on using Access as DDE client, refer to Chapter 13 of the "Microsoft Access User's Guide." For information on using Access Basic code to exchange data with other applications, see to Chapter 9 of "Microsoft Access: An Introduction to Programming."

### More Information:

---

The five topics supported by Microsoft Access are "System", <Database>, <Table Name>, <Query Name>, and "SQL <statement>". Below are descriptions of the five topics and the items that are supported in each.

#### System

-----

System is a standard topic for all DDE server applications. It returns a list of the topics supported by Access. Valid items with the System topic are as follows:

- SysItems - Returns a list of items supported by the topic "System"
- Formats - A list of the formats Microsoft Access can post to the clipboard.
- Status - Busy or Ready.
- Topics - A list of all open databases.

In addition to requesting the four items above, you may send the name of a macro to Access over a DDE channel initiated on the topic System. If the macro is contained in the currently open database it will be executed. A macro name is a valid item on each of the five topics supported by Access.

#### <Database>

-----

<Database> is the filename of an existing database. This can be a fully qualified pathname to the file and may include the .MDB extension. You cannot query the SYSTEM.MDB via DDE. After you have initiated a DDE link with a database, you may request a listing of the objects in that database.

TableList - List of table\*  
QueryList - List of queries  
MacroList - List of scripts  
ReportList - List of reports  
FormList - List of forms  
ModuleList - List of modules

MacroName - You may also send the name if a macro to be executed.

<Table Name> and <Query Name>

-----  
These topics support the same items. When requesting the contents of a table or the results of a query, you must specify the database the object is in, followed by a semicolon (;), the keyword TABLE (or QUERY), and then the name of an existing table or query:

[db Name];TABLE <tbl/qry name> or [db Name];QUERY <tbl/qry name>

Examples: NWIND;Table Categories  
          c:\Access\NWIND.MDB;Query Category List

Note: Do not place brackets ([ or ]) around table or query names.

You may specify the following items:

All - All the data in the table including the column names.  
Data - Returns all rows of data without the column names.  
FieldNames - A list of Columns.  
NextRow - Returns only the next row in the table/query. When the conversation is first started NextRow returns the first row. If the current row is the last record and NextRow is executed the request will fail.  
PrevRow - Returns only the previous row. If PrevRow is the first request ever a new channel the last row of the table/query is returned. If the current row is the first record the request for PrevRow will fail.  
FirstRow - Returns data in the first row of the table/query.  
LastRow - Returns data in the last row of the table/query.  
FieldCount - Count of columns in the table/query.  
MacroName - You may also send the name if a macro to be executed.

"SQL <expression>"

-----  
This topic will return the results of the specified SQL expression. The syntax for SQL is [db Name];SQL <expression>.

Examples: NWIND;SQL Select \* from Employees;  
          c:\ACCESS\NWIND.MDB;SQL Select [First Name] from Employees;

Note: All SQL statements must end with a semicolon (;).

The Items supported on the Topic SQL are the same as those for <Table

Name> or <Query Name>.

[References](#)

## **INF: DoCmd and Transaction Processing**

Article Number: Q89587  
CREATED: 27-SEP-1992  
MODIFIED: 6-DEC-1992

### **Summary:**

---

In Microsoft Access, the DoCmd command will not be affected by a Rollback command if the DoCmd is within a transaction.

### **More Information:**

---

Transaction processing in Microsoft Access is only valid on virtual table (VT) objects, such as dynasets. The DoCmd action will start another session of Jet to process the arguments of the DoCmd. Since Jet manages transaction processing, a new session of Jet will have its own transaction management. The two are mutually exclusive, meaning transactions in one are not managed or affected by the other. Therefore, any action done by DoCmd within a transaction will not be affected by a Rollback command.

The simplest workaround for this is to use a QueryDef.Execute action, which uses a dynaset. NOTE: The QueryDef.Execute property works only when a QueryDef is based on an action query (update, insert, delete) that does not return a record set.

### **[References](#)**

## INF: Making ENTER Add Lines in a Text Box

Article Number: Q89590  
CREATED: 27-SEP-1992  
MODIFIED: 15-NOV-1992

### Summary:

---

Text boxes in Microsoft Access do not support using the ENTER key to add lines within a field. When ENTER is pressed in a text box, the focus is placed on the next field or control. This article explains how to change the functionality of pressing ENTER in text boxes so that it adds lines instead of changing the focus.

### More Information:

---

The following function changes the behavior of the ENTER key in text boxes to allow adding lines instead of changing the focus to a different field or control. This code should be attached to the BeforeUpdate event of the text box.

NOTE: There must be some change to the text box before this code will work because Microsoft Access evaluates controls only after they have been changed (dirtied).

In the Declarations section of a Module, type the following:

```
Declare Function GetKeyState% Lib "user.exe" (ByVal nKey%)
Const VK_RETURN = &HD
```

The following is the actual code:

```
Function MakeEnterWork()
    If GetKeyState(VK_RETURN) < 0 Then
        DoCmd CancelEvent
        SendKeys "^{ENTER}"
    End If
End Function
```

### [References](#)



## INF: Error() Function Does Not Return Detailed Information

Article Number: Q89591  
CREATED: 27-SEP-1992  
MODIFIED: 15-NOV-1992

### Summary:

---

When errors are trapped in Microsoft Access Basic, the Error() function returns a minimal message to the user. To receive full extended error messages, use Error or Error\$. For example, Error() or Error\$() might return "Table not found," whereas Error or Error\$ will return "Table MyTable not found."

### More Information:

---

The following is an example of a common format for error handling in Microsoft Access Basic using MsgBox to display the error text.

```
MsgBox "Error #" & Err & ": " & Error(Err)
```

This line would say something like "Error #15: File | Not found" if Err had trapped a "file not found" error.

To get the extended error message information, use:

```
MsgBox "Error #" & Err & ": " & Error
```

Note the calling of Error and not Error(Err).

### [References](#)

## **INF: DoEvents, SendKeys May Not Be Supported in UDFs**

Article Number: Q89592  
CREATED: 27-SEP-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

Under certain circumstances, DoEvents and SendKeys are not supported when they are called from user-defined functions (UDFs) with Microsoft Access Basic.

### **More Information:**

---

DoEvents and SendKeys are not supported in UDFs in the following situations:

- When calculating a field in a query
- When calculating a control on a form or report
- From an Embedded Basic Fill function for a list box, combo box, or OLE object

The DoEvents statement will not allow messages to be processed in these circumstances; instead, it will immediately return. Thus, any keys sent through SendKeys statements or functions will not be processed until all the computations listed above have been completed and responses have been returned to the user.

### **[References](#)**

## PRB: Autokeys Macros with the Same Name Are Still Executed

Article Number: Q89593  
CREATED: 27-SEP-1992  
MODIFIED: 15-NOV-1992

### Summary:

---

You will receive an error if you save two Autokeys macros with the same name; however, the duplicate macros will still be executed.

### More Information:

---

#### Steps to Reproduce Problem

-----

1. Create a new macro and add two macro names with the same name; for example:

Macro Name	Action
-----	
^z	MsgBox
^z	MsgBox

2. Save the macro as "Autokeys".

The following error message appears:

The key combination "Z" in 'Autokeys' is also assigned to another macro; only the first one will be used.

3. Choose the OK button, then press CTRL+Z (^Z).

Both macros are executed, and two message boxes appear. However, if you put another macro between the two MsgBox macros, as follows

Macro Name	Action
-----	
^z	MsgBox
^a	Beep
^z	MsgBox

only the first MsgBox macro will be executed.

### [References](#)

## INF: How to Display Immediate Window Without Module Window

Article Number: Q89594

CREATED: 27-SEP-1992

MODIFIED: 15-NOV-1992

### Summary:

---

Access version 1.0 does not display the Immediate window unless the Module window is visible. This can be a problem if the user wants to print to the Immediate window while in browse mode of a form. By calling two Windows API functions from Access Basic, the Immediate window can be displayed at any time, even without the Module window visible.

### More Information:

---

To display the Immediate window at any time, you will need to call the FindWindow API function to get the handle to the Immediate window, and then call the ShowWindow API function to make the actual window visible. You can attach the Access Basic function that includes these API functions to a command button, a SendKeys action in the Autokeys macro, or add it to your Toolbar.

To display the Immediate window, do the following:

1. Create a new module, or open an existing module.
2. Add the following declarations to the Global section of the module:  
(You must include each declaration on a separate line, and each declaration must be entered on one line.)

Option Explicit

Declare Function ShowWindow% Lib "user" (ByVal hWnd%, ByVal nCmd%)

Declare Function FindWindow% Lib "user" (ByVal lpClassName As Any,  
ByVal lpWindowName As Any)

3. Add the following ShowImmediateWindow function:

```
Function ShowImmediateWindow ()
    Dim IhWnd%           ' Handle to the Immediate Window.
    Dim ApiResults%     ' Returns the previous state of IW.
    Const MyNull = 0&
    Const SW_SHOW = 5   ' Internal constant to show window.
    Const ClassName = "OImmediate" ' Internal ClassName of IW.

    IhWnd% = FindWindow(ClassName, MyNull)

    ' Note that the MsgBox function must be on one line.
    If IhWnd% = 0 Then MsgBox _
        ("You need to open the IW once for this to work.")

    ApiResults% = ShowWindow(IhWnd%, SW_SHOW)
End Function
```

4. Attach the code to a command button of a form.

5. When you first start Access, the Immediate window is not displayed. When you open a module and display the Immediate window then close it, Access sets the window's Visible property to False. Calling ShowWindow will reset the Visible property to True. If you call this function without first displaying the Immediate window at least once, you will receive the error message, because Access has not created the Immediate window yet, and thus cannot return a window handle.

For more information on how to display the Immediate window automatically from a module, query on the following words in the Microsoft Knowledge Base:

immediate and window and macro

With the information in the article referenced above, you can open the Immediate window with macros once, then use the code from this article to display the Immediate window at any time.

6. If you have registered the Immediate window with Windows by opening it at least once, pressing the command button of the form while in browse mode will display the Immediate window. Any Debug.Print statements will now be visible.

Note: This is unsupported code, and there may be instances when this example will not work.

## [References](#)

## **INF: Using Scroll Bars Doesn't Change Record Pointer**

Article Number: Q89595  
CREATED: 27-SEP-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

In Datasheet view, the record pointer does not change if you scroll using the scroll bars; likewise, the record number in the VCR control does not change. However, keyboard actions, such as pressing PAGE DOWN, do change the record pointer and record number.

To change the record pointer after scrolling, use the mouse to select the record that you want to make the current record. This also updates the record number in the VCR control.

### **More Information:**

---

By using the scroll bars, you can view large amounts of information without changing the record pointer. You can view other records by either clicking one of the scroll bar arrows or by moving the thumb on the scroll bar.

In contrast, keyboard actions always remain relative to the record pointer regardless of what records are being viewed in Datasheet view.

### [References](#)

## INF: Using Microsoft Access Macro to Quit Windows

Article Number: Q89596

CREATED: 27-SEP-1992

MODIFIED: 15-NOV-1992

### Summary:

---

It is possible to quit Microsoft Windows from within a Microsoft Access program by making use of the Windows application programming interface (API) function `ExitWindows()`. To do this, you must first create a module that declares the `ExitWindows()` function. You can then call the Microsoft Access function in a macro using the `RunCode` action.

### More Information:

---

The call to the Windows dynamic-link library (DLL) acts the same way that using the `Exit` command on the File menu in Program Manager does. Each application must agree to be closed (for example, if you choose `Cancel` when an application asks you if you want to save a file, the exit request is also canceled).

To create a Microsoft Access function for quitting Windows:

1. From the File menu, choose `New`, and select `Module`. In the Declaration section, type the following statements. Note that the Declaration statement is on one line.

```
Option Explicit
Declare Function ExitWindows% Lib "user" (ByVal dwReserved&,
                                           ByVal wReturnCode%)
```

2. Create a Microsoft Access function that calls the `ExitWindows()` function. Enter it in the following format:

```
Function ExitNow ()
    RetVal% = ExitWindows(0, 0)
End Function
```

Save the module.

3. From the File menu, choose `New`, and select `Macro`. Add the following action and its properties:

Action	Function Name
-----	-----
RunCode	ExitNow()

Save the macro.

You can now add the macro to a form and use it like any other Microsoft Access macro.

References:

"Microsoft Windows Software Development Kit," Microsoft Press, 1992

"Programming Windows: The Microsoft Guide to Writing Applications for Windows 3," by Charles Petzold, Microsoft Press, 1990

"Programmer's Reference Library: Microsoft Windows 3.1 Guide to Programming Reference," Volumes 1-6, Microsoft Press, 1992

## [References](#)



## INF: Maximizing, Minimizing, and Restoring Access in Modules

Article Number: Q89597

CREATED: 27-SEP-1992

MODIFIED: 12-NOV-1992

### Summary:

---

Use Windows' API calls in Microsoft Access modules to maximize, minimize, and restore Microsoft Access. Microsoft Access does not provide a function to perform these actions in a module or macro.

### More Information:

---

Once these functions are defined in a module they can be used in a macro as a RunCode action. Define the functions using the following steps.

1. Choose New from the File menu. Then, choose Module. In the declarations section add both of the following declarations. Type each declaration statement on one line.

```
Option Explicit
Declare Function GetActiveWindow% Lib "User" ()
Declare Function ShowWindow% Lib "User" (ByVal hWnd%,
                                         ByVal nCmdShow%)
```

2. Create the function MaximizeAccess().

```
Function MaximizeAccess ()
    ActiveWnd% = GetActiveWindow()
    MaxIt% = ShowWindow(ActiveWnd%, 3)
End Function
```

3. Create the function MinimizeAccess().

```
Function MinimizeAccess ()
    ActiveWnd% = GetActiveWindow()
    MinIt% = ShowWindow(ActiveWnd%, 2)
End Function
```

4. Create the function RestoreAccess().

```
Function RestoreAccess ()
    ActiveWnd% = GetActiveWindow()
    RestoreIt% = ShowWindow(ActiveWnd%, 1)
End Function
```

5. As an example of creating a macro that will minimize the Microsoft Access window, add the following action and it's properties to a macro.

Action	FunctionName
RunCode	MinimizeAccess()

Reference(s) :

"Microsoft Access Basic: An Introduction to Programming", Chapters 1-5  
"Microsoft Access Language Reference", Part 1  
"Microsoft Windows Software Development Kit", Microsoft Press, 1992  
"Programming Windows: the Microsoft Guide to Writing Applications for  
Windows 3", Charles Petzold. Microsoft Press, 1990  
"Programmer's Reference Library: Microsoft Windows 3.1 Guide to  
Programming Reference" Volumes 1 - 6, Microsoft Press, 1992

## [References](#)

## **INF: ENTER in Text Box Does Not Move to Next Line**

Article Number: Q89598  
CREATED: 27-SEP-1992  
MODIFIED: 19-OCT-1992

### **Summary:**

---

The cursor in a multiline text box does not move to the next line in a text box when you press the ENTER key; instead it moves to the next control in the tab order on the form.

To move the cursor to the next line of a multiline text box, press CTRL+ENTER.

This behavior is by design.

### [References](#)

## **INF: END Key Behavior in Edit Boxes**

Article Number: Q89599  
CREATED: 27-SEP-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

Pressing the END key in a form or table sometimes places the focus on the last control in the tab order, while at other times it places the cursor at the end of a string of characters in an edit box (for example, a text box, list box, or combo box in a form, or a field in a table.)

This behavior is by design.

### **More Information:**

---

Once text is typed into an edit box (or table field), the Microsoft Access text editor goes from "enter" mode to "edit" mode. "Enter" mode means that the arrow (direction) and cursor-movement keys (such as END, HOME, and so on) will move the focus from control to control. "Edit" mode means the arrow and cursor-movement keys affect cursor control within that control only.

Therefore, if no characters have been typed in the box, the END key moves the focus to the last control in the tab order. If a character has been typed in the box, the END key will move the cursor to the end of the character string in the edit control.

Once "edit" mode has been invoked, pressing the TAB key moves the cursor to the next control and exits "edit" mode.

### **References**

combobox editbox

## **INF: AutoExec Macro Invoked Only When Database Is Opened**

Article Number: Q89602  
CREATED: 27-SEP-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

The AutoExec macro will not execute when a previously hidden database is unhidden or when a minimized database window is maximized again.

The AutoExec macro will execute only when a database that has an AutoExec macro is opened. It will not execute at any other time unless it is called from Microsoft Access Basic or another macro.

### [References](#)

## PRB: Close Action from AB Does Not Trigger OnClose Errors

Article Number: Q89603

CREATED: 27-SEP-1992

MODIFIED: 15-NOV-1992

### Summary:

---

### SYMPTOMS

---

If a form refers to a nonexistent Microsoft Access Basic function in its OnClose property, no error message is generated when exiting the form through a Close action called from a Microsoft Access Basic function.

### RESOLUTION

---

To work around this problem, call a macro that issues the Close action, rather than calling a function that issues the Close action. (An example of how to do this is shown below.)

### STATUS

---

Microsoft has confirmed this to be a problem in Microsoft Access version 1.0. We are researching this problem and will post new information here as it becomes available.

### More Information:

---

Steps to Reproduce Problem

1. Create a module with the function "CloseMe()":

```
Function CloseMe()  
    DoCmd Close  
End Function
```

2. Save the module with the default name, "Module1".
3. Create a new form.
4. Set the following property of the new form:

```
Form Property
```

```
-----  
OnClose: =Bogus()
```

5. Place a command button on the form.
6. Set the following property of the command button:

```
Command Button
```

```
-----  
OnPush: =CloseMe()
```

7. Click the Form Browse button on the toolbar.

8. From the File menu, choose Close.

The error message, "Unknown function name in 'OnClose' expression," appears. However, if you browse the form again, and click the button again, you will exit the form without an error message, even though the same offending call to a nonexistent function is still in the form.

Instead of using an Access Basic function to exit the form, use a macro to issue the Close action:

1. Create a new macro called "Closer" and add the following action and property:

Action	Object Type	Object Name
Close	Form	Form1

2. Set the following properties of the command button:

Command Button
OnPush: Closer

Note that the correct error message is now generated when the button is clicked.

[References](#)

## **PRB: New Label Controls Inherit FormWizards' Label Text Align**

Article Number: Q89604  
CREATED: 27-SEP-1992  
MODIFIED: 12-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

After creating a form with certain FormWizards (Single-Column and Main/Subform), TextAlign properties of new Label controls placed on the new form will have different defaults than they do when using the Tabular and Graph FormWizards, or when creating a new form without using FormWizards. (Tabular and Graph FormWizard labels, as well as labels on forms created without FormWizards, default to "General" text alignment.)

### **CAUSE**

---

It is a feature of Microsoft Access that controls placed on a form created with FormWizards default to the same properties as the Wizard-created controls.

For example, when you create a blank form (not using a FormWizard), a Label control's TextAlign property normally defaults to "General". With the Single-column and Main/Subform FormWizards, however, label controls placed on the new form by the FormWizard default to "Right" alignment. As a result, all subsequent new labels placed on that form will also default to "Right" alignment. Please bear in mind that this is only a default value, and can be changed.

### **STATUS**

---

This behavior is by design.

### **[References](#)**



## **INF: OLE: New Graph Object Frames are Blank**

Article Number: Q89607  
CREATED: 27-SEP-1992  
MODIFIED: 18-NOV-1992

### **Summary:**

---

When you create a graph on a form or report it will appear as a blank object frame until you switch to browse mode of a form or either print or print-preview a report for the first time.

### **More Information:**

---

All graphs are bound objects. The Row Source may be a table, query, or a list of values. A graph may not be based only on the values in other controls. For this reason the query which retrieves the data for the graph is not run when the graph is created; it is executed at the time the form or report is browsed. This is consistent with all bound objects in Microsoft Access.

#### Steps To Reproduce Behavior

-----

1. Start Microsoft Access and open the sample database NWIND.MDB.
2. Click on the New Form button on the Toolbar.
3. Select Category Sales for 1991 and click on the FormWizards button.
4. Choose Graph and press OK.
5. Choose Next> to accept the default graph.
6. Click on the double right arrows (>>) to add both fields and then choose Next.
7. Click on Design.

You now have a form with a blank Object Frame. To view the graph switch to Browse mode. Once the query has been executed for the first time the graph will display data from the most recent recalculation

#### [References](#)

## INF: Tips on How to Debug Microsoft Access Macros

Article Number: Q89610

CREATED: 27-SEP-1992

MODIFIED: 15-NOV-1992

### Summary:

---

This article presents five methods of troubleshooting a Microsoft Access macro. When a macro fails to perform correctly, there are several tools that can be used to help isolate where the problem is:

1. Single Stepping - This feature steps through a macro one action at a time with a pause between each action. To activate single step mode, choose the Single Step button on the toolbar, or choose Single Step from the Macro menu. When any macro is run, it will execute in single step mode until you turn this feature off or choose the Continue button in the Macro Single Step dialog box. This feature make it easy to determine if the action items are listed in the correct sequence. During single step mode, Microsoft Access displays the Macro Single Step dialog box, which displays the macro name, the name of the first action in the macro, and the arguments for this action. To continue macro execution, you can choose the Step, Halt, or Continue button.
2. Action Failed Dialog Box - This feature displays an error message caused by an invalid action. The same information displayed by the Single Step dialog box is displayed in this dialog box. To return to the Macro window and correct the problem, choose the Halt button.
3. MsgBox Action - Insert the MsgBox action in your macro wherever you want to display the value of a control. The action argument for the message will be the name of the control you want to check. For example, to display the value of an unbound control named Field1 in Form1, enter the expression "=Forms!Form1!Field1" (without quotation marks) for the message.
4. StopMacro Action - This macro action takes no arguments and will stop the macro. Use this action to check the results that have been calculated so far. Use this feature together with the Immediate window to display calculated values.
5. Immediate Window - This tool can be used to display any values that have been declared. The Immediate window is associated with module objects. To display the Immediate window, open an existing module, or create a new module, then choose Immediate window from the View menu. To display a value, type a question mark, then the variable name, and then press the ENTER key.

For information on displaying the Immediate window without displaying the Module window, search on the following words in the Microsoft Knowledge Base:

immediate and findwindow and showwindow

Reference(s) :

"Microsoft Access User's Guide," version 1.0, pages 523-524

[References](#)

## **INF: Delete Command on Form Open if Counter has Focus**

Article Number: Q89617  
CREATED: 27-SEP-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

When a form is open in browse mode and the first control to have the focus is a counter, the delete command will be enabled on the Edit menu, even though you cannot execute this command.

### **More Information:**

---

This may cause the following error message if you run a macro that executes the DoMenuItem action and then select Delete:

"Command not Available: Delete"

The Delete command in the Edit menu will be disabled after this error message is posted. One work around would be to create a macro that uses the DoMenuItem command and a Select Record from the Edit menu prior to running the macro that calls Delete from the Edit menu.

### **[References](#)**

## **INF: Import/Export Accepts Only 24-Hour Time Format**

Article Number: Q89618  
CREATED: 27-SEP-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

When importing or exporting time values, Microsoft Access works only with 24-hour time values. This behavior is by design.

### **More Information:**

---

If you try to import a time value such as 1:00 P.M. into an existing time column, the record will not be loaded, and you will get a Import Errors table that has a "Type Conversion Failure" on the value. To import a time value such as 1:00 P.M., the value must be in the 24-hour format (in this case, 13:00).

To work around this behavior, import your time values into an existing text column and use Microsoft Access Basic code to manipulate the values into the correct data type format.

If you try to export a value such as 1:00 P.M. to an ASCII text file, the value will be exported in the 24-hour format (13:00).

### **[References](#)**

## **PRB: Avery Labels 4143, 4160, and 5096 Don't Work on Laser Ptr**

Article Number: Q89621  
CREATED: 27-SEP-1992  
MODIFIED: 12-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

When using Microsoft Access ReportWizards for mailing labels, Avery label numbers 4143, 4160, and 5096 print incorrectly when printed by a laser printer.

### **CAUSE**

---

These labels are meant for dot-matrix printers.

### **RESOLUTION**

---

This behavior is by design.

### [References](#)

## INF: How to Use a Toggle Button to Hide and Display a Subform

Article Number: Q89622

CREATED: 27-SEP-1992

MODIFIED: 15-JAN-1993

### Summary:

---

In Microsoft Access you can use a Toggle Button to hide and display a subform. This article shows how to use the Toggle Button to hide and display the Quarterly Orders subform in the Quarterly Orders form located in NWIND.MDB.

### More Information:

---

The following steps can be used to add a toggle button:

1. Open the NWIND.MDB sample database.
2. Choose Macros from the Database window.
3. Choose New to create a new macro.
4. Choose Conditions from the View menu.
5. The items below are required for the macro.

MacroName	Condition	Action
Toggle It	[Toggle Button] <> 0	SetValue
	[Toggle Button] = 0	SetValue
Toggle It Actions		
-----		
SetValue		
Item	[Quarterly Orders Subform].Visible	
Expression	No	
SetValue		
Item	[Quarterly Orders Subform].Visible	
Expression	Yes	

6. Save the macro as TOGGLE.
7. Press the F11 function key on the keyboard to return to the Database window.
8. Choose Forms from the Database window.
9. Open the Quarterly Orders form in Design mode.
10. Choose Properties from the View menu. On the form property sheet, under Default Editing, change the setting to Allow Edits.
11. Display the Toolbox.
12. From the Toolbox, choose the Toggle button.

13. Place the mouse somewhere on the Quarterly Orders form in an open area to position the Toggle button.
14. Display the Object Properties box for the Toggle button.
15. The items below are required for the Object Properties of the Toggle button.

Toggle Button

---

Control Name: Toggle Button  
Caption: Toggle Subform  
After Update: Toggle.Toggle It

When the Quarterly Orders form is shown in browse mode the Toggle Subform toggle button hides and displays the Quarterly Orders subform.

Reference(s):

"Microsoft Access User's Guide" Chapter 22, "Using Macros with Forms" and Chapter 9, "Designing Forms;" Appendix C

[References](#)



## **INF: Cut/Paste for Immediate Window and SQL Window**

Article Number: Q89680  
CREATED: 28-SEP-1992  
MODIFIED: 12-NOV-1992

### **Summary:**

---

In the Immediate window and in the SQL View window, you do not have access to the Cut, Copy, or Paste menu items from the Edit menu.

### **More Information:**

---

Use the following keystrokes for cutting, copying, and pasting:

Cut	Shift-Delete
Copy	Ctrl-Insert
Paste	Shift-Insert

This will work for Windows 3.0 and 3.1. You could also use the following keystrokes for Windows 3.1:

Cut	Ctrl-X
Copy	Ctrl-C
Paste	Ctrl-V

### **[References](#)**

## INF: Obtain Name of Current User Database with Access Basic

Article Number: Q89681

CREATED: 28-SEP-1992

MODIFIED: 15-NOV-1992

### Summary:

---

Access does not provide any inherent way for you to determine the name of the current open user database. This article discusses a function that will allow you to do so.

This article assumes that you have some experience with writing procedures in Access Basic.

### More Information:

---

Access does not provide any inherent way for you to determine the name of the current open user database. Although you can obtain the Object Value of the current user database using the CurrentDB() function, you are not able to obtain the text representation of the database name using such a function. This article discusses a user-defined function called GetUserDBName(), which obtains a text representation of the user database name by using a DDE request.

GetUserDBName() returns the name of the database with no path or extension. Because of this, you must add your own path or extension string to the result of GetUserDBName() when necessary.

#### Example

-----

1. Copy the GetUserDBName() function below into a new module in the NWIND database.

```
Function GetUserDBName () As String
  DDECHAN% = DDEInitiate("MSACCESS", "System")
  DDESTRN$ = DDERequest(DDECHAN%, "Topics")
  DDETerminate DDECHAN%

  DBNAME$ = ""
  CNTR = Len(DDESTRN$) - 1
  Do Until Mid$(DDESTRN$, CNTR, 1) = Chr(9) Or CNTR = 0
    If Asc(Mid$(DDESTRN$, CNTR, 1)) > 47 Then DBNAME$ = _
      Mid$(DDESTRN$, CNTR, 1) & DBNAME$
    CNTR = CNTR - 1
  Loop
  GetUserDBName = Trim(DBNAME$)
End Function
```

2. Open the Immediate window.
3. Enter the following commands in the Immediate window:

```
CurrentPath$ = "C:\ACCESS\"
DBExtension$ = ".MDB"
CurrentDBPath$ = CurrentPath$ & GetUserDBName() & DBExtension$
```

? CurrentDBPath\$

Note: When you enter the last command, the text string

C:\ACCESS\NWIND.MDB

is displayed.

[References](#)

## **INF: Selecting Text in a Text Box from the Left or Middle**

**Article Number:** Q89683  
**CREATED:** 28-SEP-1992  
**MODIFIED:** 4-DEC-1992

### **Summary:**

---

This article discusses the editing characteristic of Microsoft Access that disallows selecting text without selecting all text on the right.

This is usually perceived as an editing bug.

More information:

You are unable to highlight a specific area in a text box, or any area in Microsoft Access where you can select several columns or characters by highlighting one, then dragging either way to select others.

Instead, anytime you place the mouse in a text box or other such area, a highlight selection appears from the point of the mouse all the way to the right of the text box or other such area - preventing you from highlighting anything specifically in the middle or left side.

Editing in Microsoft Access is currently set to EXT mode as indicated on the status bar as a result of pressing F8 at some point.

Press Escape to turn EXT mode off. This is standard with Microsoft Excel and Microsoft Word.

For more information, search Help for 'Extend'.

### [References](#)

## **PRB: 'Compile All' is Enabled After Saving a Module**

Article Number: Q89684  
CREATED: 28-SEP-1992  
MODIFIED: 4-DEC-1992

### **Summary:**

---

This article explains why the Compile All menu item is re-enabled after saving a module.

### **More Information:**

---

After you compile a module by choosing Compile All from the Run menu, the Compile All menu item is grayed out. This is expected since you do not need to recompile a module until you make a change to it.

However, if you save the module by choosing Save from the File menu, the Compile All menu item is no longer grayed out even though you have not made any changes to the module.

Modules are always saved in an uncompiled state. When you save the module, some of the program code in memory actually is "de-compiled" for internal requirements for saving the module. Since there may be uncompiled code in memory, the Menu item is enabled again.

Note that this does not affect Access startup performance. For more information on compiling a module in Microsoft Access, search the Knowledge Base for

COMPILE ALL and PARSER.

### **[References](#)**

## INF: Flexible Formatting of Phone Numbers

Article Number: Q89685

CREATED: 28-SEP-1992

MODIFIED: 15-NOV-1992

### Summary:

---

The format capabilities in forms are sufficient for normal usage, but a developer may not be sure of the format in which data will be entered. Because input masks are not available in Access, a developer cannot rely on that to guide the user's input. This article uses functions to determine what format is best suited for a particular situation.

This article assumes you have a working knowledge of Access Basic code and functions.

### More Information:

---

The objective of this example is to take the phone number value entered by the user and determine if an area code was included. If not, it will not display the parentheses. Of course, this example does not take into account phone extensions or international numbers.

By creating two functions, this and other types of intelligent formatting are possible. The `Format_Phone` function massages the phone number into a common string (void of parentheses, spaces, and dashes) and then determines the most appropriate format. It returns the phone number back to the form in that format. The `SStrip` function is a very important concept. It continues to operate until it eliminates a specified character (`StripStr`) from the string (`InWord`). This is used to eliminate extra characters (dashes, spaces, and so on) from the phone number.

Create the following two functions:

```
Function Format_Phone (PhoneNumber$)
    '* Exit the function if there is no information passed
    If IsNull(PhoneNumber$) Then
        Exit Function
    End If

    '* Need to strip out unwanted characters leaving only numbers
    PhoneNumber$ = SStrip(PhoneNumber$, "-")
    PhoneNumber$ = SStrip(PhoneNumber$, " ")
    PhoneNumber$ = SStrip(PhoneNumber$, ")")
    PhoneNumber$ = SStrip(PhoneNumber$, "(")

    '* Reformat the character string
    Select Case Len(PhoneNumber$)
        Case 7
            Screen.ActiveControl = Format(PhoneNumber$, "###-###")
        Case 10
            Screen.ActiveControl = Format(PhoneNumber$, "(###) ###-###")
        Case 11
            '*Note that this should be on one line.
```

```

        Screen.ActiveControl = Format(PhoneNumber$, "@ (###) ###- _
                                     @###")
    Case Else
        MsgBox "This is not a valid phone number."
        Screen.ActiveControl = PhoneNumber$
    End Select
End Function

```

```

Function SStrip (InWord, StripStr)
    Do While InStr(InWord, StripStr)
        'Note that this should be on one line
        InWord = Mid(InWord, 1, InStr(InWord, StripStr) - 1) & _
                Mid(InWord, InStr(InWord, StripStr) + 1)
    Loop
    SStrip = InWord
End Function

```

Along with the two above functions, bind the control (Text Box) to the function by setting the following property:

```

AfterUpdate:    =Format_Phone([<control name>])

```

Example for a field with the control name [Text1]:

```

AfterUpdate:    =Format_Phone([Text1])

```

## [References](#)

## **PRB: "Field0" Appears in a Query But Not in the Source Table**

Article Number: Q89686  
CREATED: 28-SEP-1992  
MODIFIED: 15-NOV-1992

### SYMPTOM

The resulting datasheet view of a query reveals that a field called "Fieldn" (where n is a number, for example, "Field0") exists, but you do not have a field by that name in the source table. The SELECT statement of this query includes an asterisk (\*) to indicate that all fields should be displayed.

### CAUSE

---

The resulting data set of a query cannot contain two columns with the same name. When you create a SQL statement with an asterisk as the result of dragging the asterisk from the fields list to a column in the query grid, then you include another field from the same table, there are in effect two fields with the same name. The first field is from the group of fields represented by the asterisk, and the second field is the one that was explicitly included in the query grid. (Note that this could also occur if you try to add a field to the grid that is already there explicitly.)

Rather than present an error message indicating that there are two columns with the same name in the view, Access substitutes the name of the second and subsequent duplicate fields with "Fieldn".

### RESOLUTION

---

If you want to have the datasheet display a more meaningful name than "Fieldn," do the following (the steps below assume that you have included an asterisk in the query grid and that you are ready to add the duplicate field):

1. In the column of the query grid where the duplicate field is to appear, type the name of the heading you want to see in the datasheet followed by a colon (:). For example:

EmployeeName2:

2. Following the colon, type the name of the field value you want to appear in this column.

When you display the query in datasheet mode, the field will display with the alias name given in step 1.

### [References](#)



## **INF: Allowing an Ampersand to Appear in a Caption**

Article Number: Q90090  
CREATED: 8-OCT-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

A caption containing an ampersand (&) will result in a value that replaces the ampersand with an underscore character (\_). For example, entering the caption

Jack & Jill

in the Property Sheet will result in the following caption on the form or control:

Jack \_Jill

### **More Information:**

---

Microsoft Access allows you to underline a character in a caption, giving it ALT key access, by specifying an ampersand before the character that is to be underlined. Because the ampersand appears before the space in the following caption

Jack & Jill

Microsoft Access assumes that the intention is to underline the space following the ampersand.

If an ampersand is to appear literally in a caption, you must specify two ampersand characters in a row. For example, entering the following caption in the Property Sheet

Jack && Jill

will result in the following caption in the resulting form or control:

Jack & Jill

Reference(s) :

"Microsoft Access User's Guide," version 1.0, page 598.

### **[References](#)**

## **PRB: Arrange Icons do Not Locate Icons in Correct Place**

Article Number: Q90091

CREATED: 8-OCT-1992

MODIFIED: 13-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

Icons do not always stay where you expect them to. See "More Information" below for more details.

### **CAUSE**

---

Icons and their placement are handled entirely by Windows. The same behavior can be reproduced in Program manager.

### **RESOLUTION**

---

This behavior is by design.

### **More Information:**

---

1. In the Data Base window, create several objects, maybe five, such as forms, queries, and macros.
2. Minimize all the objects to icons.
3. Randomly place the icons around the screen. Make sure that a couple of the icons are place off the Microsoft Access client area. You can do this by dragging the icon as far right as possible. When the icon is touching the window's border, a horizontal scroll bar will appear. Move the scroll bar's thumb as far to the right. Repeat this process until you can move the scroll bar's thumb back to the left and no longer see the moved icon.
4. Select Windows, Arrange Icons.
5. Double click on one of the icons.
6. The document from step 5 should be open. Now minimize it.

Result: The icon is not in the same place as before step 5. If you do this with each icon they all end up moving. If you do a second Arrange Icons after step 6 they move to the correct location. Arrange Icons with icons on Microsoft Access windows with horizontal or vertical scroll bars displays this problem.

Reference(s) :

"Microsoft Access Getting Started," version 1.0, pages 154, 158.

### **References**

## **INF: Close Action has Blank Line in Object Type Argument**

Article Number: Q90092  
CREATED: 8-OCT-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

The Close Action has a blank line as the first choice in the drop down list for the Object Type argument in a macro. To reproduce this do the following:

1. Create a macro.
2. Add the action Close.
3. Select the drop down menu for the Object Type argument.

### **RESOLUTION**

---

This behavior is by design to allow the Close Action to execute on the current window.

Reference(s) :

"Microsoft Access User's Guide." Version 1.0, Chapter 21 "Macro Basics"

[References](#)

## **PRB: ESC While Creating Control Doesn't Deselect Control**

Article Number: Q90094  
CREATED: 8-OCT-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

Pressing ESC while creating a control on a form doesn't deselect the control in the toolbox.

### **CAUSE**

---

The toolbox is not reset until the mouse button is released. This behavior allows you to press ESC so that you can realign a control on the form.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Behavior

-----

1. Open a new form.
2. From the View menu, choose Toolbox.
3. Using the left mouse button, select the text box control in the toolbox and drag the control to the new form, but DO NOT release the left mouse button.
4. Press ESC.

The text box is canceled but the text box control remains selected in the toolbox.

Reference(s):

"Microsoft Access User's Guide," version 1.0, pages 214-230

[References](#)

## **PRB: Margins Do Not Relate to Printable Area**

Article Number: Q90095

CREATED: 8-OCT-1992

MODIFIED: 15-NOV-1992

### **SYMPTOMS**

---

When you print or print preview a report with the margins set to fall outside the printable area defined by your printer driver, the information in the report falling outside of the printable area will not be printed correctly.

Depending on the printer and driver being used, the output may be truncated, shifted so it falls within the printable area, or flow onto another page. Also, output from the second page to the end of the report may vary from that of the first page. For example, the printer may shift the output on those pages so the top and left sides of the report correspond to the top and left sides of the printable area.

### **CAUSE**

---

Access sets margins based on the page size selected, not on the printable area of that page. Therefore, if you set your margins to have output go beyond the printable area, the information that would be placed in that area will not print correctly.

### **RESOLUTION**

---

Print preview any output from Access to make sure that no information is truncated. If information is truncated, increase the margins by choosing the Setup button and changing the margin settings.

For example, if your top margin is set to 0 and the information on the tops of the pages appear to be truncated in print preview, increase the top margin (for example, .5) and print preview the information again. Continue increasing the margins until the information is no longer truncated in print preview.

### **STATUS**

---

Microsoft has confirmed this to be a problem in Access version 1.0. We are researching this problem and will post new information here as it becomes available.

### **[References](#)**

## **PRB: Update Queries Do Not Check Validation Rules**

Article Number: Q90096  
CREATED: 8-OCT-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

During update queries, validation rules are not checked, and no error log is generated for the invalid records during an update query.

### **RESOLUTION**

---

To validate the data, a macro will need to be executed to check validity.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Update queries are queries that change existing data in a table. Validation rules are rules placed on a field when it is defined to prevent that field from accepting data that does not meet the specified rules.

When an update query is executed, as long as the data that is being changed is the correct data type for the field, it will be changed even if it violates the validation rules for field.

Reference(s) :

"User's Guide," version 1.0, pages 174-178

[References](#)

## **INF: AccessWizards Button Grayed Out**

Article Number: Q90097  
CREATED: 08-OCT-1992  
MODIFIED: 18-FEB-1993

### **Summary:**

---

When creating forms or reports in Microsoft Access version 1.0, the FormWizards or ReportWizards button is grayed out. This occurs because in the MSACCESS.INI file, the section [Libraries] must contain the entry wizard.mda = ro. If this entry is missing, the FormWizards or ReportWizards button will be grayed out. The entry in the MSACCESS.INI file should look like the following:

```
[Libraries]
wizard.mda = ro
```

### [References](#)

## **INF: Creating a Snapshot Is Slower Than Creating a Dynaset**

Article Number: Q90098  
CREATED: 8-OCT-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

A dynaset is a dynamic set of records that results from running a query or applying a filter. A snapshot is a static image of a set of data, such as the records displayed as the result of a query. Snapshots are not updateable, whereas dynasets are updateable.

Creating a snapshot takes longer than creating a dynaset because the snapshot table is populated with data, and the dynaset is populated with bookmarks, which are significantly smaller than data.

### **More Information:**

---

On a machine in Microsoft Product Support, the query "Order Review" in the NWIND.MDB took 13 seconds to create a dynaset, whereas it took 160 seconds to create a snapshot. Both virtual tables (VTs) are populated.

### [References](#)



## **INF: Hiding Rows and Columns in Tables**

Article Number: Q90099  
CREATED: 8-OCT-1992  
MODIFIED: 4-DEC-1992

### **Summary:**

---

To decrease the width of a column, drag the right side of the column to the left. When you want to "hide" the column, or make it not visible, drag the right side beyond the left side.

To decrease the height of a row, drag the bottom of the row toward the top. Note: If you drag the bottom of the row above the top of the row, the sizing does not take effect and the row is not hidden because row sizing in script design (or table/menu design or tabular forms) resizes all rows, which would leave the client window with no rows. This behavior is by product design.

Reference(s) :

"Microsoft User's Guide," version 1.0, chapter 14, pages 355-357.

[References](#)

## **PRB: SQL Tables Are Read Only Without a Unique Index**

Article Number: Q90100  
CREATED: 8-OCT-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

When you try to edit an attached SQL table that does not have a unique index defined for it, Microsoft Access will beep and the status bar will display "Form is read only." This will happen whether you are trying to edit the table in datasheet view or a form.

### **CAUSE**

---

Microsoft Access requires that a unique index be defined for each table in order to reference the records in the table for editing purposes.

### **RESOLUTION**

---

Define a unique index for each table by using the SQL command CREATE UNIQUE INDEX. The basic syntax of that command is:

```
CREATE UNIQUE INDEX <index_name>  
ON [[<database.>]<owner.>]<table_name.> (<column_name>  
[, <column_name>]...)
```

This procedure cannot be done from inside Microsoft Access; it must be done in the System Administration Facility (SAF) on the SQL server machine or by using a program such as Q+E (which comes with Microsoft Excel) that can execute SQL commands directly on the SQL server machine.

### **STATUS**

---

This behavior is by design.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, pages 66-68.

### **References**

## **PRB: QBE Grid Disappears When Selected and Deleted**

Article Number: Q90101  
CREATED: 8-OCT-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

The Query By Example (QBE) grid, which appears when you enter design mode for a query in Microsoft Access, disappears if you highlight the grid (by clicking the query grid's column header), drag to the end of the query grid, and choose Delete from the Edit menu.

### **CAUSE**

---

When you highlight an entire column or grid and choose Delete from the Edit menu, Microsoft Access deletes the grid columns instead of clearing the contents of the columns.

### **RESOLUTION**

---

To display a blank query grid column after the QBE grid has disappeared, choose Insert Column from the Edit menu.

To display a column that is already filled in with field information, click a field name in one of the field lists that is displayed in the top portion of the query design window, and drag the field to the query grid portion of the query design window.

### **STATUS**

---

This behavior is by design.

Reference(s) :

"Microsoft Access User's Guide" version 1.0, pages 92-100.

[References](#)

## INF: How to Get SQL Pass-Through Functionality Using Q+E

Article Number: Q90102

CREATED: 8-OCT-1992

MODIFIED: 13-NOV-1992

### Summary:

---

Microsoft Access version 1.0 does not directly support the use of pass-through SQL (the ability to pass SQL commands directly to a server). However, you can use the Microsoft Access Basic programming language to perform dynamic data exchange (DDE) with Q+E, which does support pass-through SQL. This allows you to use pass through SQL commands in Microsoft Access to execute stored procedures and other SQL commands.

### More Information:

---

To use Q+E's pass-through SQL capabilities in Microsoft Access, create the following function in a Microsoft Access Basic module.

NOTE: The second DDEExecute command, which contains the OPEN and USE commands, should be entered on one line similar to the first DDEExecute command.

```
Function SQLPasThru (SQLCommandText, SQLDatabaseText)
    On Error Resume Next
    Err = 0
    chan = DDEInitiate("QE", "System")
    If Err Then
        Err = 0
        Result = Shell("QE", 2)
        If Err Then
            ' Note the following statement should be on one line.
            MsgBox "ERROR: Unable to start Q+E. Q+E must be in your_
                PATH statement", 16, "SQL PasThru"
            Exit Function
        End If
        chan = DDEInitiate("QE", "System")
    End If
    DDEExecute chan, "[LOGON(SQLServer)]"
    DDEExecute chan, "[OPEN('USE " & SQLDatabaseText & "; " &
        SQLCommandText & "', 'SQLSERVER')]"
    DDEExecute chan, "[EXIT()]"
    DDETerminate chan
End Function
```

The SQLPasThru function attempts to initiate a DDE channel with Q+E. If Q+E is not available, SQLPasThru attempts to start Q+E. If Q+E cannot be started, SQLPasThru displays an error and ends the function. If Q+E can be started, a DDE channel is initiated. SQLPasThru then tells Q+E to display its Logon dialog box to enable you to log on to SQL server. The SQL USE command is executed to ensure that SQLPasThru is in the database you specify, and SQLPasThru executes the SQL command. After the command is executed, SQLPasThru exits the Q+E application and terminates the DDE channel the function established.

A call to this function would resemble the following:

```
SQLPassThru("sp_addlogin ted, ted","master")
```

In this example, the function will start Q+E and initiate a DDE channel, if possible, and prompt you to log on a SQL server. After you have logged on, it will use the master database on the SQL server and execute the stored procedure `sp_addlogin`, which will add a login for ted with a password of "ted". After the command is executed, the function will exit the Q+E application and terminate the DDE channel it established.

NOTE: You must include quotation marks around both the parameters to ensure that they are used properly. You may also have to include additional quotation marks in the SQL command you are sending to the SQL server to ensure that the command is being processed correctly. For examples of the types of adjustments that you may need to make to the SQL command string, see the "Q+E for Microsoft Excel User's Guide" or the application note "A Practical Guide to Using Q+E," which can be obtained by calling Microsoft Product Support at (206) 454-2030.

You can modify and use this function in many different ways, such as:

- To accept additional parameters and have additional corresponding DDEExecute commands, thereby allowing the execution of multiple SQL commands with one function call
- To use as a Sub in which you can hard-code the parameters for the command and SQL database in the Basic code
- To retrieve information from the SQL server, or send information to the SQL server by using the DDERequest and DDEPoke commands
- To use in conjunction with a form to allow on-line SQL command execution
- To break into multiple functions with different capabilities, such as one function to initiate the channel, another function to execute the commands, and another function to terminate the channel
- To access database types that Microsoft Access does not yet support but that Q+E does, such as Oracle and Rdb

For additional information on using Q+E to access Oracle and Rdb, see the "Q+E for Microsoft Excel User's Guide."

Reference(s) :

"Microsoft Access Language Reference," version 1.0, pages 115-126  
"Microsoft Access Basic: An Introduction to Programming," version 1.0, Chapter 2, pages 1-8  
"Q+E for Microsoft Excel User's Guide," version 4.0, pages 101-102

[References](#)

## INF: How to Abort Creating a Field in Table Design

Article Number: Q90103  
CREATED: 08-OCT-1992  
MODIFIED: 18-JAN-1993

### Summary:

---

When designing a new table, a valid data type name from the data type combo box must be associated with each field, otherwise, you get the error message:

The text you enter must match an entry in the list.

This is by design, due to field validation performed on exiting the field.

More information:

#### Steps to Reproduce Behavior

-----

1. Open a new table.
2. Select any data type for the first row from the data type drop-down combo box.
3. Remove the data type selected using either the delete or the backspace key.
4. Try to move to the next row. You get the error message:

The text you enter must match an entry in the list.

The only way to move to another row is to do one of the following:

1. Fill in the Data Type field by selecting (or typing in) a data type from the data type drop-down combo box.
2. Cancel the entry by pressing the ESC key (which fills in the Data Type field with a default entry of "Text").
3. Select "Delete Row" from the Edit menu.

Reference(s) :

"Microsoft Access User's Guide." Version 1.0, page 27

#### [References](#)

## INF: OpenTable Action Ignores Data Mode If Table Open

Article Number: Q90104

CREATED: 8-OCT-1992

MODIFIED: 13-NOV-1992

### Summary:

---

### SYMPTOMS

---

In a macro, the OpenTable action ignores the Data Mode parameter if the table being opened is already active. If table A is opened in Read Only mode and then it is opened a second time in Edit Mode without being closed first, the table will still be in Read Only mode.

### CAUSE

---

If OpenForm, OpenTable, or OpenQuery is called, and the window is already opened, you will switch to the new view, but the data mode cannot be switched.

### STATUS

---

This behavior is by design.

### More Information:

---

#### Steps to Reproduce Behavior

-----

1. Create a macro, as follows:

```
MacroName      Action
-----
```

```
Test1          OpenTable
```

```
OpenTable Actions
-----
```

```
Table Name:      (Give an existing table name here)
View:            Datasheet
Data Mode:       Read Only
```

2. Save and run the macro.
3. Leave the table open and return to the Macro window.
4. Make the following change to the OpenTable action of MacroName Test1.

```
OpenTable Actions
-----
```

```
Table Name:      (Give an existing table name here)
View:            Datasheet
Data Mode:       Edit
```

5. Save the macro and run it again.

When the macro is run a second time (step 5) with a different data mode, the Table window is activated but it is still in Read Only mode. Again, this behavior only occurs if the table is already open when executing the OpenTable action.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, Chapter 22, "Using Macros with Forms"

[References](#)



## **INF: Couldn't Find SYSTEM.MDA or UTILITY.MDA File**

Article Number: Q90105  
CREATED: 8-OCT-1992  
MODIFIED: 6-DEC-1992

### **Summary:**

---

When Microsoft Access is started, one or both of the following error messages may be displayed:

```
Couldn't find file 'SYSTEM.MDA'
```

```
Couldn't find file 'UTILITY.MDA'
```

These errors occur if the SystemDB and UtilityDB settings in the [Options] section of the MSACCESS.INI file point to a directory that does not contain the SYSTEM.MDA or UTILITY.MDA file. These errors also occur if the directory points to a share in which there is no connection.

If the directory does not exist, the following error message is displayed:

```
Invalid Path 'pathname'
```

### **More Information:**

---

A good way to manage the MSACCESS.INI file is to keep backup copies that pertain to particular setups. Have one setup for starting in a workgroup on a network and have another that allows for starting on a local machine. To change setups, copy the appropriate backup .INI file over the MSACCESS.INI file.

For more information, search for "MSACCESS.INI" using the Help menu.

### [References](#)

## PRB: Criteria Sections Combined into Same Column in QBE Grid

Article Number: Q90106  
CREATED: 8-OCT-1992  
MODIFIED: 15-NOV-1992

### Summary:

---

### SYMPTOMS

---

Microsoft Access combines multiple columns of the Criteria section in the Query By Example (QBE) grid if two or more columns have the same field name. You will see this combination after saving the query and opening it a second time.

This behavior will typically not present a problem, unless you need to have more than 255 characters in one cell of the QBE grid.

As stated above, the problem occurs when the query is saved and opened a second time. Microsoft Access combines the two Criteria sections into one, making the expression longer than 255 characters. This then causes the following error message to be displayed:

```
Expression is too long for the QBE grid and has been truncated:  
'<Expression>'
```

### CAUSE

---

In Microsoft Access, each cell of the QBE grid is limited to 255 characters. The QBE grid combines expressions when possible so that there are no repetitive columns.

### RESOLUTION

---

To work around the 255-character limit, break the large statement into two smaller statements with the same field name. Make sure that the two smaller statements are on the same Criteria grid line. The query will execute correctly and the two statements will be in their correct places.

To break the statement into two smaller statements, choose one of the two columns that have the same field name and put parentheses around the field name. The following is a sample query:

```
Query1  
-----  
FieldName: UserID  
Criteria: Like "DON*"  
  
FieldName: UserID  
Criteria: Like "DONFU*"
```

When you save and reopen the query, the criteria will be set as:

```
Query1  
-----  
FieldName: UserID  
Criteria: Like "DON*" And Like "DONFU*"
```

FieldName: UserID

If you save the query as follows, the two-column design will be retained:

Query1

-----  
FieldName: UserID  
Criteria: Like "DON\*"

FieldName: (UserID)  
Criteria: Like "DONFU\*"

Note that when you save the query and then reopen it in design mode, the second field name will read as follows:

Query1

-----  
FieldName: UserID  
Criteria: Like "DON\*"

FieldName: Expr: ([UserID])  
Criteria: Like "DONFU\*"

Note: If the field name is more than one word, place brackets around the field name before putting the field name in parentheses.

Putting parentheses around the field name turns it into an expression. This will differentiate the columns and prevent Microsoft Access from combining the two expressions.

## **STATUS**

---

This behavior is by design.

Reference(s):

"Microsoft Access User's Guide," version 1.0, Chapter 5, "Query Basics."

[References](#)

## **PRB: Minimizing, Maximizing the Desktop Flashes Slightly**

Article Number: Q90107

CREATED: 8-OCT-1992

MODIFIED: 15-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

If you are using a bitmap for the Windows desktop, the desktop flashes slightly when you minimize or maximize Microsoft Access.

### **CAUSE**

---

Microsoft Access is setting the system palette to its own, which changes the colors of all the bits on the screen. You will observe the same behavior if you run Paintbrush, load a 256-color bitmap, and do the same steps as above.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Behavior

-----

1. Minimize all extra applications running.
2. Set your desktop to a bitmap (for most noticeable flash, use the 256-color bitmap that comes with Windows 3.1).
3. Open Microsoft Access.
4. Maximize Microsoft Access.
5. Minimize Microsoft Access.

Note the flash as the desktop is repainted.

6. Click the Microsoft Access icon.

Note: If you click another minimized application after you click the Microsoft Access icon, the screen again repaints inversely, then repaints correctly.

### **References**

## **INF: Links to Formatted DDE Items Result in Text**

Article Number: Q90108

CREATED: 8-OCT-1992

MODIFIED: 15-NOV-1992

### **Summary:**

---

Dynamic data exchange (DDE) links to numeric items that have been formatted will result in text. To perform calculations on the results of these links, you must convert the results to a numeric data type, as described below.

### **More Information:**

---

This article will first demonstrate the problem with an example and then list the Microsoft Access functions that can be used to convert the text value to a numeric value.

#### Example

-----

Create the formatted value as follows:

1. Start Microsoft Excel.
2. In cell A1 of Sheet1, type "80" (without the quotation marks).
3. Select cell A1, and choose Number from the Format menu.
4. From the Format Codes list, select a currency format, such as `[$#,##0_);($#,##0)`, and choose the OK button.
5. Select cell A1, and choose Copy from the Edit menu.

Create the DDE link as follows:

1. Start Microsoft Access and open a database.
2. Create a new form.
3. From the Edit menu, choose Paste Special.
4. From the Data Type list, select Text.
5. Choose the Paste Link button. This creates a text box with the following formula:

```
=DDE("Excel","Sheet1","R1C1")
```

6. If the Properties box is not showing, choose Properties from the View menu.
7. Select the text box created in step 5 and verify that "Field0" appears in the Control Name property.
8. Create a new text box and enter the formula:

=Field0+100

9. Switch to browse mode.

Note that the first text box, Field0, displays "\$80". The second displays "#Error".

Convert the text value to a numeric value as follows:

1. Switch back to design mode.

2. Change Field0 to read:

=CCur(DDE("Excel","Sheet1","R1C1"))

3. Switch back to browse mode to verify that the second text box now contains 180.

Conversion Functions

-----  
Part 1 of the "Microsoft Access Language Reference" contains several tables. Table 1 lists functions and statements by programming task. Under the task "Conversion" you will find the following references:

Convert string to number: Val

Convert one numeric data type to another: CCur, CDbl, CInt,  
CLng, Csng, Fix, Int

For more information on using these formulas, see the "Microsoft Access Language Reference."

[References](#)

## **PRB: Pressing SHIFT While Dragging Not Working on New Control**

Article Number: Q90109  
CREATED: 8-OCT-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

Pressing SHIFT while dragging a control is used to restrict movement horizontally or vertically. However, this procedure works only if the item is not selected beforehand.

### **RESOLUTION**

---

A better method, if the control is already selected, is to click anywhere in the form, then reselect the control and move it by pressing SHIFT while dragging the control.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Behavior  
-----

1. Create a new form.
2. Place a text box on the form.
3. Hold the SHIFT key down.
4. Click the border of the text box and move it around.

If the text box was not selected before you performed the above steps, you will notice the restricted movement (either horizontal or vertical, depending on which text box border you clicked).

[References](#)

## **PRB: Database Window Loses its Focus**

Article Number: Q90110  
CREATED: 8-OCT-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

If no documents are open and you have the Database window minimized, pressing ENTER opens the document highlighted in the Database window. If there is another document opened and minimized, nothing happens when you press ENTER on the minimized Database window icon.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Behavior  
-----

1. Open NWIND.
2. Minimize the DataBase Container.
3. Press ENTER.

At this point a table will open.

If you close the table and minimize the object, then press ENTER again, nothing happens. But if you restore and minimize the Database window, the same results occur.

[References](#)



## **PRB: "Couldn't Find Installable ISAM" Error**

Article Number: Q90111  
CREATED: 8-OCT-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

Importing, exporting, or attaching to a file using an indexed sequential access method (ISAM) driver returns an error if Microsoft Access cannot find the ISAM driver.

### **CAUSE**

---

An ISAM driver is used by Microsoft Access to update file formats other than its own. If the path to the ISAM driver in the MSACCESS.INI file is invalid or the ISAM driver does not exist, you will receive the following error:

Couldn't find installable ISAM.

### **RESOLUTION**

---

Edit the MSACCESS.INI file to specify the correct path, or reinstall Microsoft Access using the Custom option.

### **STATUS**

---

This behavior is by design.

Reference(s) :

"Microsoft Access User's Guide" version 1.0, Chapter 4, "Importing, Exporting, and Attaching," pages 60-69.

[References](#)

## **PRB: Make-Table Query Causes Existing Table to Be Deleted**

Article Number: Q90112  
CREATED: 8-OCT-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

Running a make-table query that creates a table with the same name as the table the query is based on deleted the table that the query was based on.

### **CAUSE**

---

Microsoft Access deletes a table before creating a new table with the same name.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Behavior

- 
1. Save an existing table as "Author".
  2. Create a make-table query based on Author and type "Author" (without the quotation marks) for the name of the table to be created.
  3. Run the make-table query. A dialog box with the following warning appears:

Existing Table 'Author' will be deleted before running the query. Continue anyway?

If you choose the Yes button, a dialog box with the following error message will appear:

Couldn't find input table or query 'Author'.

At this point, the table "Author" will no longer exist and the query will fail. You will not be able to retrieve the table, even by choosing the Undo command from the Edit menu.

Reference(s) :

"Microsoft Access User's Guide" version 1.0, Chapter 7, "Designing Action Queries and Parameter Queries," page 164

[References](#)

## PRB: Nulls Not Concatenated with "+" Operator

Article Number: Q90114  
CREATED: 8-OCT-1992  
MODIFIED: 6-DEC-1992

### Summary:

---

### SYMPTOMS

---

When the "&" operator is used, text can be concatenated to either side of a null. However, when this is done with the "+" operator, a null is returned.

### CAUSE

---

The & operator treats nulls as empty strings. The + operator propagates nulls.

### STATUS

---

This behavior is by design.

### More Information:

---

Steps to Reproduce Behavior

- 
1. Create a form called Form1.
  2. Place a text box field called Field0 on this form.
  3. Switch Form1 to Browse mode.
  4. Add the function:

```
Function Demonstrate ()  
  
    Forms!Form1!Field0 = Null + "This is a string"  
    Debug.Print Forms!Form1!Field0  
    Forms!Form1!Field0 = Null & "This is a string"  
    Debug.Print Forms!Form1!Field0  
  
End Function
```

5. In the Immediate window, type the following and press ENTER:

```
?Demonstrate()
```

The Immediate window will now show the following results:

```
?Demonstrate()  
#NULL#  
This is a string
```

Reference(s) :

"Microsoft Access User's Guide," version 1.0, Appendix C

### [References](#)



## **PRB: OnDblClick Macro Requires CancelEvent to Change Focus**

Article Number: Q90115  
CREATED: 8-OCT-1992  
MODIFIED: 15-NOV-1992

### **SYMPTOMS**

---

The macro action GotoControl does not successfully change the focus to another control if the macro is attached to the OnDblClick property of a text box, list box, or combo box.

### **CAUSE**

---

This behavior occurs because the second click of a double-click is not processed until after the event is completed. The second click on the same field forces Microsoft Access to return the focus to that field.

### **RESOLUTION**

---

To prevent the second click in the double-click from being processed, add a CancelEvent action to the macro after the GotoControl action.

### **STATUS**

---

This behavior is by design.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, Chapter 21, page 541.

[References](#)

## **PRB: LimitToList Combo Box Won't Let You Leave After Delete**

Article Number: Q90116

CREATED: 8-OCT-1992

MODIFIED: 15-NOV-1992

### **SYMPTOMS**

---

When you delete an entry in a combo box, the following error message is displayed when you attempt to leave the control:

Entry must match value in list

### **CAUSE**

---

This behavior is by design in order to prevent Access from adding nulls to the list just as it would any other new value. Undoing the record will cause the record to revert to the original stored value.

### **RESOLUTION**

---

To add a blank entry to a combo box list, include a blank value in the combo box's source table. You can then select the blank value from the list rather than deleting the entry in the field.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Behavior

- 
1. Create an unbound form with a combo box row source attached to any table. Set the LimitToList property to True.
  2. Browse the form. Choose a value from the combo box and press ENTER. Note that the field is committed.
  3. Choose the combo box again. Delete the value and attempt to leave the control. The error mentioned above will appear.

Reference(s) :

"Microsoft Access Getting Started," pages 83-87

"Microsoft Access User's Guide," pages 233-245

[References](#)

## **PRB: List Box Not Dimmed When Disabled**

Article Number: Q90117  
CREATED: 8-OCT-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

The contents of a disabled list box are not dimmed (grayed) as they are in other disabled controls.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Behavior  
-----

1. Open the Northwind database (NWIND.MDB).
2. Create a new form.
3. Place a list box control on the form and set its RowSource property to "Customers".
4. Set the Enabled property to "No".
5. Choose the Form View button.

Note that the list box's label is dimmed, but the contents of the list box are not dimmed, as you would expect from a disabled control.

The problem, however, is only visual; the list box control is truly disabled and you cannot alter its contents.

### **[References](#)**

## **PRB: Report Prints with Blank Page Between Every Printed Page**

Article Number: Q90118  
CREATED: 08-OCT-1992  
MODIFIED: 05-FEB-1993

### **Summary:**

---

### **SYMPTOMS**

---

A report printed in Microsoft Access produces a blank page between every printed page.

### **CAUSE**

---

The form width added to the widths of the left and right margins, exceeds the page width (usually 8.5 inches).

### **RESOLUTION**

---

Reduce the width of the form, the width of the left or right margin, or all three so that the total width of the form and margins does not exceed the width of the page. In other words:

$$(\text{FormWidth}) + (\text{LeftMargin}) + (\text{RightMargin}) \leq (\text{PageWidth})$$

### **STATUS**

---

This behavior is by design.

### [References](#)



## **PRB: Cannot Undo Property Settings in Table Design Mode**

Article Number: Q90119  
CREATED: 8-OCT-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

Choosing Undo from the Edit menu while in Table Design mode will not completely undo adding a field.

### **RESOLUTION**

---

To completely Undo the operation, choose Delete Row from the Edit menu.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Behavior

-----

1. Choose New-Table from the File Menu.
2. Enter a field name then Tab twice.
3. Choose Undo from the Edit Menu.

The field name will be removed, but the data type will remain.

Reference(s) :

"Microsoft Access Getting Started," version 1.0, chapter 3, "Creating a Table," pages 36 - 45

[References](#)

## **PRB: CTRL+BREAK Makes Mouse Disappear With a Module Active**

Article Number: Q90120  
CREATED: 8-OCT-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

Pressing CTRL+BREAK causes the mouse to disappear when a module is active.

The following steps can be used to reproduce this behavior

1. Start Microsoft Access.
2. Open a database.
3. Open a module.
4. Press CTRL+BREAK.

At this point the mouse will disappear until the mouse pointer is moved.

### **RESOLUTION**

---

This behavior is by design.

### **More Information:**

---

The module window makes the mouse disappear when you type so that the mouse will not obscure what you are typing. The use of CTRL+BREAK triggers this behavior.

### [References](#)

## **INF: Double-click Also Executes OnPush Twice**

Article Number: Q90853  
CREATED: 22-OCT-1992  
MODIFIED: 15-JAN-1993

### **Summary:**

---

On a form using the OnPush and OnDblClick events, the double-click runs the OnPush event before and after the OnDblClick event.

### **More Information:**

---

If you want the OnDblClick event to execute without the OnPush event, you must put an explicit CancelEvent action at the end of the OnDblClick macro. Otherwise, both clicks will execute the macro assigned to the OnPush event.

#### Steps to Reproduce Behavior

-----

1. Create a macro with a beep action. Save it as Macro1.
2. Create a second macro with a MsgBox action. Save it as Macro2.
3. Create a blank form and add a command button.
4. Set the OnPush property for the command button to Macro1 and the OnDblClick property to Macro2.
6. From the View menu, choose Form.
7. Double-click the command button.

Note that the OnPush event is activated before and after the OnDblClick event.

#### [References](#)

## INF: How Access Deletes Objects from a Database

Article Number: Q90129  
CREATED: 11-OCT-1992  
MODIFIED: 6-DEC-1992

### Summary:

---

The following is a description of what happens internally when an object (table, form, query, and so on) is deleted from a database in Microsoft Access.

### More Information:

---

When you delete an object from the Database window, it isn't physically deleted from the database at that moment. Internally, it is renamed to a temporary name (for example, ~TMPCLP1) and hidden, so that it disappears from the Database container. (The renaming operation occurs very quickly, regardless of the database's size.) The object is physically deleted from the database once you take any action other than Undo Deletion.

Objects are deleted this way in order to allow you to undo an accidental deletion, unless some other action has been taken that then makes "undoing" an object deletion impossible. (Access can undo commands only one level back; it cannot queue up multiple commands to undo actions.)

Since the physical object deletion occurs on the next action taken, instead of when Delete is chosen, the machine may appear to be hung while it is performing the delete because the next action taken might be one that shouldn't take a long time to perform, such as creating a new table, pasting, browsing a form, and so on. If the object is large enough, the deletion can take some time, making the machine appear to be hung.

Note: If the machine is rebooted before the deletion is completed, the hidden temporary object remains in the database, wasting space. To remove hidden objects, compact the database.

#### Speed of Deletion

-----

The time it takes to delete an object depends on how large it is and how fast the computer is that you are using. Smaller objects are deleted faster than larger ones. If the database that contains the object to be deleted is on a network file server, the deletion will take longer.

How long an object deletion will take cannot be accurately predicted, since the speed of deleting the object is also affected by the nature of the data contained in it. (For example, with tables, number columns are deleted more quickly than memo and OLE columns.)

Internally, Microsoft Access does not provide a status callback for object deletion, so a progress indicator in the status bar is not possible. Since there is no progress indicator, Microsoft Access will

not yield to the system until the object deletion procedure is complete. Therefore, you cannot abort the operation or switch to another application during object deletion.

## [References](#)

## **PRACC9210: Transaction Limit Can Cause "Out of Memory" Error**

Article Number: Q90130  
CREATED: 11-OCT-1992  
MODIFIED: 21-DEC-1992

### **Summary:**

---

PROBLEM ID: PRACC9210001

### **SYMPTOMS**

---

When you attempt to make a change to a database, an "Out of memory" error message occurs, even if there are ample system resources.

### **CAUSE**

---

Microsoft Access has a 4-MB-transaction limit. All table design changes are embedded within a transaction to ensure database integrity. As a result, you will get the "Out of memory" error if you attempt to update the contents of a table this large or larger.

### **RESOLUTION**

---

If, for example, a table contains a field of type "double" that you want to change to "integer," there are two ways to do this:

Method 1

-----

1. Select and copy the desired table to the Clipboard.
2. From the Edit menu, choose Paste (paste only the table structure to a new table name).
3. Change the data type of the desired column in this new table.
4. From the Edit menu, choose Paste (paste append the data to this new table).

Method 2

-----

1. Add a new column to the table with the data type you wanted.
2. Execute an update query, where the new column is assigned the value of the column you wanted to change.
3. Delete the old column from the table.

Note: You may get similar "out of memory" alerts when using both of these methods, but the message boxes should give you the option of continuing or canceling.

### **STATUS**

---

Microsoft has confirmed this to be a problem in Microsoft Access version 1.0. We are researching this problem and will post new information here as it becomes available.

### **[References](#)**



## **PRB: Grid Disappears When Measurement Changed to Metric**

Article Number: Q90131  
CREATED: 11-OCT-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

The grid disappears, after changing the measurement option under Control Panel/International from "English" to "Metric".

### **CAUSE**

---

The grid is only invisible; it is still active and functioning correctly. (This behavior only occurs if the Grid option of the View menu is activated.)

The grid is not visible because it becomes too dense to display when the GridX/GridY properties are set to over 6 divisions per centimeter. Since the default value for GridX is 10, and 12 for GridY, the values make the grid too dense when measurement is switched to metric. The largest number of divisions per centimeter the grid can be set to and still be visible, is 6, (using the form's GridX/GridY properties) regardless of the video card or monitor resolution.

### **RESOLUTION**

---

Either set the number of divisions in the form properties to less than 7, or switch the measurement value (in Control Panel/International) to "English". However, be aware that even when using the "English" measurement option, setting the GridX/GridY values to anything over 16 divisions per inch will also make the grid disappear.

Microsoft has confirmed that this behavior is by design.

### **[References](#)**



## **PRB: Combo Boxes Open When Window Sized to Vertical Minimum**

Article Number: Q90132

CREATED: 11-OCT-1992

MODIFIED: 15-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

Combo box drop-down list boxes still open even when the window is sized to a vertical minimum. Therefore, they appear as list boxes in the middle of the screen, apparently unattached to any object.

### **CAUSE**

---

Even though the combo box itself isn't visible, it still has the focus and still responds to key combinations that affect it, such as ALT+DOWN ARROW.

### **RESOLUTION**

---

To work around this behavior, make sure the Query window or Access window is not smaller than the query grid, or change the focus to another control prior to shrinking the window size.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce:

- 
1. Create a new query based on some table, such as the Categories table in the Northwind database (NWIND.MDB.)
  2. Place the cursor in the first cell of the query grid ("Field:").  
  
Note that when you press ALT+DOWN ARROW, the combo box list drops down.
  3. Using its window size handle, shrink either the Query window or the Access window by pulling the bottom of the window up to its title bar.
  4. Press ALT+DOWN ARROW.

Note that the combo box list still drops down, yet appears not to be attached to any combo box.

### **References**

## INF: Access Databases Truncated w/ LAN Manager 2.1a & Earlier

Article Number: Q90133  
CREATED: 11-OCT-1992  
MODIFIED: 23-NOV-1992

---

### Summary:

---

There is a known problem in Microsoft LAN Manager versions 2.1a and earlier that causes file truncation when the workstation (client) machine is faster than the server. This problem is not specific to Microsoft Access, but can cause irreversible damage to a networked database if Microsoft Access is used in conjunction with Microsoft LAN Manager versions 2.1a and earlier.

### More Information:

---

When a client workstation sends information to the server through LAN Manager version 2.1a or earlier, LAN Manager performs a "lazy" write (that is, the data is buffered in memory and then written to disk at a later time). If the client machine sends information to the server too quickly, the server sends a message to the client telling it to send information slower or to wait. With LAN Manager versions 2.1a and earlier, this "slow down" message is misinterpreted by the client redirector and the client writes 0 bytes to the file, effectively truncating it wherever the write was occurring.

This problem is specific to the lazy writing process. When the client writes to the server, it sends the data in a burst. This burst overloads the server and elicits the slow down message.

To work around this problem, disable the lazy write function of the LAN Manager client. This can be done by adding the following line to the [Workstation] section in the LANMAN.INI file:

```
;.....012345678901234567890123456789012  
wrkheuristics=X0XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

Note: The top line with the numbers is only a comment line for spacing. The total number of x's and 0's (zeros) is 33 decimal.

This workaround should be used with Microsoft LAN Manager versions 2.1a and earlier. This problem was corrected in Microsoft Windows for Workgroups.

Note: This information is also located in the README.TXT file.

### References

Corruption 2.10a 2.10

## **PRACC9211: Cannot Cascade or Tile with 50 Windows in Access**

Article Number: Q90134  
CREATED: 11-OCT-1992  
MODIFIED: 17-NOV-1992

### **Summary:**

---

PROBLEM ID: PRACC9211001

### **SYMPTOMS**

---

If you have 50 Microsoft Access objects open and you choose Cascade or Tile from the Window menu, the screen does not change. No error message is displayed.

### **CAUSE**

---

There is not enough available memory for Windows to perform the operation.

### **RESOLUTION**

---

Close some of the open windows.

### **STATUS**

---

Microsoft has confirmed this to be a problem in Microsoft Access version 1.0. We are researching this problem and will post new information here as it becomes available.

### **More Information:**

---

To duplicate this scenario, create 49 query windows. The Database window counts as one window. Choose Cascade or Tile from the Window menu. Nothing will change.

### **[References](#)**

## **PRB: Form Displays Data from Deleted Field in Query**

Article Number: Q90135

CREATED: 11-OCT-1992

MODIFIED: 13-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

If you have a form based on a query and you remove a field from the QBE grid, you may still see the data from the deleted field in Form browse mode.

You will not see the data from the deleted field if you save and reopen the form. The field will have the "#Name?" error in the text box.

### **CAUSE**

---

A form is based on the compiled query. The query must be recompiled before the form recognizes the absence of the field. Microsoft Access does not recompile queries "on the fly."

### **RESOLUTION**

---

When the form is closed and reopened, the query is recompiled. There is another way to have the form recompile the query. While in Design view for the form, place your cursor in the text box for the newly deleted field. Press the ENTER key. From the View menu, choose Form and note there is an error in the TITLE text box.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Behavior

- 
1. Load the NWIND database.
  2. Create a new query using the EMPLOYEES table.
  3. Drag the LASTNAME and TITLE fields to the QBE grid.
  4. Save the query as Query1.
  5. Create a new form based on Query1.
  6. Drag all the columns from the field list to the form.
  7. View the form in Browse mode by choosing Form from the View menu.
  8. Go back to the query and delete the TITLE column from the grid. Save the query.
  9. Go back to the Form window. View the form in Browse mode again.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, page 100

[References](#)

## **PRB: Limited to 65535 Pages in Print Dialog Box**

Article Number: Q90136  
CREATED: 11-OCT-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

In the Print dialog box the largest value allowed in the Pages To: control is 65535. If a number greater than 65535 is entered, the following message is displayed:

The 'To' field contains non-numeric characters or a number greater than 65535

### **STATUS**

---

This behavior is by design.

Reference(s) :

"Microsoft Access User's Guide." Version 1.0, pages 31-32, 209, 410.

[References](#)

## **PRB: Report Can't Be Opened or Previewed**

Article Number: Q90137  
CREATED: 11-OCT-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

If you open a report in Design mode and switch to Preview mode, the report is not previewed. In addition, if you select the report from the Database window and choose to open the report, nothing happens.

### **CAUSE**

---

The report's OnOpen event may have a macro attached to it that has the first action listed as StopAllMacros. This macro action acts like the CancelEvent action, which prevents the report from opening.

The StopAllMacros action stops all macros that are currently running. In this case, the report's OnOpen event calls a macro that is immediately terminated, which aborts the preview of the report.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Behavior

- 
1. Create a new macro and add the StopAllMacros action.
  2. Save the macro as Macro1.
  3. Open a report in design mode.
  4. Set the Report Property OnOpen event to Macro1.
  5. Preview the report. Note that nothing happens.

Reference(s):

"Microsoft Access User's Guide," version 1.0, pages 522, 566.

[References](#)

## **PRB: Pressing CTRL+ALT+SPACEBAR Enters Control's Default Value**

Article Number: Q90138

CREATED: 11-OCT-1992

MODIFIED: 13-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

When you create a form based on a table that has one or more fields defined with the field property DefaultValue, pressing CTRL+ALT+SPACEBAR inserts the control's default value defined in the form, not the table's default value. If no value has been specified, the underlying table's default value is entered in the field.

When you are entering data in the table's datasheet mode, pressing CTRL+ALT+SPACEBAR enters the field's default value, as defined in the table.

### **CAUSE**

---

When you create a form based on a table with one or more fields defined with the field property DefaultValue, new controls bound to such a field will have the control's DefaultValue property filled in with the same default value. You may keep this value, change it, or delete it.

When you enter new records using form Browse mode, any control that has a DefaultValue property will be displayed with the control's default value. If you decide that you want to have the default value that was defined in the table entered, you will have to type it in. In form Browse mode, when you press CTRL+ALT+SPACEBAR, the default value defined for the control is entered.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Behavior

-----

1. Create a table with a text field called City and a text field called State.
2. For the State field, enter "NC" for the DefaultValue property.
3. Create a form based on this table.
4. Add text boxes for the City and State fields.
5. Change the DefaultValue property for the control bound to the State field to "WA".
6. Browse the form.

The first record has "WA" displayed in the State field.



7. Delete "WA" and enter "CA". Commit the record.
8. Delete "CA" and press CTRL+ALT+SPACEBAR. Note that "WA" is inserted.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, pages 229-230

[References](#)

## **PRB: #Error Appears Using TRIM() in Forms or Reports**

Article Number: Q90139  
CREATED: 11-OCT-1992  
MODIFIED: 6-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

If you have a form or report with the RecordSource property defined as a table that contains no records, "#Error" will be displayed when you preview the report or browse the form if a bound control(s) is defined using the TRIM() function.

### **CAUSE**

---

When an expression is used to define the ControlSource property for a form or report, Microsoft Access evaluates the expression and presents the result for the control. If a blank field is evaluated, "#Error" appears.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

#### Steps to Reproduce Behavior

-----

1. Create a table with two text fields named Field 1 and Field 2.
2. Create a report bound to this table.
3. Place the fields in the detail section of the report.
4. Modify the ControlSource property for Field 1. Enter the following:

```
=Trim([Field One])
```

5. Preview the report.

You will see "#Error" where data would appear for Field 1. Field 2 will be blank.

6. Create a form bound to the table.
7. Place the fields in the detail section of the form.
8. Repeat step 4.
9. Browse the form.

You will see the same results as for step 5.

#### Reference(s):

"Microsoft Access User's Guide," version 1.0, page 485-486

## References

## **INF: Err Msg: Operation Not Supported on Paradox Table...**

Article Number: Q90140  
CREATED: 11-OCT-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

When you create a Microsoft Access Report based on a nonkeyed Paradox table, or when you attempt to run a Microsoft Access query with the table added twice, you will receive the following error message:

Operation not supported on Paradox table with no primary key.

### **More Information:**

---

In Microsoft Access, if you attach to a Paradox version 3.0 or 3.5 table, it is best to have a key field defined in the table. Paradox creates an index (.PX) file that should always be in the same directory as the table (.DB) file. Important information is stored in the .PX file. Attaching to nonkeyed Paradox tables limits the report and query capabilities of Microsoft Access.

#### Query Limitation

-----

You can create a nonupdatable query based on a nonkeyed Paradox table. However, you can add the table only one time to the query. If you add the table twice, you will receive the error mentioned above when you attempt to run the query.

#### Report Limitation

-----

You cannot use or design a Microsoft Access report based on a query using nonkeyed Paradox tables.

When you create a new report and select the query to base the report on, the error above will appear. Choose the OK button to close the error dialog box and view the report in Design mode. If you look at the Field List for the report, you will not see any fields listed.

The above limitations occur because attached non-keyed Paradox tables can only be opened once in Access. Use of the table in both of these scenarios requires the table to be opened more than one time in order to perform the specific Microsoft Access task.

For more information, search on "Paradox" using the Help menu.

Paradox is manufactured by Ansa Software (a Borland company), a vendor independent of Microsoft; we make no warranty, implied or otherwise, regarding this product's performance or reliability.

#### Reference(s) :

"Microsoft Access User's Guide," version 1.0, pages 62-63.

## References

## **PRB: DoCmd OpenReport Opens Rpt in 3 Views or Prints to File**

Article Number: Q90141

CREATED: 11-OCT-1992

MODIFIED: 23-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

You can enter a Microsoft Access Basic command in the Immediate window to open a report in a view that is not one of the available views you see when you create a macro using the OpenReport action. The Output As dialog box appears when the following command is issued in the Immediate window:

```
DoCmd OpenReport "My Report", 3
```

The following error message will be displayed if you try to save the report using the displayed Output As dialog box:

```
Action OpenReport was canceled.
```

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

You can create a macro that will open an existing report in one of three views. The view arguments supported in macros are:

```
0 Print
1 Design
2 Print Preview
```

The following Access Basic command does not cause an error message to appear even though it calls an argument that is not supported from within a macro:

```
DoCmd OpenReport "My Report", 3
```

The Output As dialog box appears and waits for user input to specify the name of the text file that output should be directed to.

Reference(s) :

"Microsoft Access Language Reference," version 1.0, pages 355-356

"Microsoft Access User's Guide," version 1.0, page 562

### **[References](#)**

## **PRB: Toggle Button with CancelEvent on BeforeUpdate Property**

Article Number: Q90142  
CREATED: 11-OCT-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

If you have a form containing a toggle button with the BeforeUpdate property set for a macro that performs the CancelEvent action, the toggle button will behave differently than text boxes with the same BeforeUpdate property setting.

Open a form that has an toggle button defined in this manner. Click the toggle button, then tab to the next control. You will see that the record is dirtied and the toggle button is not pressed down. Move to another record. If you click a text box, then tab to another control, the record is not dirtied.

### **CAUSE**

---

Text boxes have a state in which they hold a dirty value that cannot be saved or validated. This is why you can click a text box and, without making a change, move to another control.

Toggle buttons do not have a static state holding a dirty value that cannot be validated. When the CancelEvent occurs, the button is left in its original, up state. The button code does not consider the button to be dirty after the save failed. It has the original clean value.

### **STATUS**

---

This behavior is by design.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, page 529

[References](#)

## **PRB: Memory Block Not Freed If Cue Cards Not Installed Right**

Article Number: Q90143  
CREATED: 11-OCT-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

If you do not install Cue Cards during a custom installation of Microsoft Access, and later you copy the CUECARDS.DLL file to the directory where you installed MSACCESS.EXE, you will receive an error stating that Cue Cards has not been installed correctly when you push one of the Cue card buttons. When you click the OK button to cancel out of Cue Cards the following error message is displayed:

1 Global memory block is not freed.

### **RESOLUTION**

---

When you end the current session of Microsoft Access this block of memory will be released. To correctly install Cue Cards, re-run the Setup program and choose Custom Installation. Select only the Cue Card section to install.

### **STATUS**

---

This behavior is by design.

### **[References](#)**



## **INF: Form OnOpen Event May Not Set Values of Unbound Controls**

Article Number: Q90146  
CREATED: 11-OCT-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

If you have a form with unbound controls that should have values set by a macro called from the form's OnOpen event, the macro should include a GoToControl or GoToRecord action before the SetValue action(s). The reason you cannot immediately refer to controls' values in an OnOpen macro is that the OnOpen event occurs before the form is opened.

If the first action defined in the OnOpen macro is SetValue, Microsoft Access cannot refer to any controls on the object because it has not yet been opened.

### **More Information:**

---

The OnOpen event for forms and reports occur before the object is opened. When a macro is designed for use as an OnOpen event, actions such as GoToControl or GoToRecord, by default, refer to the object the macro was called from. To force the focus to a specific control, insert the GoToControl action before the SetValue action in the macro. Then you can set the values of any control(s) on the form.

If the control's values should come from a record, insert the GoToRecord action.

For more information, search Help for "OnOpen" and select the topic "OnOpen, OnClose Properties."

Reference(s) :

"Microsoft User's Guide," version 1.0, chapter 22, "Using Macros with Forms," pages 528, 538-539

### [References](#)

## **PRACC9110: Cannot Unhide Windows After Out of Memory Message**

Article Number: Q90147  
CREATED: 11-OCT-1992  
MODIFIED: 17-NOV-1992

### **Summary:**

---

PROBLEM ID: PRACC9210002

### **SYMPTOMS**

---

If you receive an "Out Of Memory" error message after you have hidden many Access windows you may be unable to unhide, or Show, any of the hidden windows. You will still be able to continue to hide additional windows.

### **CAUSE**

---

In order for Access to show hidden windows, the Windows "Unhide Windows" dialog box must be brought up. This requires memory. If Windows has previously detected insufficient memory and generated an "Out of Memory" error message this dialog box cannot be called. Therefore, you will not be able to choose Show from the Access Window menu to unhide your windows.

### **STATUS**

---

Microsoft has confirmed this to be a problem in Access version 1.0. We are researching this problem and will post new information here as it becomes available.

### [References](#)

## INF: Access Not Prompting for Second Parameter in Query

Article Number: Q90148  
CREATED: 11-OCT-1992  
MODIFIED: 15-NOV-1992

### Summary:

---

Microsoft Access allows the use of user-entered parameters in queries. If you construct a query that requires more than one prompt, each prompt must have different syntax.

### More Information:

---

For example, a query prompts the user for the product ID and product name from the Products table in the NorthWind Traders sample database shipped with Microsoft Access. This query will find information based on both values or either value. However, the prompt values placed in the criteria fields of the query grid cannot be the same for both fields. The following example is incorrect:

Field:	Product ID	Product Name
Sort:		
Show:	X	X
Criteria:	[Enter Value:]	
or:		[Enter Value:]

Microsoft Access considers the two parameter prompts, [Enter Value:], to be one prompt. Once the first is filled with the user's search criteria, Microsoft Access thinks the second is filled as well.

The following is an example of a multiple-parameter query that prompts for both values:

Field:	Product ID	Product Name
Sort:		
Show:	X	X
Criteria:	[Enter Product ID:]	
or:		[Enter Name:]

If these prompts are used, Microsoft Access will prompt for both values.

### [References](#)

## **INF: Exporting to SQL Server Does Not Create Indexes**

Article Number: Q90149  
CREATED: 11-OCT-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

Microsoft Access can update an attached SQL Server table only if the table has a unique index. However, Microsoft Access does not build indexes on the SQL Server table when exporting information.

### **More Information:**

---

Microsoft Access allows you to export data to SQL Server backends. However, Microsoft Access does not build the index on export, thus creating potential problems and confusion. For example, if you then attach the table, updates are not allowed and the data is displayed as read only in datasheet or form view.

To work around this export problem, manually create the SQL Server table indexes. After the indexes are created, you can create forms based on the attached SQL Server tables and the data will be updateable.

For more information on creating indexes on SQL Server database tables, see the SQL Server "System Administrator's Guide" or pages 67-72 in the SQL Server "Language Reference."

### **[References](#)**

## **INF: Custom Menus Cannot Be Implemented with Pop-up Forms**

Article Number: Q90150  
CREATED: 11-OCT-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

A form will not process the macro associated with the OnMenu property if the form is designed with the PopUp property set to True. A form that is designed as a pop-up window does not have any menus associated with the form. If you want a custom menu when the pop-up window is created, you must have a separate non pop-up window create and maintain the custom menu.

According to "The Windows Interface - An Application Design Guide," dialogs (pop-up) do not generally have menu bars.

Reference(s) :

"The Windows Interface - An Application Design Guide," page 57, Microsoft Press, 1992.

[References](#)

## **INF: Windows for Workgroups, Novell, SQL Server, and Access**

Article Number: Q90151  
CREATED: 11-OCT-1992  
MODIFIED: 02-FEB-1993

### **Summary:**

---

If you are running SQL Server on a NetWare network and try to add Access and Windows for Workgroups, you will not be able to talk to SQL Server from Access version 1.0. Windows for Workgroups and SQL Server have NetWare support, but the two are currently incompatible.

### **More Information:**

---

Named pipes (the communication protocol used by SQL Server) are serviced from NETAPI.DLL. The Windows for Workgroups NETAPI.DLL overrides the Novell NETAPI.DLL, so communication with SQL Server is broken.

You can work around this problem by using the Netware Integration Kit (NIK) for Novell. The NIK enables Microsoft Access and Windows for Workgroups to communicate with SQL Server on a Novell network.

You can order the NIK from Microsoft Consumer Sales at (800) 426-9400. Microsoft Consumer Sales is open Monday through Friday, 6:30 A.M. to 5:30 P.M., Pacific time.

This

### **[References](#)**

## **INF: Paradox Tables, Indexes, and Multiple Connections**

Article Number: Q90152  
CREATED: 11-OCT-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

If a Paradox table does not have a primary key, then it cannot be opened twice, even exclusively. This means it cannot be used in more than one place in a query or code.

### **More Information:**

---

If you try to attach to a Paradox table that has no primary key, you will get an error stating that the operation is not supported on Paradox tables without a primary key. This can be confusing, because you can create the query that accesses the table twice, but if you try to use it, you will get this error. In addition, if anyone tries to get the output column list of the query, this error will occur.

### [References](#)

## **INF: Using Access Push Button Controls with Bitmaps**

Article Number: Q90153  
CREATED: 11-OCT-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

This article discusses the limitations of using Access push button controls with bitmaps.

### **More Information:**

---

Access has a Picture Property setting on command buttons that can be used to import a bitmap that will be displayed on the button. This setting will place the caption "behind" the picture and the caption will no longer be visible.

Reference(s) :

"Microsoft Access Users Guide," version 1.0, chapter 8, pages 188-211.

[References](#)



## **INF: Form Must Close for Modal & Popup Settings to Take Effect**

Article Number: Q90154  
CREATED: 11-OCT-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

When you change a form's Modal or PopUp property while designing the form, the changes will not take effect until after the form is closed and re-opened. Simply switching to browse mode will not reflect the changes, even after the properties are entered.

Reference(s) :

"Microsoft Access Users Guide," version 1.0, chapter 9, pages 213-268

[References](#)

## **INF: Horizontal Sizing Controls Availability on Controls**

Article Number: Q90155  
CREATED: 11-OCT-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

After placing a control on a form, the horizontal sizing controls will only be enabled if the Height property of the control is greater than or equal to .26 inches. The default size for many controls is less than .26 inches, so horizontal sizing points will not appear.

This means it could be very difficult to alter the horizontal size of a control if the snap to grip option is enabled, because the slightest movement causes a snap to grid to occur.

One workaround is to temporarily set the size of a control to .26 inches, alter the horizontal size, then reset the Height property to its original value. Alternatively, the Height property can be set as the default for the control. To do this, select a control on the tool bar, display the Properties list, and change the default Height property.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, chapter 9, pages 213-268.

### [References](#)

## **INF: Border Widths Not Supported with Raised or Sunken Effects**

Article Number: Q90156  
CREATED: 11-OCT-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

Border width properties are not applicable to controls with raised or sunken properties set. You can effectively mimic these features of Access by using the line control.

### **More Information:**

---

When you are in Form Design mode, setting the BorderWidth property in the palette screen will not have any affect on a control if the raised or sunken effects are enabled.

To workaroud this behavior, you can enable these properties for the control(s) in question and then, using the line control, create your own sunken or raised effect. You can set the width of the line to whatever you desire. The sunken and/or raised effect is accomplished by placing lines around a standard control.

Additional Reference(s):

"Microsoft Access User's Guide," version 1.0, chapter 9.

### **[References](#)**

## **PRACC9210: Find Toolbar Button Not Grayed After Pressing**

Article Number: Q90158  
CREATED: 11-OCT-1992  
MODIFIED: 17-NOV-1992

### **Summary:**

---

PROBLEM ID: PRACC9210003

### **SYMPTOMS**

---

After pressing the F7 key the Find Button on the Toolbar is not grayed out.

### **RESOLUTION**

---

Instead, if the Find command on the Edit menu is selected, or or the user presses the Find button, the Find button is grayed out.

### **STATUS**

---

Microsoft has confirmed this to be a problem in Microsoft Access version 1.0. We are researching this problem and will post new information here as it becomes available.

Additional Reference(s) :

"Microsoft Access Getting Started Guide," version 1.0, page 117.

[References](#)

## **INF: Minimized Popup Forms Cannot be Easily Restored**

Article Number: Q90160  
CREATED: 11-OCT-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

If you use the Minimize action in a macro to minimize a Popup form in Access, it may be difficult to restore the Popup form.

### **More Information:**

---

If the mouse double click is on the icon's caption, it will restore the Popup form as any other icon restores the window state.

Windows does not allow the restore of a window unless it has the Minimize Box on the window. Popup forms in Access do not have a Minimize Box and therefore they work differently.

Reference(s) :

"Microsoft Access User's Guide" version 1.0, Chapter 9, Designing Forms.

[References](#)

## **PRB: Opening Screen Size Is Different from Earlier Session**

Article Number: Q90161  
CREATED: 11-OCT-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

When starting Access, the window position and size may not be the same as it was when Access was last closed. This behavior is by design. Access does not currently have any support to maintain the window state between sessions.

### **More Information:**

---

Windows determines where an application appears. Some applications remember if they were maximized, and some keep window state information relative to the screen and size of a window. Access remembers if it was closed while maximized, and will restart that way if it was.

### [References](#)

## **PRB: SCROLL LOCK Has No Effect in Form Browse**

Article Number: Q90162  
CREATED: 11-OCT-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

Pressing the SCROLL LOCK key in Microsoft Access has no effect in Form or Table Browse mode.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Microsoft Access does not use the SCROLL LOCK key in the same way as Microsoft Excel. Pressing SCROLL LOCK in Excel locks the current position of the cursor and moves the data around within this area. This behavior was designed into Microsoft Excel, but not into Microsoft Access.

### [References](#)

## **INF: Temporarily Disabling a Macro Action**

Article Number: Q90167  
CREATED: 11-OCT-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

Programming languages, such as Access Basic, typically provide a way to temporarily disable any syntax on a line of code. For example, in Access Basic, you can place a REM command at the beginning of a line of code so that it is not executed. This feature is useful when you are debugging several lines of code because it allows you to determine which line is causing an error by disabling one line at a time until the error no longer occurs.

This method can also be useful for debugging macros. This article describes how you can temporarily disable a macro line.

### **More Information:**

---

To disable a macro action line without deleting it:

1. Open the macro sheet containing the line you want to disable.
2. If there is no Conditions column, choose Conditions from the View menu to open the Conditions column.
3. In the Conditions column, on the line you want to disable, type "False" (without quotation marks) if there is nothing in the column for that line, or "False And" (without quotation marks) if a condition is already entered in the column.

Now, when you run the macro, the Condition for the macro action will be evaluated as false and the line will be ignored.

### **[References](#)**



## INF: How to Make Access Opening Screen Display

Article Number: Q90170  
CREATED: 11-OCT-1992  
MODIFIED: 15-NOV-1992

### Summary:

---

To have the initial Access opening screen appear when starting Access, you can edit the MSACCESS.INI file. Open MSACCESS.INI in Windows Notepad (or any other text editor), and search for "Tutorial=" under the [Microsoft Access] section.

Change the entry from

```
Tutorial=0
```

to

```
Tutorial=1
```

For example:

```
[Microsoft Access]  
Tutorial=1
```

This causes the selection in the option box on the opening screen to be canceled, which means that the initial Access screen will display every time it is started. If you select the box again, the initial screen will not be displayed on startup.

### [References](#)

## **PRB: Reason Val() Function Returns Invalid Use of Null Message**

Article Number: Q90722  
CREATED: 21-OCT-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

If you create a function that uses the Access Basic function Val() and evaluates a null field on a form, the following error message is generated:

Invalid Use of Null

### **RESOLUTION**

---

The Val() function is giving an expression evaluation error when NULL fields are encountered.

The Val() function returns the numeric value of a string of characters.

Microsoft has confirmed that this behavior is by design.

Reference(s) :

"Microsoft Access Language Reference," version 1.0, pg. 489.

[References](#)

## **PRB: Load From Query Dialog Title Does Not Match Menu**

Article Number: Q90723  
CREATED: 21-OCT-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

The title of the 'Load From Query' dialog box does not match the menu name that opened the dialog box. Instead 'Applicable Filter' is displayed in the dialog box.

Steps to Reproduce Behavior  
-----

1. Open a form.
2. Select the EditFilter command from the Records menu.
3. Select LoadFromQuery command from the File menu.

### **RESOLUTION**

---

Microsoft has confirmed this behavior is by design.

### [References](#)

## **PRB: Focus Doesn't Shift When Find Accelerators Are Depressed**

Article Number: Q90724  
CREATED: 21-OCT-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

Using the Hot keys on the Find dialog box to select the Find First button does not change the focus from the Find Next button to the Find First button. However, clicking on the Find First button with the mouse does change the focus.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

#### Steps to Reproduce Behavior

-----

1. Start Microsoft Access & Open NWIND.
2. Open "Order Details" table.
3. Click on the FastFind Button (binoculars on the Toolbar.)
4. Set Search as formatted to TRUE.
5. Set Search Text for "10002".
6. The focus is on Find Next so press the accelerator combo for Find First (ALT+S).

Result: The Find First button is depressed as expected, but the focus remains on the Find Next button which originally had the focus. If you select the Find First button using the mouse, the Find First button then receives the focus.

#### [References](#)

## **PRB: Giving Controls Duplicate Name Doesn't Generate Error**

Article Number: Q90725  
CREATED: 21-OCT-1992  
MODIFIED: 12-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

If you give a control the same name as another control, and you press TAB or ENTER, the following error message appears:

You already have a Control name <control name>

However, if you click outside the property sheet instead of pressing TAB or ENTER, the error message does not appear and the control returns to its original name.

### **CAUSE**

---

Because Microsoft Access cannot prevent you from clicking outside the property sheet, it was decided that clicking outside the property sheet would silently commit any changes and if the changes violated integrity, the changes would be canceled. If Microsoft Access hadn't been designed in this manner, the error message would appear when you were in the wrong window, which might be confusing.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Behavior

- 
1. Place two text boxes on a form.
  2. Set the control name of one text box to Field0.
  3. Set the control name of the second text box to Field0, but instead of pressing ENTER, click outside the property sheet.

The error message does not occur, and the control reverts to its original name as if you had canceled the event.

### **References**

identical



## **PRB: Invalid Use of Null Alert Assigning Null Control**

Article Number: Q90802  
CREATED: 22-OCT-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

Default fields values are set to Null. If you use the Eval() function on a field without a value you will get the following error message:

```
Invalid Use of Null Alert
```

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Behavior

-----

1. Create a form (Form1) with a textbox (Field0).
2. Switch to Browse view.
3. Open a module.
4. Type the following line in the immediate window:

```
stForm$ = Eval("Forms!Form1!Field0").
```

Results: Invalid Use of Null Alert.

### **[References](#)**

## **PRB: Object Buttons in Database Window Do Not Change Colors**

Article Number: Q90803  
CREATED: 22-OCT-1992  
MODIFIED: 4-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

Changing the default button colors in Windows Control Panel does not affect the colors of the buttons in the Database window.

### **CAUSE**

---

These buttons are actually hard-coded bitmaps, and there is no way to dynamically change their face, shadow, and highlight colors.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Behavior

-----

1. Change one of the button color properties by choosing the Color icon in Control Panel.
2. Return to Microsoft Access and go to the Database window. All the object buttons (Table, Form, Query, and so on) still use the default colors.

### **[References](#)**



## **INF: Can't Change Borders of Up or Pressed Down Controls**

Article Number: Q90804  
CREATED: 22-OCT-1992  
MODIFIED: 12-NOV-1992

### **Summary:**

---

Setting the border color or border width of an up or pressed down control has no effect. The border color and size is determined by Microsoft Access and cannot be altered by the developer. If you would like to control the border width or the border color, the appearance must be set to normal.

This behavior is by design.

### [References](#)

## PRB: GoToControl to Self in AfterUpdate Ignored

Article Number: Q90806

CREATED: 22-OCT-1992

MODIFIED: 6-DEC-1992

### Summary:

---

### SYMPTOMS

---

When a control has the focus, and the GoToControl action is executed with the same control name that has the focus, the focus will move to the next control in the tab order. The focus will not stay on the control that currently has the focus, as expected.

### RESOLUTION

---

To prevent the focus from leaving the field, you can use an OnExit macro that performs the CancelEvent action. Or, if you want to prevent the field from being saved (and also prevent the focus from leaving the control), you can use a validation rule or a BeforeUpdate macro.

### STATUS

---

This behavior is by design.

### More Information:

---

#### Steps to Reproduce Behavior

-----

1. In NWIND.MDB, create the following macro:

Condition	Action	Control Name
-----		
([Category ID]="aaaa")	GoToControl	[Category ID]

2. Save the macro as Macrol.
3. Open the Categories form in design mode. Call the macro in the AfterUpdate property of the CategoryID control.
3. View the Categories form in Browse mode.
4. Type "aaaa" into the [Category ID] field and press TAB.

The focus moves to the next field in the tab order. However, if you had moved to another control before pressing TAB, the focus would not have changed.

#### [References](#)

## **PRB: HelpContextID Does Not Validate Negative Values**

Article Number: Q90808  
CREATED: 22-OCT-1992  
MODIFIED: 6-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

Entering a value of less than 0 in the HelpContextID property of a form does not generate an error message.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

The acceptable value range is 0 to 2,147,483,647. Numbers above 2,147,483,647 generate an error message, but numbers less than 0 do not. The HelpContextID is just a number that Microsoft Access passes to the Microsoft Windows application programming interface (API) WinHelp() function, which takes an unsigned long. Microsoft Access property sheets don't recognize unsigned longs, so large numbers show up as negative numbers instead.

#### Steps to Reproduce Behavior

-----

1. Create a new item on a form.
2. Open the property sheet.
3. Enter a negative number for the HelpContextID; for example, -1000.

Microsoft Access will not generate an error.

#### [References](#)

## INF: How to Use a Query to Filter Unique Data

Article Number: Q90809  
CREATED: 22-OCT-1992  
MODIFIED: 6-DEC-1992

### Summary:

---

When you want to filter a table to eliminate duplicate data, you need to use a query that uses one of the aggregate functions--First(), Last(), Min(), or Max()--in the fields that DO NOT contain the duplicate data. The fields that contain the duplicate data should contain the Group By() function.

### More Information:

---

For example, suppose you import an inventory table from an application and discover that the data has duplicates in it. Your goal is to get the data back down to a baseline, such as one record per product, so you can then reinventory and have a correct and complete set of data. You can use a query to filter the data.

Your table might look like this:

ProdID	Description	Cost	MarkUp	Quantity
1	A Product	\$1.50	0.5	10
2	B Product	\$2.50	0.7	100
3	C Product	\$1.59	0.9	25
2	D Product	\$4.59	0.8	30
5	E Product	\$1.99	0.7	40
6	F Product	\$2.69	0.4	60
9	G Product	\$4.95	0.8	20
8	H Product	\$6.79	0.9	32
9	I Product	\$6.89	0.7	0
1	J Product	\$2.99	0.5	11

If you want to filter the table down to the point where it has a unique ProdID code and take the first entry from each of the other fields, you can create a query to do this, as follows:

1. Create a new query based on the original table by selecting it from the table list and clicking the New Query button on the toolbar.
2. Drag all the fields from the Field list to the query grid.
3. From the View menu, choose Totals.
4. Set the Total line of the query grid to First() for every field except ProdID, which is set to Group By().
5. From the View menu, choose Datasheet.

The data you see should be a list of unique ProdID data with the first value that is encountered for that product in each of the other fields. If you use this procedure on the above data your result should

be:

ProdID	Description	Cost	MarkUp	Quantity
1	A Product	\$1.50	0.5	10
2	B Product	\$2.50	0.7	100
3	C Product	\$1.59	0.9	25
5	E Product	\$1.99	0.7	40
6	F Product	\$2.69	0.4	60
8	H Product	\$6.79	0.9	32
9	G Product	\$4.95	0.8	20

To obtain different results, you can use Max(), Min(), or Last() instead of First().

To generate a unique table from this query, you could change the query to a make-table query during the query design.

Reference(s):

"Microsoft Access User's Guide," version 1.0, pages 139-144

[References](#)

## INF: How to Force a New Line in a MsgBox Statement

Article Number: Q90810  
CREATED: 22-OCT-1992  
MODIFIED: 6-DEC-1992

### Summary:

---

To force a new line in a message box, enter the message as a string formula and concatenate a carriage return/line feed, Chr\$(13) + Chr\$(10), into the message anywhere you want the message to start a new line.

### More Information:

---

For example, if you had the message:

```
Notice: This is an Important Message!
```

And instead of having it all display on one line, or letting Access determine where to break the message onto a new line, you want to force it to display as:

```
Notice:  
This is an Important Message!
```

To force the message to display like this you need to enter the message as a string formula. If you call the message box from a macro the syntax would be:

```
Action  
-----  
MsgBox  
    Message: ="Notice:" & Chr(13) & Chr(10) & "This is an Important  
            Message!"
```

If you call the message box from a macro the syntax would be:

```
MsgBox "Notice:" & Chr(13) & Chr(10) & "This is an Important  
      Message!"
```

Note: The formulas above should be entered on one line.

These formulas place "Notice:" on the first line and insert 1 carriage return\line feed to force a hard carriage return between the 2 lines of text.

Reference(s) :

"Microsoft Access Language Reference," version 1.0, pages 19, 66, 316-320.

### [References](#)

## INF: How to Check a Menu Item Using Access Basic

Article Number: Q90811  
CREATED: 22-OCT-1992  
MODIFIED: 6-DEC-1992

### Summary:

---

Microsoft Access does not have any built-in macro or Basic commands that allow you to place a check mark beside or remove a check mark from a menu command. To do this in Microsoft Access, you must use Microsoft Access Basic code to call Microsoft Windows application programming interface (API) functions.

### More Information:

---

The following API function is used to check and uncheck a menu item:

CheckMenuItem% (hMenu%, wIDCheckItem%, wCheck%)

-----

This function places check marks next to or removes check marks from menu items in the pop-up menu specified by the hMenu% parameter.

hMenu%                Identifies the menu.

wIDCheckItem%        Specifies the menu item to be checked.

wCheck%              Specifies how to check the menu item. The wCheck% parameter can be a combination of the MF\_CHECKED or MF\_UNCHECKED with MF\_BYPOSITION or MF\_BYCOMMAND flags. These flags can be combined by using the bitwise OR operator. The values are described as follows:

Value	Meaning
-----	-----
MF_BYCOMMAND	Specifies that the idCheckItem parameter gives the menu-item identifier (MF_BYCOMMAND is the default).
MF_BYPOSITION	Specifies that the idCheckItem parameter gives the position of the menu item (the first item is at position zero).
MF_CHECKED	Selects the item (adds check mark).
MF_UNCHECKED	Clears the item (removes check mark).

Return Value        The return value specifies the previous state of the item. It is either MF\_CHECKED or MF\_UNCHECKED. The return value is -1 if the menu item does not exist.

Note: Top-level menu items (items on the Microsoft Access menu bar) cannot have a check mark.

Example

-----  
The example below creates a menu, associated with a form, that can be used to check and uncheck a menu command.

1. Create a new macro. After adding the following actions and their associated properties, save the macro and name it "Menu Checking Macro". To display the "Macro Name" column, choose Macro Name from the View menu.

Macro Name	Action	Function Name
&Check	RunCode	Check_Menu_Item(0,0)
&UnCheck	RunCode	UnCheck_Menu_Item(0,0)

Note: The first parameter in the functions indicates which menu on the menu bar to use. All menus are zero based. For example, if your menu bar contains the File, Edit, Window, and Help menus, and you specify 2 as the first parameter for one of these functions, the function will work on the Window menu. A 2 indicates the Window menu instead of the Edit menu because the parameter uses base 0 instead of base 1; therefore, 0 indicates the File menu, 1 indicates the Edit menu, and so on.

The second parameter in the functions indicates which menu command (on the menu indicated in the first parameter) to place the check mark beside. This parameter also uses base 0. To refer to the first command on the menu, use 0; to refer to the second, use 1; and so on.

2. Create a new macro. After adding the action below and its associated property, save the macro as "Custom Menu".

Action

-----  
AddMenu

Menu Name:           &Check  
Menu Macro Name:    Menu Checking Macro

3. Create a new blank form and display the Properties window of the form by choosing Properties from the View menu.
4. Set the OnMenu property to "Custom Menu".
5. Close the form by choosing Close from the File menu. Save the form as "Menu Checking Form".
6. Create a new module from the Database window. In the new module, enter the Microsoft Access Basic code listed at the end of this document. Save the module as "Menu Checking Code".



7. From the Database window, select the "Menu Checking Form" form and then choose the Open button to display the form in Form view. The normal Microsoft Access menu will disappear and be replaced by the custom menu that was designed above.
8. There are two options on the Check menu. If you choose the Check command, and the command will be checked. If you choose the UnCheck command, the Check command will be unchecked.

```

'*****
'Declarations section of the module.
'*****
Option Explicit

' NOTE: EACH DECLARATION MUST BE PLACED ON A SEPARATE LINE.

Declare Function GetMenu% Lib "user" (ByVal hWnd%)
Declare Function GetSubMenu% Lib "user" (ByVal hSubMenu%, ByVal nPos%)
Declare Function CheckMenuItem% Lib "user" (ByVal hSubMenu%,
      ByVal nPos%, ByVal Flag%)
Declare Function FindWindow% Lib "user" (ByVal lpClassName As Any,
      ByVal lpCaption As Any)

Const MF_BYPOSITION = &H400
Const MF_BYCOMMAND = &H0
Const MF_CHECK = &H8
Const MF_UNCHECKED = &H0
Const MyNull = 0&
Const ClassName = "OMain"

Dim ChWnd%      ' Handle to the Microsoft Access window.
Dim hMenuTop%   ' Handle to the Microsoft Access menu.
Dim hSubMenu%   ' Handle to the pop-up menu associated with hMenuTop%.
Dim ItemID%     ' Command ID associated with a specified menu item.
Dim ReturnVal%  ' Function return value may be used depending on
                ' the function.

'=====
' This function will display a check mark next to the menu item.
'=====
Function Check_Menu_Item% (TopLevel%, SubLevel%)
    Call Get_Menu_Handles(TopLevel%)
    ' The following statement must appear on one line.
    Check_Menu_Item = CheckMenuItem(hSubMenu%, SubLevel%, _
        MF_BYPOSITION Or MF_CHECK)
End Function

'=====
' This function will initialize:
' - The window handles associated with the Microsoft Access form.
' - The handle to the menu of the specified window.
' - The menu handle of the specified pop-up menu of the Window menu.
' The variables here are global to the database.
'=====
Sub Get_Menu_Handles (TopLevel%)
    ChWnd% = FindWindow(ClassName, MyNull)
    hMenuTop% = GetMenu(ChWnd%)

```

```
    hSubMenu% = GetSubMenu(hMenuTop%, TopLevel%)  
End Sub
```

```
'=====
```

```
' This function will uncheck a menu item.
```

```
'=====
```

```
Function UnCheck_Menu_Item% (TopLevel%, SubLevel%)  
    Call Get_Menu_Handles(TopLevel%)  
    ' The following statement must appear on one line.  
    UnCheck_Menu_Item% = CheckMenuItem(hSubMenu%, SubLevel, _  
        MF_BYPOSITION Or MF_UNCHECKED)  
End Function
```

Reference(s):

"Microsoft Access User's Guide," version 1.0, pages 596-602

[References](#)

## **PRB: Can't Refer to Record in Function Called by OnClose Event**

Article Number: Q90812  
CREATED: 22-OCT-1992  
MODIFIED: 6-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

If you attempt to refer to the last record that was displayed by a form in a function or macro that was triggered by the OnClose event of the form, instead of receiving information about the last record that was displayed, you will receive information about the first record of the bound table or query.

### **CAUSE**

---

This behavior occurs because the OnClose event is the last action that occurs before the form is closed. By the time the OnClose event occurs, the form has released its pointer to the record in the bound query or table and can no longer refer to it. If you were stepping through the macro or code that was called by the OnClose event, you would still see the information in the form, but because the pointer to that data no longer exists, you would not be able to access that data.

### **RESOLUTION**

---

If you need to refer to the last record that was displayed by a form prior to closing, you will need to use a method that uses another form or Microsoft Access Basic code to maintain a duplicate copy of the current record that is displayed in the form. The macro or function that does this should be called by the form's OnCurrent event so that every time you change the record information, the macro makes a copy on the separate form or in Microsoft Access Basic variables. Then, when the OnClose event is triggered, your macro or function can use the data on the separate form or in the Microsoft Access Basic variables because they will still be available.

### **STATUS**

---

This behavior is by design.

### **[References](#)**

## **INF: MoveSize Arguments in Wrong Order in Language Reference**

Article Number: Q90813  
CREATED: 22-OCT-1992  
MODIFIED: 6-DEC-1992

### **Summary:**

---

The documentation on the MoveSize action in the "Microsoft Access Language Reference" on pages 315-316 incorrectly states the order of the arguments for that action as right, down, height, and width. The correct order of the arguments, as stated in the Microsoft Access Help topic for the MoveSize action, is right, down, width, and height.

Reference(s) :

"Microsoft Access Language Reference," version 1.0, pages 315-316

[References](#)

## INF: How to Create Do While/Do Until Loops in an Access Macro

Article Number: Q90814

CREATED: 22-OCT-1992

MODIFIED: 6-DEC-1992

### Summary:

---

To perform a Do While or Do Until loop in a Microsoft Access macro, you need to use a combination of correct macro structure and the RunMacro action with appropriate information supplied in the Repeat Expression parameter. These requirements are described in more detail below.

### More Information:

---

There are several types of Do loops. Each type handles the looping procedure and conditions differently. The different types of Do loops are:

1. Do While <condition>... Loop

This loop will execute while the condition is true. If the loop is encountered and the condition is already false, the loop will not be performed.

2. Do Until <condition>... Loop

This loop will execute until the condition is true. If the loop is encountered and the condition is already true, the loop will not be performed.

3. Do... Loop While <condition>

This loop will execute the first time unconditionally, then loop while the condition is true. If the loop is encountered and the condition is already false, the loop will be performed once.

4. Do... Loop Until <condition>

This loop will execute the first time unconditionally, then loop until the condition is true. If the loop is encountered and the condition is already true, the loop will be performed once.

To perform a Do While or Do Until loop in a macro, you would use a macro similar to the following examples. To create the following examples, open a new macro and choose Macro Names from the View menu. Add the following macro names and actions and save this macro group as Do\_Loops.

Do While <Condition>... Loop and Do Until <Condition>... Loop

---

Macro Name	Action
Do_Loop1	RunMacro

```

Loop1           MsgBox

Do_Loop1 Actions
-----

RunMacro
  MacroName: Do_Loops.Loop1
  Repeat Expression: <your_condition>

Loop1 Actions
-----

MsgBox
  Message: ="Loop"

```

In this example, the Do\_Loop1 macro calls the Loop1 macro while the Repeat Expression parameter of the RunMacro action is true.

Do... Loop While <Condition> and Do... Loop Until <Condition>

```

=====

Macro Name      Action
-----

Do_Loop1        RunMacro
                 RunMacro
Loop1           MsgBox

Do_Loop1 Actions
-----

RunMacro
  MacroName: Do_Loops.Loop1

RunMacro
  MacroName: Do_Loops.Loop1
  Repeat Expression: <your_condition>

Loop1 Actions
-----

MsgBox
  Message: ="Loop"

```

In this example, the Do\_Loop1 macro calls the Loop1 macro once unconditionally, then continues to call the Loop1 macro while the Repeat Expression parameter of the RunMacro action is True.

Conditions  
=====

The condition used in the loop, which is supplied in the Repeat Expression parameter of the RunMacro action, can be based on a value in a field on a form, a property of a control on a form, or the value returned from a Microsoft Access Basic function. If the condition is based on a field in a form or a property of a control on a form, it will have syntax similar to:

Forms![CounterForm]![Counter]<=10

-or-

Forms![EntryForm]![InvoiceNo].Visible=True

If the condition is based on the value returned from a Microsoft Access Basic function, it will have syntax similar to:

Time()>=TimeEntry()

Do While Loops vs. Do Until Loops

=====

Whether a loop is a Do While loop or a Do Until loop depends on the condition. The RunMacro action runs the macro until the condition in the Repeat Expression parameter is false. This behavior is exactly what is needed for a Do While loop. It is, however, the opposite of what is needed for a Do Until loop. Therefore, to make a condition for a Do Until loop work correctly, precede the condition in the RunMacro action with the Not operator.

Reference(s) :

"Microsoft Access Language Reference," version 1.0, pages 316-317,  
412-414

[References](#)

## INF: How to Create For Next Loops in a Microsoft Access Macro

Article Number: Q90815  
CREATED: 22-OCT-1992  
MODIFIED: 6-DEC-1992

### Summary:

---

To perform a For Next loop in a Microsoft Access macro, you need to use a combination of correct macro structure and the RunMacro action with appropriate information supplied in either the Repeat Count or Repeat Expression parameters.

To enhance your macro, you can use a different macro structure and include a call to a Microsoft Access Basic function that maintains a counter, or use the SetValue macro action to maintain and update a counter value in a text box on a hidden form. The benefit of maintaining a counter is that you can use the value of the counter in your macro processing just as in a Microsoft Access Basic For Next loop.

### More Information:

---

To perform a For Next loop in a macro, you would use a macro similar to the following examples. To create the following sample macros, open a new macro and choose Macro Names from the View menu. Add the following macro names and actions, then save this macro group as "For\_Next\_Loops".

For Next Loop Using Repeat Count

=====

Macro Name	Action
------------	--------

For_Next_Loop1	RunMacro
Loop1	MsgBox

For\_Next\_Loop1 Actions

RunMacro  
    MacroName: For\_Next\_Loops.Loop1  
    Repeat Count: 10

Loop1 Actions

MsgBox  
    Message: ="Loop"

In this example, the For\_Next\_Loop1 macro calls the Loop1 macro 10 times. The number of times the macro is called is specified in the Repeat Count parameter of the RunMacro action.

The limitation of this example is that a counter value is not available to indicate which instance of the loop is being executed. As



a result, there is no way to tell if this is the first, fifth, or tenth time the loop is being executed.

For Next Loop That Maintains a Counter in a Text Box on a Form

```
=====
```

Macro Name	Action
For_Next_Loop2	SetValue RunMacro
Loop3	MsgBox SetValue

For\_Next\_Loop2 Actions

SetValue

Item: Forms![CounterForm]![Counter]  
Expression: 1

RunMacro

MacroName: For\_Next\_Loops.Loop2  
Repeat Expression: Forms![CounterForm]![Counter]<=10

Loop2 Actions

MsgBox

Message: ="Loop Count: " & Forms![CounterForm]![Counter]

SetValue

Item: Forms![CounterForm]![Counter]  
Expression: Forms![CounterForm]![Counter]+1

In this example, the For\_Next\_Loop2 macro uses the SetValue macro action to initialize (set to a value of 1) a counter in a text box called Counter on a form called CounterForm. It then runs the Loop2 macro until the Repeat Expression parameter evaluates to false. In this example, the loop executes 10 times. The Loop2 macro displays a message box that indicates which instance of the loop is being executed by referring to the counter value in the Counter text box. The Loop2 macro then increments the counter (adds 1 to the current counter value) by using the SetValue macro action.

The benefit of this example is that a counter value is available to indicate which instance of the loop is being executed. The drawback to this example is that it depends on a form that must be created and opened prior to the execution of the loop. The form can be hidden or visible, but it must be open for this example to work.

For Next Loop Using Access Basic Function to Maintain a Counter

```
=====
```

Macro Name	Action
------------	--------

```

For_Next_Loop3  RunCode
                RunMacro
Loop3           MsgBox
                RunCode

```

For\_Next\_Loop3 Actions

-----

```

RunCode
  Function Name: =LoopCount(1)

```

```

RunMacro
  MacroName: For_Next_Loops.Loop3
  Repeat Expression: LoopCount(3)<=10

```

Loop3 Actions

-----

```

MsgBox
  Message: ="Loop Count: " & LoopCount(3)

```

```

RunCode
  Function Name: =LoopCount(2)

```

In this example, the For\_Next\_Loop3 macro runs the LoopCount(1) function by using the RunCode macro action. This causes the function to initialize the counter to a value of 1. It then runs the Loop2 macro using the RunMacro action until the Repeat Expression parameter is false. LoopCount(3), which is used in the conditional expression, returns the current value of the counter. Therefore, when the counter reaches 11, the loop has executed 10 times, and when the RunMacro action checks the condition, it evaluates to false and will not call the Loop3 macro again. The Loop3 macro displays a message box that indicates which instance of the loop is being executed by referring to the counter value returned by the LoopCount(3) function call. The Loop3 macro then increments the counter using the RunCode macro action, which calls the function LoopCount(2).

The benefits of this example are that a counter is available that indicates which instance of the loop is being executed and you do not need to create and open a form with a control on it to contain the counter value. The drawback to this example is that you need to create the LoopCount() Microsoft Access Basic function prior to using this example; however, after you create the function it is available anywhere in Microsoft Access.

The Microsoft Access Basic function procedure LoopCount() returns the current value of a counter that the function declares and maintains. Depending on which parameter is passed (1, 2, or any other number), LoopCount() will initialize, increment, or return the counter's current value. Below is the Access Basic code for the LoopCount() function procedure.

```

Function LoopCount (Action)
  Static LoopCounter           ' Static variable to hold counter.
  If Action = 1 Then           ' Initialize counter.
    LoopCounter = 0

```

```
ElseIf Action = 2 Then      ' Increment counter.  
    LoopCounter = LoopCounter + 1  
End If  
LoopCount = LoopCounter    ' Return value.  
End Function
```

Reference(s) :

"Microsoft Access Basic: Introduction to Programming," version 1.0,  
chapter 3, pages 6-7, 10-11

"Microsoft Access Language Reference," version 1.0, pages 246-248,  
316-317, 412-414, 437-438

[References](#)

## **INF: Freestanding Labels Do Not Appear in Datasheet View**

Article Number: Q90816  
CREATED: 22-OCT-1992  
MODIFIED: 12-NOV-1992

### **Summary:**

---

The final sentence on page 221 of the "Microsoft Access User's Guide" is misleading. It should read as follows:

Freestanding labels do not appear in Datasheet view. Freestanding (unbound) text boxes will appear in Datasheet view with their control names as column headings.

### [References](#)

## INF: Attached Table Must Be Opened as Dynaset from Modules

Article Number: Q90817  
CREATED: 22-OCT-1992  
MODIFIED: 12-NOV-1992

### Summary:

---

In Microsoft Access Basic modules, a table can be opened as the Table data type in the following manner:

```
Dim MyDB as Database
Dim MyTable as Table
Set MyDB = OpenDatabase("NWIND.MDB")
Set MyTable = MyDB.OpenTable("Categories")
```

However, if you have an attached table that is in the database, it cannot be opened as the Table data type. An attached table must be opened as the Dynaset data type in the following manner:

```
DIM MyDB as Database
DIM MyDyn as Dynaset
Set MyDB = OpenDatabase("NWIND.MDB")
Set MyDyn = MyDB.CreateDynaset("AttachedTable")
```

If you try to execute the OpenTable action on an attached table, you will receive the following error message:

```
Can't perform operation; it is illegal
```

### More Information:

---

When you refer to a Table data type, the table must reside in the .MDB file. This is why an attached database must be opened as a dynaset. An attached table only has a pointer to where the table resides.

Reference(s) :

"Microsoft Access Language Reference," version 1.0, Chapter 8

### [References](#)

## INF: Setting Form's Dynaset Property Puts Bookmark at EOF

Article Number: Q90850  
CREATED: 22-OCT-1992  
MODIFIED: 13-NOV-1992

### Summary:

---

In Microsoft Access Basic, you can make a copy of the dynaset that a form may currently be using for data manipulation.

The syntax for accomplishing this is:

```
Dim MyDB as Database
Dim MyDyn as Dynaset
Set MyDB = OpenDatabase("NWIND.MDB")
Set MyDyn = Forms!Categories.Dynaset
```

In this case, you may assume that the bookmark is at the beginning of the Categories dynaset. However, the bookmark is at the end-of-file (EOF) marker. In fact, after a variable is set to the dynaset of a form, there is no current record because the bookmark is actually at the EOF marker.

### More Information:

---

Before doing any further actions, the two dynasets should either be synchronized or the bookmark should be set to the first record. This is done with the following statement:

```
MyDyn.Bookmark = Forms!Categories.Bookmark ' Synch dynasets.
```

-or-

```
MyDyn.MoveFirst ' Move to first record.
```

After one of these statements has been issued, there will be a current record and the bookmark will be pointing at this current record.

Reference(s):

"Microsoft Access Language Reference," version 1.0, Chapter 8,

[References](#)

## **INF: Network Users Can Open Their Own SYSTEM.MDA Exclusively**

Article Number: Q90851  
CREATED: 22-OCT-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

Two users on the same network can open the same SYSTEM.MDA file exclusively. Microsoft Access ignores the exclusive lock on a SYSTEM.MDA file in a multiuser installation.

### **More Information:**

---

Microsoft Access opens the system database nonexclusively on the network. Subsequent requests to open the database ignore the read-only and exclusive flags.

Since the SYSTEM.MDA file is opened whenever a user logs into the database, opening the SYSTEM.MDA file exclusively would lock out all other users on the network.

### **[References](#)**

## **INF: ComboBox On Toolbar Do Not Use Window Background Color**

Article Number: Q90852  
CREATED: 22-OCT-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

The Microsoft Access Combo Box on the toolbar does not use the window background color, so changing the background color from the Color icon within the Control Panel does not have any effect.

More information:

Microsoft Access toolbars are predefined forms. There is no way to specify the windows background as a color on a form. If you would like to change colors within Microsoft Access, you can open and edit the forms within UTILITY.MDA. If you modify UTILITY.MDA, extreme care must be taken by creating backups of UTILITY.MDA before making any modifications.

### Steps to Reproduce Behavior

- 
1. Change the Window Background color in the Control Panel.
  2. Start Access and open the NWIND.MDB database.
  3. Select the Table command from the View menu.
  4. Select the CUSTOMER table by double clicking on it with the mouse.

At this point the "Field:" dropdown combo box still has a white background.

### [References](#)



## **INF: Double-click Also Executes OnPush Twice**

Article Number: Q90853  
CREATED: 22-OCT-1992  
MODIFIED: 15-JAN-1993

### **Summary:**

---

On a form using the OnPush and OnDblClick events, the double-click runs the OnPush event before and after the OnDblClick event.

### **More Information:**

---

If you want the OnDblClick event to execute without the OnPush event, you must put an explicit CancelEvent action at the end of the OnDblClick macro. Otherwise, both clicks will execute the macro assigned to the OnPush event.

#### Steps to Reproduce Behavior

-----

1. Create a macro with a beep action. Save it as Macro1.
2. Create a second macro with a MsgBox action. Save it as Macro2.
3. Create a blank form and add a command button.
4. Set the OnPush property for the command button to Macro1 and the OnDblClick property to Macro2.
6. From the View menu, choose Form.
7. Double-click the command button.

Note that the OnPush event is activated before and after the OnDblClick event.

#### [References](#)

## INF: Shrinking Empty or Null OLE Object on Report

Article Number: Q90855

CREATED: 22-OCT-1992

MODIFIED: 12-NOV-1992

### Summary:

---

If a report has object linking and embedding (OLE) objects that are empty or null, you can set up the report so that empty or null OLE objects will not appear.

### More Information:

---

To illustrate how this is done, we will use the NWIND.MDB file that is shipped with Microsoft Access:

1. Start Access and open NWIND.MDB. You may want to make a copy of NWIND.MDB before proceeding.
2. From the View menu, choose Table. Open the EMPLOYEES table and add a few records without pictures to the end of the table. Close the table.
3. From the View menu, choose Macros. Create a new macro and enter the lines below. Save the macro as Macro99.

Condition	Action
-----	-----
Reports![Report1]![photo] Is Null	SetValue
Reports![Report1]![photo] Is Not Null	SetValue
Macro99 Actions	
-----	
SetValue	
Item: [photo].visible	
Expression: False	
SetValue	
Item: [photo].visible	
Expression: True	

Line 1 of this macro checks to see if the OLE object is null or empty. If it is, the Visible property is set to 0 (False), making the object invisible. For Line 2, if the OLE object is not null or empty, the Visible property will be set back to -1 (True) and the picture will be visible.

4. From the View menu, choose Report.
5. In the Database window, choose the New button.
6. When prompted, base the report on the Employees table and select Blank Report instead of the Report Wizard.

7. Drag Employee ID, Last Name, First Name, and Photo from the list of fields and place them in the detail section of the report.
8. If the property sheet is not showing, choose Properties from the View menu, or click the Properties button on the toolbar.
9. Click the detail section bar (the bar labeled "Detail"). On the property sheet, change the following properties:  
  
    On Format: Macro99  
    Can Shrink: Yes
10. In the toolbox, click the text box button. Add an unbound text box to your report that completely overlaps the OLE object. The text box is necessary to cause the items below it to be pulled up.
11. For this unbound text box, change the following properties:  
  
    Visible: NO  
    CanShrink: YES
12. From the Layout menu, choose Send To Back. The OLE object should now be on top of the unbound text box.
13. Save the report as Report1.
14. Scroll through the pages of the report in print preview. Scroll to the last page and note how the CanShrink property works with null or empty OLE objects.

When an OLE object is visible, the CanShrink property will prevent the empty text box from shrinking. When the OLE object is invisible, the text box will shrink to nothing.

#### References

erase can shrink

## **PRB: CancelEvent Action in OnClose Macro Prevents Exit**

Article Number: Q90856  
CREATED: 22-OCT-1992  
MODIFIED: 12-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

After a form is opened, Microsoft Access and Microsoft Windows cannot be closed (quit).

### **CAUSE**

---

If there is a CancelEvent action in an OnClose macro, you will be unable to close Microsoft Access and Windows.

### **RESOLUTION**

---

If a form's OnClose property specifies a macro that executes a CancelEvent action, you won't be able to close the form. You must either correct the condition that caused the CancelEvent action or open the macro and delete the CancelEvent action. If the form is a modal form, you won't be able to open the macro.

### **STATUS**

---

This behavior is by design.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, pages 549-552

[References](#)

## **INF: Cut and Paste Removes Blank Lines in Macro's Design View**

Article Number: Q90857  
CREATED: 22-OCT-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

If you cut and paste or copy and paste multiple rows, and several of the rows are blank, the blank rows will be removed in the macro's Design view.

Although Microsoft Access removes the blank lines, the resulting code is functionally equivalent.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, Chapter 21

[References](#)

## **PRB: Mail Label Wizard Cuts Off First Field at Top of Page**

Article Number: Q90858  
CREATED: 22-OCT-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

The first line on each page in a mailing label created with the ReportWizard may not print or show in Print Preview. Forms and reports may also exhibit this behavior.

### **CAUSE**

---

All printers have non-printable areas. Microsoft Access reads the default Windows printer driver to determine what to print or show in Print Preview. If the label layout exceeds the printable area, the labels will be truncated and the first line will not print.

### **RESOLUTION**

---

If you experience this problem, you should increase the height of your Page Header to align your labels. In some cases the first row of labels will be unusable.

### **STATUS**

---

This behavior is by design.

Reference(s) :

"Microsoft Access User's Guide," version 1.00, page 401.

[References](#)

## **PRB: Fonts May Change Zooming Out in Print Preview**

Article Number: Q90859  
CREATED: 22-OCT-1992  
MODIFIED: 12-NOV-1992

### **Summary:**

---

#### **SYMPTOMS**

---

Zooming out when Previewing a Report may cause the font to change to a generic font.

#### **CAUSE**

---

Microsoft Access chooses fonts so that the font displayed will always be readable. The normal font will print as expected.

#### **RESOLUTION**

---

This behavior is by design.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, pages 406-413.

[References](#)

## **PRB: #Error When ControlName Used in ControlSource Expression**

Article Number: Q90860  
CREATED: 22-OCT-1992  
MODIFIED: 23-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

A field resulting in "#Error" will be created when the ControlSource property (bound field) contains the ControlName property in an expression. However, in an unbound text box, the same expression generates the expected value rather than "#Error."

### **CAUSE**

---

There is a circular dependency in either a form or a report. Control names take precedence over field names when binding. Microsoft Access currently does not provide a more descriptive error for circular references.

### **RESOLUTION**

---

If you need to reference the ControlName property in an expression, use an unbound text box. Otherwise, reconstruct the ControlSource property expression so that it does not reference the ControlName property.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

If you create a bound form and drag a numeric field onto the form, by default the ControlSource property and ControlName property will be given the name of the actual field in the underlying table or query. If you change the ControlSource property to an expression that includes the ControlName property, you will see "#Error" in this field when you switch to Browse or Datasheet mode. The following demonstrates an expression within the ControlSource property:

```
ControlName: Person_ID  
ControlSource: =[Person_ID] + 1
```

### **[References](#)**



## INF: Connecting to the First Available Network Drive

Article Number: Q90861  
CREATED: 22-OCT-1992  
MODIFIED: 17-NOV-1992

### Summary:

---

To make a network connection with the Windows API, you can use an unused logical drive letter or a UNC name (\\SERVER\SHARE). You can call the Windows API function GetDriveType from an Access Basic module to find the first available drive letter and then make a network connection to this available drive.

### More Information:

---

Use the following steps to find the first free drive and make a network connection.

1. Declare the API functions.

```
'-----  
'NOTE: ENTER THE DECLARATION FUNCTIONS ON ONE LINE EACH.  
Option Explicit  
  
Declare Function GetDriveType% Lib "kernel" (ByVal nDrive%)  
Declare Function WNetAddConnection% Lib "User" (ByVal lpszNetPath$,  
                                                ByVal lpszPassword$,  
                                                ByVal lpszLocalName$)  
'-----
```

2. Write a function to return the first free drive and make the new connection.

```
Function FreeDrive ()  
    Dim DriveNum, FirstFreeDrive  
    Dim FirstDrive%, Results%  
  
    DriveNum = -1  
  
    Do  
        DriveNum = DriveNum + 1  
        FirstDrive% = GetDriveType(DriveNum)  
    Loop Until FirstDrive% = 0  
  
    FirstFreeDrive = Chr$(DriveNum + 65) + ":"  
  
    'NOTE: ENTER THE FOLLOWING STATEMENT ON ONE LINE.  
    'Also substitute the appropriate server share and password.  
    Results% = WNetAddConnection("\\server\share", "password", _  
                                FirstFreeDrive)  
  
End Function
```

Reference(s):

"Microsoft Access Introduction to Programming," version 1.0, page 8

## References

## INF: Using the Windows 3.1 API to Connect to Network Resources

Article Number: Q90862

CREATED: 22-OCT-1992

MODIFIED: 18-NOV-1992

### Summary:

---

The Microsoft Windows version 3.1 application programming interface (API) can be used to connect to and disconnect from network drives and printers in an Access Basic module.

### More Information:

---

To use the API functions, follow the steps below. You will probably want to use variables for the parameters.

1. Declare the functions required to add and remove network connections. Type the lines in a module in the Global Declarations section.

```
'-----  
' NOTE: ENTER THE DECLARATION FUNCTIONS ON ONE LINE EACH.  
Option Explicit  
Declare Function WNetAddConnection% Lib "User" (ByVal lpszNetPath$,  
                                                ByVal lpszPassword$,  
                                                ByVal lpszLocalName$)  
  
Declare Function WNetCancelConnection% Lib "User" (ByVal lpszName$,  
                                                  ByVal fForce%)  
  
Const WN_SUCCESS=0           ' The function was successful.  
Const WN_NET_ERROR=2        ' An error occurred on the network.  
Const WN_BAD_PASSWORD=6     ' The password was invalid.  
  
Dim Results%, Force%  
'-----
```

2. Create a function that makes the connection. Note that each command should be on one line. The line-continuation character ("\_") improves the readability of the code.

```
Function AddConnection ()  
    ' lpszLocalName$ can be in the form D: or E: and LPT1 or LPT2.  
    Results% = WNetAddConnection("\\server\share", "password", _  
                                "y:")  
End Function
```

Some of the possible return values for Results% are WN\_SUCCESS, WN\_NET\_ERROR, and WN\_BAD\_PASSWORD.

For more information on how to obtain an unused drive resource programmatically, search the Knowledge Base for the following keywords:

network AND getdrivetype

3. Create a function that cancels the connection. The parameter `fForce%` specifies whether any open files or open print jobs on the device should be closed before the connection is canceled. If this parameter is `FALSE` and there are open files or jobs, the connection will not be canceled.

```
Function CancelConnection ()
    Force%=1
    ' NOTE: If Force%=0 and files were open,
    '       the connection will not be 'canceled.

    Results% = WNetCancelConnection("y:", 1)
End Function
```

Two of the most common return values for `Results%` are `WN_SUCCESS` and `WN_NET_ERROR`.

Reference(s):

"Microsoft Access Introduction to Programming," version 1.0, Chapter 2, "Writing a New Function," pages 8-14

[References](#)

## INF: Older Versions of Shared DLLs Cause Problems with Access

Article Number: Q90863

CREATED: 22-OCT-1992

MODIFIED: 18-FEB-1993

### Summary:

---

Shared dynamic-link libraries (DLLs) in your system older than those supplied with Microsoft Access version 1.0 or Microsoft Windows version 3.1 can cause unexpected errors with Microsoft Access.

To avoid problems, make sure that all shared DLLs are at least as current as those supplied with Microsoft Windows version 3.1 or Microsoft Access version 1.0, and that they are all located in the WINDOWS\SYSTEM subdirectory.

### More Information:

---

The shared DLLs used by Microsoft Access are:

COMMDLG.DLL	89248 bytes	3/10/92	Windows 3.1
COMMDLG.DLL	89248 bytes	10/25/92	Access 1.0
COMMDLG.DLL	97984 bytes	10/1/92	Windows for Workgroups
OLECLI.DLL	83456 bytes		Same for all
OLESRV.DLL	24064 bytes		Same for all
DDEML.DLL	36864 bytes	3/10/92	Windows 3.1
DDEML.DLL	36964 bytes	10/25/92	Access 1.0
DDEML.DLL	38400 bytes	10/1/92	Windows for Workgroups
SHELL.DLL	41600 bytes	3/10/92	Windows 3.1
SHELL.DLL	41600 bytes	10/25/92	Access 1.0
SHELL.DLL	41520 bytes	10/1/92	Windows for Workgroups
VER.DLL	9008 bytes		

(These DLLs are used by Windows applications other than Microsoft Access, as shown above. The DLLs for which no date is provided are the same for all applications.)

Microsoft Access supplies the same DLL versions as Windows 3.1, and it requires these (or newer) versions for correct operation; older versions can cause errors.

Microsoft Access and Windows copy shared DLLs into the WINDOWS\SYSTEM subdirectory, and that is where Microsoft Access first looks for them. If it doesn't find one or more of the shared DLLs, it looks in the directory where Microsoft Access is installed, and then in the current directory.

Often, Microsoft Access finds outdated or incorrect DLLs because third-party software with old or foreign DLLs has been installed or reinstalled, overwriting the correct DLLs. Some third-party software packages copy DLLs into directories other than WINDOWS\SYSTEM,

creating multiple copies and making the problem harder to track and resolve.

Microsoft Access will not reload DLLs previously loaded by another software package; it will only load shared DLLs not already loaded. If the previously loaded DLLs are incorrect, they can cause problems with Microsoft Access.

If the Microsoft Access Setup program fails to locate a shared DLL, or detects an older version of one, it issues an error message such as:

Outdated XXXX.DLL found. Please reinstall MSAccess.

-or-

Can't find XXXX.DLL.

### [References](#)

## **INF: Access Saves Printer Information with Each Form/Report**

Article Number: Q90864  
CREATED: 22-OCT-1992  
MODIFIED: 12-NOV-1992

### **Summary:**

---

Microsoft Access version 1.0 saves printer driver information with each form or report that it generates. This means you don't have to set up the printer with the correct driver in order to print out a form or report--the form or report "remembers" the correct driver and uses it. For example, you can save one form using a PostScript printer driver and another form using the generic text driver.

Note: If the Default Printer option button is selected, the form will print to the Windows default printer.

### **More Information:**

---

If the printer that the printer driver requires is not currently connected, Microsoft Access displays a dialog box stating that the printer is not available and allows you to select another printer.

Bear in mind that some text formatting depends on the current printer driver. For example, if you format a document with a PostScript printer font instead of a software font (such as a TrueType font) and send the document to a PostScript printer, everything should print out correctly. However, if you send the document to a LaserJet, you will get output errors because some PostScript printer fonts are not available on a LaserJet.

A driver-related problem could be something such as the sudden appearance of the Zapf Dingbats font in a form or report set up to use the Windows System font and sent to a PostScript printer. This problem occurs because the Windows System font is not available on PostScript printers. When a font is unavailable, Windows attempts to find an equivalent among those on the printer, searching through them alphabetically. In this case, it arrives at the Zapf Dingbats font last and uses it because there are no other options.

The best way to avoid these problems is to create all your forms and reports with TrueType fonts, which appear correctly in print preview and are processed the same way by all printers.

### **References**

true type

## **PRB: GP Fault If MSACCESS.INI Installable ISAM Path Uses ".."**

Article Number: Q90865  
CREATED: 22-OCT-1992  
MODIFIED: 12-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

A general protection (GP) fault occurs if the path in the "Installable ISAMs" section of the MSACCESS.INI file (located in the WINDOWS directory) contains the characters "..". For example:

```
[Installable ISAMs]
dBASE IV=..\ACCESS\DBSISAM.DLL
```

The GP fault occurs whether or not the path and/or file is valid.

### **RESOLUTION**

---

Use explicit paths when referring to files in the MSACCESS.INI file. For example:

```
[Installable ISAMs]
dBASE IV=C:\ACCESS\DBSISAM.DLL
```

### **STATUS**

---

Microsoft has confirmed this to be a problem in Microsoft Windows operating system version 3.1. We are researching this problem and will post new information here as it becomes available.

### **[References](#)**



## INF: Commonly Asked Questions About Access Version 1.0

Article Number: Q90866  
CREATED: 22-OCT-1992  
MODIFIED: 12-FEB-1993

### Summary:

---

Commonly asked questions about Microsoft Access version 1.0 are listed below.

### More Information:

---

- 1.Q. Is it possible to customize the Help file in Microsoft Access?
  - A. Customized Help files can be used only in Microsoft Access forms. Use the HelpContextId and HelpFile properties of the form to reference a Help file previously constructed with the Microsoft Windows Help Compiler. For more information on this, search for "HelpContextId" in the Microsoft Access online Help.
- 2.Q. Is it possible to set up a many-to-many relationship?
  - A. No. The only kinds of relationships you can define are one-to-many and one-to-one. It is generally not a good database design to have many-to-many relationships. An alternative is to build a linking table between two tables that have a many-to-many relationship. For example, if you had an "Employees" table and a "Job Skills" table, each employee may have many skills, and each skill could belong to more than one employee--a many-to-many relationship. To work around this, you would build a linking table "EmpSkill" that had two columns, EmpID and SkillID, to relate the two tables.
- 3.Q. Where are OLE objects (such as the pictures in the Employees table in NWIND.MDB) stored?
  - A. OLE objects can be either linked or embedded. Embedded objects are stored inside the .MDB file. Linked objects point to a file located external to the database, and are therefore not stored in the .MDB file. Since the Employees' pictures within NWIND.MDB are embedded OLE objects, the pictures are stored in NWIND.MDB.
- 4.Q. How can I tell if an OLE object is embedded or linked?
  - A. To tell if an object is linked or embedded, first select the object, then choose the last command on the Edit menu. The command name varies depending on the object type. (For example, "Paintbrush Picture Object," "Microsoft Excel Worksheet Object," and so on.) When the option is highlighted or selected, a submenu appears to the right of the menu. If the object in question is an embedded object, the Change Link option will be unavailable (dimmed). If it is a linked object, the Change Link option will not be dimmed.
- 5.Q. Is all the information (tables, queries, reports, and so on) that appears as part of a database actually stored in the database?

- A. All database information is stored in the database, with the exception of database "preferences" (choose Options from the View menu) and certain security information (users, their passwords, and group information), which are stored in the SYSTEM.MDA file.
- 6.Q. Is it possible to break out the information that is contained in a database (that is, tables) into individual files?
- A. You can use the Export option to export tables and other data to separate files (ASCII, dBASE, and so on). You can also export Microsoft Access objects to other Microsoft Access databases.
- 7.Q. Is some type of tool available that helps document applications? (For example, variables used, macros used, properties of different interface elements, and so on.)
- A. A tool called "Database Analyzer" is included with Microsoft Access that aids in this task. For information on using this tool, look in the PSSKB.TXT file, question number 23, or choose the Microsoft Access Q&A icon in the Access group in the Microsoft Windows Program Manager.
- 8.Q. Are memo fields part of a table, or are they stored in a separately linked file as is done in FoxPro, which has .DBF and .FPT files?
- A. They are part of a table and thus stored in the .MDB file.
- 9.Q. Can Microsoft Access create stand-alone applications?
- A. Currently, Microsoft Access does not create stand-alone applications. Since there is not yet a run-time version of Microsoft Access, a developer and his or her customers both require full working copies of Microsoft Access to run Microsoft Access applications. The developer distributes only the .MDB file(s) for the application to the customers.
- A run-time version of Microsoft Access is planned for the near future that a developer can distribute with his or her .MDB file(s) so that customers will not require a full working copy of Microsoft Access to run applications.

## [References](#)

## **PRB: Select All Not Grayed Even When No Items Are Available**

Article Number: Q90867  
CREATED: 22-OCT-1992  
MODIFIED: 6-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

In Form View, the Select All option in the Edit menu is never grayed out, even if there are no items to select.

### **STATUS**

---

Microsoft has confirmed this to be a problem in Microsoft Access version 1.00. We are researching this problem and will post new information here as it becomes available.

### **More Information:**

---

Steps to Reproduce Behavior  
-----

1. Choose the Form control button, then choose New and Blank Form to create a new form with no controls.
2. Select the Edit menu. You will notice that Select All is available, even though there is nothing on the form to select.

[References](#)

## **PRB: Sizing Rows and Columns to Zero Works Differently**

Article Number: Q90868  
CREATED: 22-OCT-1992  
MODIFIED: 6-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

In Table datasheet view, if you attempt to size a row height to zero, you receive the error message:

The setting you entered isn't valid for this property.

However, you will be able to set column widths to zero.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Problem

-----

1. Open a new or existing table.
2. Choose a row and select Row Height from the Layout menu. Set the height to zero and choose OK.

[References](#)

## **PRB: ReportWizard Select No Fields for Form Still Shows All**

Article Number: Q90869  
CREATED: 22-OCT-1992  
MODIFIED: 12-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

Using the ReportWizard and not choosing anything for the fields you want on your report will give you a report that includes all the fields.

### **CAUSE**

---

Based on feedback from users, this is the desired result of selecting the Go To Last Page button, which bypasses the entire design questioning of AccessWizards.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Behavior  
-----

1. Choose the Report button and the New button in the Database window.
2. Select a table or query, then choose the ReportWizards button.
3. Select one of the three types of reports, then choose the OK button.
3. Choose the Next button without selecting any fields.
4. Select one of the three available looks for your report, then choose the Next button.
5. Choose the Print Preview button.

Note that your report includes all the available fields even though you did not choose any fields for your report.

### **References**

## **INF: Page Header Will Span Full Width Of MultiColumn Report**

Article Number: Q90870  
CREATED: 22-OCT-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

You can design a report in Microsoft Access that has a page header that spans the entire width of the page, a group section header that is the width of a column, plus has a multiple-column detail section.

To do this, the columns are defined in the Print Setup option as either Vertical (also called snaking-columns,) or Horizontal. This article presents the steps to create a report with 3 across, 2 inch wide snaking columns.

### **More Information:**

---

To create a grouped, multiple-column report where the page header spans the width of the page, follow these steps:

- 1) In report Design view, drag the right edge of any report section to the desired width of the report. For this example, drag over to the 7 inch mark on the ruler.
- 2) Choose Sorting and Grouping from the View menu and enter a field or expression in the Field/Expression box to group your data by.
- 3) In the Group Properties section of the Sorting and Grouping dialog box, enter 'Yes' for Group Header.
- 4) Using the Toolbox, create a Label and place it in the Page Header section. Enter the text for the label in the Caption property. Size the text box so it is the same width as the Page Header section.
- 5) Using the Toolbox, create a Textbox bound to the group field. Place the Textbox in the Group Header. Size this control as 2 inches wide or less, and place the left edge of the box along the left edge of the group section.
- 6) In the detail section place your bound control(s) within the first 2 inches.
- 7) From the File menu, choose Print Setup.
- 8) In the Print Setup dialog, choose the More button.
- 9) In the Items Across box, type the number of columns you want in the detail section. For this example, enter 3. Leave row spacing or column spacing as they are.
- 10) In the Item Size section, clear the Same as Detail check box.
- 11) In the Width box, type the number of inches you want to allow for each column of data. For this example, enter 2.

- 12) Under Item Layout, select Vertical. This will create a snaking-column report.
- 13) Choose OK.
- 14) Click on the group Header Section and display the property sheet. For the 'New Row Or Col' property, select 'Before Section'. This will cause the group header to print at the top the column once for each new group.
- 15) Print or Preview the report.

For another article describing how to print the group header at the top of continued columns, search in this Knowledge Base for:

Print AND Group's AND Name AND Subsequent AND Column AND Page

For additional information on columnar reports search Help for "Multiple-column reports" and "NewRowOrCol".

Reference(s):

"Microsoft User's Guide," version 1.0, chapter 18, "Designing Reports," and chapter 19, "Sorting and Grouping Data."

[References](#)

## **INF: Mouse Click Not Turning Off Extend (Selection) Mode**

Article Number: Q90873  
CREATED: 25-OCT-1992  
MODIFIED: 12-NOV-1992

### **Summary:**

---

When you are in the QBE grid and enter extend (EXT) mode by pressing F8, choosing another column with the mouse will not turn the extended selection off (this is reflected in the status bar).

### **More Information:**

---

This is the correct function of extend mode. To turn off extend mode, press the ESC key.

### [References](#)



## **INF: Correct Procedure for Inserting New Field Above Existing**

Article Number: Q90874  
CREATED: 25-OCT-1992  
MODIFIED: 6-DEC-1992

### **Summary:**

---

On page 51 of "Getting Started," the procedure for inserting a new field above an existing field is not correct. The procedure outlined in the manual inserts the field under the existing field instead of above it.

Step 1 for "Inserting a new field above an existing field" should be changed from

Click the row above which you want the new row to appear...

to:

Click the row below which you want the new row to appear...

### [References](#)

## **INF: Headers On Non-Continuous Forms Disable Scroll Bar**

Article Number: Q90875  
CREATED: 25-OCT-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

If you add a large form header to a non-continuous form, the vertical scroll bar disappears and you will not have access to the detail below the header.

### **More Information:**

---

It is better to size the header so that it fits within the limits of the scrollbar range so that the form behaves in form view just as it does in design view. The user must scroll the form down to see the rest of the form. For example, this problem occurs if you want a summary chart in the header, then detail charts below the header. The scroll bars consider the header and the form to be all one object.

### [References](#)

## **INF: Displaying List or Combo Boxes with More Than One Field**

Article Number: Q90876  
CREATED: 25-OCT-1992  
MODIFIED: 12-NOV-1992

### **Summary:**

---

This article discusses information needed to display more than one field in a list box or combo list box.

### **More Information:**

---

If you enter a SQL command in the RowSource property for the control, Microsoft Access can display more than one field in a list box or combo list box. For example, if you want to combine two fields into one list box, the syntax for the SQL command could be as follows:

```
Select [FieldName1] & [FieldName2] from [TableName];
```

If you are using a bound column in the list, the bound column would now apply to the placeholder in the SQL statement. In the above example, a bound column setting of 2 would equate to FieldName2.

Reference(s):

"Microsoft Access User's Guide," version 1.0, Chapter 9

[References](#)

## **INF: Copy/Paste Operations from Forms to Queries**

Article Number: Q90877  
CREATED: 25-OCT-1992  
MODIFIED: 12-NOV-1992

### **Summary:**

---

If you wish to copy and paste SQL statements from the RowSource properties of a control, form, or report to a query, you must use the CTRL+C method to copy to the clipboard.

### **More Information:**

---

Using the pulldown menu commands Edit/Copy and Edit/Paste will not work in this case. You must use CTRL+C to copy the RowSource information to the clipboard from the form property, and then use CTRL+V to paste this information into the queries SQL statement. This method must be reversed to go from queries to forms because the View SQL dialog box is modal.

Initially, after pasting the information into the RowSource, the statement may appear truncated or incorrect. Moving the focus off of the RowSource should correct this.

### **[References](#)**

## **PRB: Tables Are Not Browsed in Primary Key Order**

Article Number: Q90878  
CREATED: 25-OCT-1992  
MODIFIED: 12-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

If a table has a primary key and you use the table in a RowSource property in a list box or combo box, you will see the data in insertion order, not primary key order.

### **RESOLUTION**

---

For historical reasons of the database, the order of insertion may have importance. To view the table's contents in primary key order, design a query that sorts on the primary key. Use the query as the RowSource property for the list box or combo box.

### **STATUS**

---

This behavior is by design.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, pages 21-33 and 87-114

### [References](#)

source

## **INF: Empty Table Created by SELECT INTO with No Matching Rows**

Article Number: Q90879  
CREATED: 25-OCT-1992  
MODIFIED: 12-NOV-1992

### **Summary:**

---

Using a SELECT INTO or APPEND query with criteria that has no matching records causes an empty table to be created.

This behavior is by design.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, Chapter 6

### [References](#)

## **PRB: Long WHERE Clause Is Truncated After View SQL Command**

Article Number: Q90880  
CREATED: 25-OCT-1992  
MODIFIED: 12-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

In Microsoft Access' Query By Example (QBE) grid, having a WHERE clause greater than 255 characters causes that clause to be truncated after the SQL command on View menu is used to see the SQL statement. The following error message appears:

```
Expression is too long for the QBE grid and has been
truncated...
```

The beginning of the expression is listed after the error message.

### **CAUSE**

---

This problem most often occurs when a long WHERE clause using the OR operator is entered into the QBE grid on the Criteria and Or lines. To optimize performance, Microsoft Access combines queries that are entered on separate lines. The limit for each QBE grid is 255 characters.

### **RESOLUTION**

---

When two or more query lines are combined together and the total number of characters is greater than 255, do not view the SQL statement.

### **STATUS**

---

Microsoft has confirmed this to be a problem in Microsoft Access version 1.0. We are researching this problem and will post new information here as it becomes available.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, Chapter 6

### **References**

remove erase missing delete doesn't show appear buglist1.00

## **INF: DDE Link Can't Find Data; Opens Second Copy of Server App**

Article Number: Q90881  
CREATED: 25-OCT-1992  
MODIFIED: 6-DEC-1992

### **Summary:**

---

Using Microsoft Access and Dynamic Data Exchange (DDE) to access information from an open DDE server application, such as Microsoft Excel, where the data does not exist causes the following error message to be displayed:

Remote data not accessible. Start application Excel?

If you choose the Yes button in the message dialog box, a second copy of Microsoft Excel is started with the name of the nonexistent spreadsheet in its title bar.

### **More Information:**

---

This behavior is correct unless you already have a spreadsheet with the name given in the DDE link open in Microsoft Excel. If the DDE link cannot find the spreadsheet, a second copy of Microsoft Excel will be launched using the filename given in the DDE statement. However, the DDE standard is not to have running applications open documents.

This behavior is by design.

Reference(s) :

"Microsoft Access Basic: An Introduction to Programming," version 1.0, Chapter 9, "Dynamic Data Exchange"

### **References**

msg source container document worksheet



## **PRB: Two Users Can Open the Same dBASE Database Exclusive**

Article Number: Q90882  
CREATED: 25-OCT-1992  
MODIFIED: 19-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

Attaching to a dBASE file in Microsoft Access using the Exclusive check box allows another user to attach to the same file over the network.

### **CAUSE**

---

When two users or applications are running on separate machines on a multiuser network, they can both open the same dBASE or Paradox file without receiving an error message. However, if two instances of Microsoft Access are running on one machine and both instances try to open the same dBASE or Paradox file, one instance will receive an error message saying the database is locked.

In dBASE there is no exclusive database lock. In dBASE, records in files are locked, not the entire file. In other words, one user can open the first database exclusively, and a second user can open it shared or exclusively. Therefore, the exclusive database lock is only recognized when Microsoft Access controls both attempts to open the same file from the same machine.

### **STATUS**

---

This behavior is by design.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, Chapter 4

[References](#)

## **PRB: Alert With Wrong Filename Given When Opening File Copied**

Article Number: Q90985  
CREATED: 26-OCT-1992  
MODIFIED: 12-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

On a machine with a shared drive, if a large database file is copied to a new name or location, when another machine attempts to open that database during the copy procedure, an error message occurs stating the incorrect database name is corrupt or is not a Microsoft Access database file.

Depending upon how the file was opened, an error message below is given where "Modules" is not the correct name of the file being opened.

RO=Read Only	Error Message
1. RO: No Exclusive: No	--> "Database 'Modules' is corrupted."
2. RO: No Exclusive: Yes	--> "Couldn't access file 'filename'."
3. RO: Yes Exclusive: No	--> "Database 'Modules' is corrupted."
4. RO: Yes Exclusive: Yes	--> "Couldn't access file 'filename'."

### **CAUSE**

---

Due to the way file locking is placed upon a file at DOS during the copy procedure, Microsoft Access has no way of knowing what is happening to the file being opened.

### **RESOLUTION**

---

Microsoft has confirmed this behavior in Microsoft Access version 1.0 for Windows and that this is proper behavior according to the design specification.

### **[References](#)**

## **PRB: Change Option Affects Only One Instance of Many of Access**

Article Number: Q90986  
CREATED: 26-OCT-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

When two instances of Microsoft Access are run on the same machine, they both access the same SYSTEM.MDA, but the options for both do not always appear to be the same after being changed in one instance. However, the View option shows them both as being changed.

### **CAUSE**

---

When there are two instances of Microsoft Access running on the same machine, only the routines in the instance where the preferences are changed are called. The other instance does not have its memory copies updated.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Many options are stored in memory so that they do not have to be read from the preferences table every time they are accessed. The mechanism by which the memory and disk copies are kept in synchronization is the array of routines that is called whenever a preference is changed.

When there are two instances of Microsoft Access running, only the routines in the instance changing preferences are called. The other instance does not have its memory copies updated, but the View options shows them as being changed.

In order to make the preference take effect in another instance on the same system, the user either needs to shutdown and reopen this instance, or change the preference and resave it.

This is not an issue for users on separate systems, since their preferences are stored per user.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, chapter 25,  
"Administering a Database System."

"Microsoft Access User's Guide," version 1.0, Appendix D, "Setting Up Microsoft Access on a Network."

### **[References](#)**

## **INF: Common Dialog Boxes Allow Only Lowercase Typing**

**Article Number:** Q90987  
**CREATED:** 26-OCT-1992  
**MODIFIED:** 12-NOV-1992

### **Summary:**

---

The File Name box in the File New Database, File Open Database, File Compact Database, File Encrypt/Decrypt Database, and File Repair Database dialog box allows typing in lowercase only.

This behavior occurs because the File Name box in the common dialog box template has the lowercase flag set so as to allow more characters to be displayed in the given width. This behavior has no effect on the outcome of the given tasks because Microsoft Access does not differentiate between lowercase and uppercase characters in filenames.

### References

letters

## INF: How To Use Get and Write PrivateProfileString

Article Number: Q90988

CREATED: 26-OCT-1992

MODIFIED: 13-NOV-1992

### Summary:

---

Microsoft Access version 1.0 does not have a function to access or store various settings in user created applications (that is, a log of users, window position settings, etc.). However, you can use the Microsoft Windows 3.1 Application Program Interface (API) through Access Basic (AB) to create user-defined functions to store settings in a file outside the database.

### More Information:

---

The variables are defined in this section of the article, followed by the six steps necessary to create user-defined functions to store settings in a file outside the database.

Definition Of Variables Used

-----

Variables Required By GetPrivateProfileString and WritePrivateProfileString:

lpfilename\$	- Filename looked for in Windows directory by default.
lpapplicationname\$	- Section title in square brackets in the INI file.
lpkeyname\$	- The section in the INI file where the information is located.
lpDefault\$	- What information to give if there is no value.
lpreturnedstring\$	- Information asked for from the INI file.
nSize%	- Max number of characters the buffer holds of information returned.
lpString\$	- The information saved in the INI file.

User Defined Variables:

-----

GotInfo	- Information retrieved from the level requested
GetInfo\$	- Used to pass the lpkeyname\$ to function GetInfo
Where\$	- Used to pass the lpkeyname\$ to function WriteIni
Info\$	- Used to pass the lpString\$ to function WriteIni

Steps to follow:

1. Choose Module from the Database window.
2. Choose New to create a new module.
3. Type the declaration statements that follow in the Global Declarations section.

Enter each declaration statement below on one line.

```

Option Explicit
Declare Function GetPrivateProfileString% Lib "Kernel"
    (ByVal lpapplicationname$,
    ByVal lpkeyname$,
    ByVal lpDefault$,
    ByVal lpreturnedstring$,
    ByVal nSize%, ByVal lpfilename$)

Declare Function WritePrivateProfileString% Lib "Kernel"
    (ByVal lpapplicationname$,
    ByVal lpkeyname$,
    ByVal lpString$,
    ByVal lpfilename$)

```

5. Type the following function that gets the information from the file.

```

Function GetIni (GetInfo$)
    lpfilename$ = "YOUR.INI"
    lpapplicationname$ = "Your Section"
    lpkeyname$ = GetInfo$
    lpDefault$ = "No Value"
    lpreturnedstring$ = Space$(255)
    nSize% = Len(lpreturnedstring$)

    'NOTE: The following statement is entered on one line.

    GetIni = GetPrivateProfileString(lpapplicationname$,
    lpkeyname$, lpDefault$,
    lpreturnedstring$, nSize%,
    lpfilename$)

    GotInfo = lpreturnedstring$
End Function

```

6. Type the following function that writes the information to the file.

```

Function WriteIni (Where$, Info$)
    lpapplicationname$ = "Your Section"
    lpkeyname$ = Where$
    lpString$ = Info$
    lpfilename$ = "YOUR.INI"

    'NOTE: The following statement is entered on one line.

    WriteIni = WritePrivateProfileString(lpapplicationname$,
    Where$, Info$, lpfilename$)
End Function

```

To use these functions follow the two steps below:

1. When used in a macro, the function WriteIni creates the entry First=TIME in the file YOUR.INI under a section named [Your Section]. The following line calls the function:

```
=WriteIni("First","TIME")
```

In the file YOUR.INI the entry looks like the following:

[Your Section]  
First=TIME

2. Use the function GetIni in a Macro to return "TIME" (without the quotes) in the variable GotInfo.

```
=GetIni("First")
```

The variable GotInfo now holds the value "TIME" (without the quotes) and can be used anywhere needed in the application.

NOTE: This example does not have error trapping. Unexpected results may occur if the declarations and the variable types are not correct or your file is not in the location specified or does not exist.

Reference(s) :

"Microsoft Access Basic: An Introduction to Programming", version 1.0, chapters 1-5.

"Microsoft Access Language Reference", version 1.0, Part 1.

"Microsoft Windows Software Development Kit", Microsoft Press, 1992.

"Programming Windows: the Microsoft Guide to Writing Applications for Windows 3", Charles Petzold, Microsoft Press, 1990.

"Programmer's Reference Library: Microsoft Windows 3.1 Guide to Programming Reference" Volumes 1 - 6, Microsoft Press, 1992.

[References](#)

## INF: How To Tell If An Object Exists in the Database

Article Number: Q90989

CREATED: 26-OCT-1992

MODIFIED: 15-NOV-1992

### Summary:

---

It may be necessary to check for the existence of an object before the creation of a new Table, Form, Report, etc., using Access Basic (AB).

This article explains how functions can check for the existence of a given object.

### More Information:

---

Definition of variables used

-----  
ObjectFound% - a test variable. If -1 then the object exists, otherwise it does not.

WhatObjectType As String - the object type of the item in question.

ObjectName - the name of the item in question.

Follow these four steps to create a user-defined function to check for the existence of a given object:

1. Choose Module from the database window.
2. Choose New to create a new module.
3. Type the declaration statements that follow in the Declarations page in the new module.

```
Global ObjectFound%  
Global WhatObjectType As String
```

4. Type the following function that checks for the existence of a given object:

```
Function ObjectExists% (WhatObjectType$, ObjectName$)  
    Dim ObjectFound%  
  
    On Error Resume Next  
  
    If WhatObjectType = "Form" Then  
        DoCmd SelectObject A_FORM, ObjectName, True  
    ElseIf WhatObjectType = "Table" Then  
        DoCmd SelectObject A_TABLE, ObjectName, True  
    ElseIf WhatObjectType = "Macro" Then  
        DoCmd SelectObject A_MACRO, ObjectName, True  
    ElseIf WhatObjectType = "Module" Then  
        DoCmd SelectObject A_MODULE, ObjectName, True  
    ElseIf WhatObjectType = "Report" Then  
        DoCmd SelectObject A_REPORT, ObjectName, True
```



```

ElseIf WhatObjectType = "Query" Then
    DoCmd SelectObject A_QUERY, ObjectName, True
Else
    MsgBox WhatObjectType & " type does not exist!"
    WhatObjectType = "False"
End If

If Err <> 2544 Then      'Object was found in the DBC
    ObjectFound% = 0
    MsgBox "Error #" & Err & ": " & Error
Else
    ObjectFound% = -1
End If
End Function

```

To use the function ObjectExists, do the following:

Choose Immediate Window from the View Menu while in a module, then type:

```
?ObjectExists("object type","Object name")
```

Note: Where "object type" is "Form", "Table", "Macro", "Module", "Query", or "Report" and "object name" is the name of the object in question. An sample call would be:

```
?ObjectExists("Table","Employees")
```

If the object exists, the database window becomes active and the object is selected. If the object does not exist a Message Box pops up stating the error that occurred and that the object does not exist. If the object type is incorrect, a Message Box pops up stating that the object type does not exist.

Note: One side effect of the above function is that it will make your Database window visible and have the focus if the table exists. This can be corrected with a test function to find the Visible state of the Database window and change it and the focus as desired.

Reference(s):

"Microsoft Access Basic: An Introduction to Programming", version 1.0, chapters 1-5.

"Microsoft Access Language Reference", Part 1, version 1.0.

"Microsoft Windows Software Development Kit", Microsoft Press, 1992

"Programming Windows: the Microsoft Guide to Writing Applications for Windows 3", Charles Petzold. Microsoft Press, 1990

"Programmer's Reference Library: Microsoft Windows 3.1 Guide to Programming Reference" Volumes 1 - 6, Microsoft Press, 1992

[References](#)

## **PRB: Cannot Scroll Left in Form's Design View with Rulers**

Article Number: Q90990  
CREATED: 26-OCT-1992  
MODIFIED: 12-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

In a form's Design view, with both Microsoft Access and the form maximized, turning the rulers off and then selecting and dragging a control on a form to the left does not give expected results.

The control will not scroll left until the ruler is turned back on. You can, however, move and scroll by using the "thumb" (scroll bar box) manually. Turning the rulers off and selecting and dragging a control right widens the form.

### **CAUSE**

---

Microsoft Access will scroll left if the edge of the form is encountered while dragging a control. With everything maximized, the control being dragged does not run into the edge of a form or window; it runs into the edge of the screen. The other edges have Microsoft Access objects (scroll bars or menu bars) so Microsoft Access is aware that the control is being dragged and will scroll accordingly.

### **STATUS**

---

This behavior is by design.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, Chapter 8, "Form Basics," and Chapter 9, "Designing Forms"

[References](#)

## **INF: Transparent Text Boxes Not Supported in Access**

**Article Number: Q91045**  
**CREATED: 27-OCT-1992**  
**MODIFIED: 23-DEC-1992**

### **Summary:**

---

The default label control associated with a text box control has a BackStyle property that can be changed to Clear on the color palette, but the text box itself has no such property and cannot be changed to Clear on the color palette.

To work around this limitation, change the BackColor property of the text box to the same color as the background it overlays.

### [References](#)

## **INF: SQL Server Triggers and Key Values to and from Access**

Article Number: Q91179  
CREATED: 29-OCT-1992  
MODIFIED: 12-NOV-1992

---

### **Summary:**

---

If an Access procedure sends a record to SQL Server to insert into a SQL Server table, and the unique key for the record is created by a trigger on that table, the Access procedure will lose reference to the record.

### **More Information:**

---

When information is sent to a SQL Server table, Access looks at the record and determines a unique key value using the information in that record. When the data is passed to a SQL Server backend to be inserted into a table and a trigger creates a unique key value for the record, Access will lose reference to that record because the unique key stored by Access is different than the unique key created by the trigger on SQL Server. Until it is queried on using the new unique key value, Access views the record just sent to SQL Server as having been deleted.

### **[References](#)**

## **PRB: Expression in Query Grid Doesn't Show All Text**

Article Number: Q91705  
CREATED: 3-NOV-1992  
MODIFIED: 6-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

When entering an expression in the Query Grid window, Microsoft Access does not fill a cell all the way to its right. On long expressions, it may look like your expression is cut off before the end of the cell.

### **CAUSE**

---

Microsoft Access reserves a portion of the cell to display the drop down arrow. Your expression remains unchanged.

### **RESOLUTION**

---

Click the cell and press SHIFT+F2 to view the entire expression in the Zoom box. You can also change the size of the cell by clicking and dragging the cell border at the top of the grid cell.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to reproduce behavior

- 
1. Open a Database (such as NWIND.MDB.)
  2. Create a new Query (you do not need to add any tables).
  3. Enter the following expression in the first column:

[Unit Price]\*[Quantity]

4. Press tab or enter to move to the next column.

The expression in the first column appears truncated.

Reference(s):

Microsoft Access On-Line Help, search on "Zoom Box"

[References](#)

## **INF: Use CTRL+M to Open Objects in Design Mode**

Article Number: Q91707  
CREATED: 3-NOV-1992  
MODIFIED: 12-NOV-1992

### **Summary:**

---

You can use the CTRL+M key combination to force any object in the database window to open in Design mode.

### **More Information:**

---

Steps to reproduce behavior:

-----

1. Select any object in the database window.
2. While holding down the Control key (CTRL), type the letter M.

The object that you select will now be opened in design mode rather than the default browse mode.

### **[References](#)**

## **PRB: Query Design Status Bar Does not Have Help Message**

Article Number: Q91708  
CREATED: 3-NOV-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

In Query Design Mode, the status bar does not inform the user that "F6=Switch Panes F1=Help" as it does in Table and Macro design modes.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Query design mode offers the use of F1 to display help, and F6 to switch panes in the design window.

Reference(s) :

On-Line Help, search on "F1" and "Keyboard: Navigation Keys".

[References](#)

## **PRB: Changing Caption on Title Label Leaves Shadow Unmodified**

Article Number: Q91709  
CREATED: 3-NOV-1992  
MODIFIED: 6-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

Changing the Caption on the Title Label leaves the shadow of the original Title Bar present. This occurs when creating a form with any Form Wizard (other than Graph) using Embossed View.

### **STATUS**

---

This behavior is by design. There are two labels associated with this caption. The shadow is really another separate label that gives the impression of a shadow.

### **More Information:**

---

Steps to reproduce behavior  
-----

1. Create a new form using any Form Wizard, except Graph.
2. Select Embossed as the View for the form.
3. Open the form in Design mode.
4. Select the title and change the Caption to something shorter than the current title.
5. Change to a smaller point size to make the shadow more visible.
6. Switch to Form view.

In order to use the Embossed View and the new title correctly, you must also select the shadow and change it.

### **[References](#)**



## **PRB: No Implicit Parameters on CrossTab Queries**

Article Number: Q91710  
CREATED: 3-NOV-1992  
MODIFIED: 6-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

If you create a CrossTab (XTAB) Query using an implicit parameter [XXX] in a WHERE clause, Microsoft Access will return the following error:

"Cannot Bind '[XXX]'"

If you use an explicit parameter, the query works as expected.

### **CAUSE**

---

A CrossTab query dynamically creates column names. Therefore, Microsoft Access cannot tell whether [XXX] is referring to a parameter or a column name until after the query is bound. This may result in a Catch-22 situation, since sometimes it is necessary to run the query before binding it.

### **RESOLUTION**

---

To avoid this situation, define [XXX] as an explicit parameter.

### **STATUS**

---

This behavior is by design.

Reference(s) :

Search On-Line Help for "Creating a Parameter Query."

[References](#)

## **INF: 'Couldn't Open File' Error Message Using Paradox Table**

Article Number: Q91711

CREATED: 3-NOV-1992

MODIFIED: 13-NOV-1992

### **Summary:**

---

This article describes why you may be unable to open an attached Paradox table from within Microsoft Access, or why you may experience an 'Unexpected Condition' in Paradox when you attempt to view a table.

Paradox and Microsoft Access are able to simultaneously access the same Paradox tables if there is only one PARADOX.NET file in use by both programs.

Microsoft Access

-----

If you are in Microsoft Access and attempt to open an attached Paradox table you may receive the following error:

```
    Couldn't open file 'filename'
```

This may be caused by already having the table open in Paradox. Other situations could also cause this error message. For more information, search for 'Error Messages Reference' using the help menu.

Paradox

-----

If you are in Paradox and attempt to open a table, you may experience an error condition and be returned to the DOS prompt or Windows. A message similar to the following appears:

```
    Unexpected condition: File open (I104) - c:\pdoxdata\yourfile.db
    (Code 5) -- Leaving Paradox
```

This may be caused by Microsoft Access having the table open.

In both situations the possibility exists that there are two different PARADOX.NET files in use by the applications.

### **More Information:**

---

When you attach to a Paradox version 3.0 or 3.5 table (<filename>.DB) in Microsoft Access, file locking information is maintained by PARADOX.NET the Paradox network control file. Paradox requires this file in network environments but it is also used in standalone configurations.

Microsoft Access places a PARADOX.NET file in the Microsoft Access program directory during the setup process. An entry is made in the MSACCESS.INI file in the [Paradox ISAM] section pointing to the location of the file. The MSACCESS.INI file should be in your Windows directory. The entry follows:

```
[Paradox ISAM]
ParadoxNetPath=C:\ACCESS\
```

Paradox also installs a PARADOX.NET file during normal installation. By default it will be located in the Paradox program directory. The location of this file is determined by the network administrator during a network installation.

To redirect Microsoft Access to the location of the PARADOX.NET file that Paradox installed, edit the MSACCESS.INI file in any text editor such as Notepad, and change the path. Do not include the name of the file.

To change the Paradox configuration to point to the Microsoft Access PARADOX.NET file, you could run the NUPDATE.EXE utility. Refer to the Paradox "Network Administrator's Guide" for more information on this topic.

### [References](#)

## **INF: Height/Width Settings Don't Affect Size of Objects**

Article Number: Q91712  
CREATED: 3-NOV-1992  
MODIFIED: 11-NOV-1992

### **Summary:**

---

Setting the Height and Width properties for an object within an option group does not affect the size of the Option button or Check box; instead, it affects only the label associated with the Option button or Check box.

### **More Information:**

---

Adjusting the Height and Width properties for an object within an option group increases or decreases the area you can click with the mouse and select the specific Option button or Check box. Setting these properties does not affect the visible size of the object.

For additional information, search Help for 'Option Button Properties' and select the topic 'Option Button Control Properties.'

Reference(s) :

"Microsoft User's Guide" version 1.0, chapter 9, "Designing Forms", pages 247-252.

[References](#)

## **PRB: Grid Lines Not Visible in Access When Using Wizards**

Article Number: Q91713  
CREATED: 3-NOV-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

The grid is not visible in design mode when using Wizards for Forms or Reports.

### **CAUSE**

---

Report Wizards and Form Wizards will each use default GridX and GridY values of 64. If these settings are greater than 16, the grid is not visible. The default settings are in the visible range when you don't use the wizards.

### **RESOLUTION**

---

You can make the grid visible by selecting the properties box for the form or report and changing the GridX and GridY unit settings so that they are less than or equal to 16 units per inch.

### **More Information:**

---

If you are creating a report or a form, the grid will be visible when you do not use the Wizard, but will not be visible if the Wizards are used. This is true only in design mode. The grid can be made visible when you use the Wizards by changing the GridX and GridY property settings.

Grids are dots that appear in the design views of a report or a form. These help you position controls more precisely by letting you increase or decrease the fineness of the grid. The number used in the GridX and GridY properties reflect the number of dots per unit of measurement. This unit of measurement is usually inches, but will vary depending on the control panel settings of the individual. If the numbers in the grid properties are greater than 16 dots per inch or 6 dots per centimeter, they will not be visible. The allowable values are from 1 to 64.

### **[References](#)**

## **PRB: Toolbars Do Not Use Control Panel Button Background**

Article Number: Q91714  
CREATED: 3-NOV-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

Changing the button background in the control panel does not change the Toolbar's background. This behavior is consistent with the status bar in Microsoft Access, and with other applications' toolbars, such as Microsoft Excel (with the exception of Microsoft Word for Windows.)

### **More Information:**

---

Toolbars in Access are predefined forms. There is no way to specify the Button Background as a color on a form. If you would like to change colors within Microsoft Access, you can open and edit the forms contained in UTILITY.MDA. If you modify UTILITY.MDA, however, extreme care should be taken beforehand by creating one or more backups of it.

### [References](#)

## **PRB: Text May be Hard to Read on an EGA Screen**

Article Number: Q91715  
CREATED: 3-NOV-1992  
MODIFIED: 11-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

Text may be hard to read or appear slightly off center when using an EGA video driver. This condition may worsen if you use a gray background. This is particularly true of Option Buttons.

### **STATUS**

---

This behavior is by design.

### [References](#)

## **PRB: Two Labels on Top of Each Other Both Print**

Article Number: Q91716  
CREATED: 3-NOV-1992  
MODIFIED: 11-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

If you have two labels on top of each other, both labels may print using the following Windows printer drivers and the hardware printer fonts:

Win 3.0  
CANONIII  
DESKJET  
IBM4019

Win 3.0 SDL  
BROHL24  
CANONIII

Win 3.1  
HPPCL5A  
IBM4019  
LBPIII (Canon)

### **CAUSE**

---

This is a limitation of the printer driver.

### **RESOLUTION**

---

Do not place labels on top of each other.

### **STATUS**

---

This behavior is by design.

[References](#)



## **INF: Form Sizing Grid Accepts Non-Integer Values**

Article Number: Q91720  
CREATED: 3-NOV-1992  
MODIFIED: 11-NOV-1992

### **Summary:**

---

When you use the Grid option in design mode for either a form or a report, non-integer values are accepted, but are rounded to the nearest integer.

### **More Information:**

---

Steps to reproduce behavior  
-----

1. Open a report or form in design mode
2. Change the Grid option to any non-integer value
3. Upon exiting the field, the value you entered is rounded to the nearest integer

[References](#)

## **PRB: FormWizard Labels Placed on Left Margin Grow Down**

Article Number: Q91721  
CREATED: 3-NOV-1992  
MODIFIED: 11-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

New labels added at the left margin of a form created by FormWizards using a single column format appear to "grow" down instead of out towards the right margin. In fact, the default label is aligned right for all single-column FormWizards.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Behavior

-----

1. Create a bound form using a FormWizard and choose Single Column.
2. Open the form in Design Mode
3. Create a label on the leftmost side of the form in any section.

Results: As the user enters text for the label, it grows down with each keystroke.

### **[References](#)**

## FastTips: Database Structure Questions & Answers

Article Number: Q92469

CREATED: 8-NOV-1992

MODIFIED: 12-NOV-1992

### Summary:

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=====  
Microsoft(R) Product Support Services Application Note (Text File)  
WX0635: DATABASE STRUCTURE QUESTIONS & ANSWERS  
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1. Q. What foreign data formats does Microsoft Access support?

A. Microsoft Access can link to Btrieve(R), dBASE III PLUS(R),  
dBASE IV(R), and Paradox(R) versions 3.x data, including  
indexes.

Microsoft Access can import data from Btrieve, dBASE III PLUS,  
dBASE IV, FoxPro versions 2.x, Lotus(R) 1-2-3(R) versions 2.x  
and 3.x, Lotus 1-2-3/W, Microsoft Excel for Windows versions 2.x  
and later, Paradox 3.x, and fixed-length and delimited ASCII  
text.

Microsoft Access also supports the Open Database Connectivity  
(ODBC) specification for connectivity to data on database  
servers. ODBC drivers for Microsoft SQL Server are included with  
Microsoft Access. Microsoft SQL Server ODBC drivers are the only

drivers certified for Microsoft Access version 1.0.

2. Q. What are primary and foreign keys in a relational database?

A. Primary keys uniquely identify a specific row in a table. They are usually composed of a single field or column whose data is unique to each row of information (for example, a customer identification number, employee social security number, or order identification number). Primary keys also can be composed of more than one field. For example, the fields Company Identification and Contact Name could be combined to form a primary key for a table that contains information about companies that have more than one contact.

Foreign keys identify rows in one table that match the primary key of another table. For example, if the field Employee ID is the primary key in the Employee table, in the Orders table, Employee ID is the foreign key. The relationship between primary and foreign keys enables you to access related data in multiple tables.

3. Q. Which FieldSize setting should I select for the Number data type in order to use a Counter field of another table as the foreign key in the current table?

A. To use a Counter field of another table as the foreign key in the current table, select the Long Integer setting.

4. Q. How do you change the starting value of a Counter column to a number other than 1?

A. To set the starting value of a Counter column to a number other than 1, use the following four-step procedure:

1. Create an additional single-column temporary table. Give the Number column the same name as the Counter column in the original table.

2. Create a new row in the temporary table by inserting a value in the Number column. This value should be 1 less than the desired starting value for the original table.

3. Create an Append query to append the single row from the temporary table to the original table.

4. Once you append the single row, delete the temporary table. You can then delete the dummy row from the original table.

NOTE: Do not compact the database before you add the first row to the original table. If you do this, the counter value is reset to start at 1.

5. Q. Is data in tables stored in a sorted order? How can I view my data in sorted order?

A. Data in tables is not stored in sorted order. Data is stored in

the order in which it was entered. To view data in sorted order, create either a query, or a form based on a query, that uses the Sort field on the query grid. By default, if the table includes a primary key, the Datasheet view of the table will display the data sorted by the primary key. To view the data sorted by something other than the primary key alone, use a query, as previously described.

6. Q. How can I delete the primary key from a table?

A. You can delete the primary key for a table by opening the Table Properties dialog box and deleting the entry for the Primary Key field. Please note that the primary key cannot be deleted from a table that is the primary table in a relationship.

7. Q. How can I create computed columns in tables?

A. You can create computed columns or expressions with queries. Within the query, create a column that is defined as an expression. In general, it is helpful to think of queries as virtual tables; you can use a query wherever you can use a table. If you're familiar with SQL terminology, this is very similar to creating a view. Unlike most implementations of views, however, Microsoft Access views can be updated even if they involve joins from different data sources, such as Paradox, Btrieve, or separate Microsoft Access data sources.

## [References](#)

## FastTips: Access Basic and Macros Questions & Answers

Article Number: Q92472

CREATED: 8-NOV-1992

MODIFIED: 12-NOV-1992

### Summary:

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=====  
Microsoft(R) Product Support Services Application Note (Text File)  
WX0636: ACCESS BASIC AND MACROS QUESTIONS & ANSWERS  
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#### 1. Q. How can I run macros from Microsoft Access Basic?

A. The following are three suggested ways to run macros from Access Basic:

a. Create the macro using the macro editor and then call it from your Access Basic procedure. For example, if you create a macro called Macro1, you can call the macro from a procedure with the following command:

```
DoCmd RunMacro "<macro1>"
```

b. Call the macro from the Immediate window using the same syntax as you would in Access Basic. Again, the syntax is as follows:

```
DoCmd RunMacro "<macro1>"
```

c. Use DoCmd to run a macro action, rather than creating a macro specifically for that action. The basic format of DoCmd is as follows:

DoCmd <Action Argument1, Argument2>

For more information on DoCmd, RunMacro, and macro actions, please refer to the "User's Guide and An Introduction to Programming"; or, search Help on the keywords "DoCmd" and "Expressions in Macros and Actions."

2. Q. When should I use the Variant data type?

A. Use the Variant data type if you are unsure what type of data you are working with. When you use the Variant data type, Microsoft Access evaluates the data and then handles it appropriately. Using variants avoids the step of assigning data types to variables and manually converting data types in your programs. Further, when you store table data in variables, using variants eliminates complications with NULL data values.

3. Q. How do I comment out a macro action?

A. With the macro in Design view, choose Conditions from the View menu. This adds the Condition column to the macro design. Type "false" (without the quotation marks) on the condition line for the macro action you want to comment out.

## [References](#)

## FastTips: Forms Questions & Answers

Article Number: Q92475  
CREATED: 8-NOV-1992  
MODIFIED: 12-NOV-1992

### Summary:

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WX0637: FORMS QUESTIONS & ANSWERS  
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1. Q. How do I invoke my Microsoft Access Basic code from within a form?

A. To call a function from a property, type the following:

```
=function name()
```

The equal sign and parentheses are required. You can call an Access Basic function from form or control properties, such as After Update or Default Value. Search for the name of a specific property in Help for examples. Subroutines cannot be called from properties. For more information, please refer to "An Introduction to Programming," Chapter 7, page 1.

2. Q. Do form rules override table rules?

A. Yes, form rules do override table rules. When you position fields on a form by dragging them from the Field list, the validation property for the field inherits the validation rule that was defined for the field in the table design.



3. Q. When is it appropriate to use the exclamation point versus the period when identifying objects and properties in an expression?
- A. A good rule of thumb is to use the exclamation point before anything you specifically name (such as the name of your form or a control on the form) and to use a period before anything Microsoft Access names (such as a property).
4. Q. Why doesn't the header I created show in Form view?
- A. The header you created was most likely a page header. There are two different types of headers available on forms: form headers and page headers. A form header is displayed on-screen and when printed; a page header is displayed only when printed.
5. Q. How do I reference a control on a subform?
- A. To reference the subform control itself, you must use the form property of the subform control as follows:
- ```
forms![master form name]![subform control name].form![control name]
```
6. Q. When are validation rules on a form evaluated?
- A. Microsoft Access evaluates a validation rule only when data is entered or edited in a field and the cursor is moved to a different field or record. If you leave the field unchanged, the validation rule is not evaluated. Microsoft Access also validates a field on a form when you leave the form, when you switch views, or when you close the form. To check for nulls, you must use a macro. For more information, please refer to Chapter 22 of the "User's Guide."

## [References](#)

## FastTips: Querying Questions & Answers

Article Number: Q92476

CREATED: 8-NOV-1992

MODIFIED: 12-NOV-1992

### Summary:

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Microsoft(R) Product Support Services Application Note (Text File)  
WX0639: QUERYING QUESTIONS & ANSWERS  
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1. Q. How can I export the result of a query?

A. To export the results of a query, you must create a table that contains the results. To do this, create a make-table query in Design view (choose Make Table from the Query menu). The resultant table will contain the data to be exported. After the make-table query is complete, choose Export from the File menu to export the data in the desired format. For more information, please refer to Chapter 4 of the "User's Guide."

2. Q. Can I join tables from different databases into one query?

A. Yes, you can join tables from different databases into one query. Using the Attach Table method, you can generate queries from any supported data source (for example, Btrieve[R], dBASE III PLUS[R], dBASE IV[R], or Paradox[R]).

3. Q. Is data in tables stored in a sorted order? How can I view my data in sorted order?
- A. Data in tables is not stored in sorted order. Data is stored in the order in which it was entered. To view data in sorted order, create either a query or a form based on a query that uses the Sort field on the query grid. By default, if the table includes a primary key, the Datasheet view of the table will display the data sorted by the primary key. To view the data sorted by something other than the primary key alone, use a query, as previously described.
4. Q. How can I create computed columns in tables?
- A. Within the query, create a column that is defined as an expression. In general, it is helpful to think of queries as virtual tables; you can use a query wherever you can use a table. If you're familiar with SQL terminology, this is very similar to creating a view. Unlike most implementations of views, however, Microsoft Access views can be updated even if they involve joins from different data sources, such as Paradox, Btrieve, or separate Microsoft Access data sources.
5. Q. What is the difference between the keywords DISTINCT and DISTINCTROW?
- A. DISTINCT is part of the SQL standard and causes a query to return unique data, rather than unique records. For example, even if there are 10 customers named Jones, the query "SELECT DISTINCT Name FROM Customer" returns only one row containing Jones. In Microsoft Access queries, you specify DISTINCT by choosing Query Properties from the View menu and selecting the Unique Values Only check box.

DISTINCTROW is unique to Microsoft Access and is not part of the SQL standard. It causes a query to return unique records, rather than unique data values. For example, if there are 10 customers named Jones, the query "SELECT DISTINCTROW Name FROM Customer" returns all 10 rows containing Jones.

The major reason for adding the DISTINCTROW keyword to Microsoft Access SQL is to support semi-joins that can be updated (for example, one-to-many joins in which the output columns all come from the one-side table). DISTINCTROW is specified by default in Microsoft Access queries and is ignored in queries where it has no effect.

## [References](#)

## FastTips: Reporting Questions & Answers

Article Number: Q92477  
CREATED: 8-NOV-1992  
MODIFIED: 24-NOV-1992

### Summary:

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1. Q. Why is every other page of my report blank? How can I correct this problem?
  - A. This problem commonly occurs when the width of your report combined with the left and right margins is greater than the width of your paper. Adjust the width of your report and the margins so that your report fits on the page.
2. Q. How can I convert a form to a report?
  - A. To convert a form to a report, open the form in Design view and choose Save As Report from the File menu.
3. Q. How can I sort the data in a report by a field not displayed on the report?
  - A. To sort report data by a field in a separate table, create a query that includes the field from the other table, then base the report on the query. If you have already created the report, verify that the query includes all the fields used in the report and change the Record Source property of the report to refer to

the new query. Now you can adjust the Sorting and Grouping properties of the report to sort on the new field.

## [References](#)

## FastTips: General Information Questions & Answers

Article Number: Q92496

CREATED: 8-NOV-1992

MODIFIED: 12-NOV-1992

### Summary:

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1. Q. What sources of information about Microsoft Access, in addition to the documentation, does Microsoft provide?
  - A. Microsoft provides several resources with current information about Microsoft Access. If you have a modem, you can download Microsoft Knowledge Base articles about Microsoft Access from the Microsoft Download Service (MSDL). You can also download the Windows Driver Library (WDL) from this service. The WDL is also available at no charge on CompuServe, GENie, and Microsoft OnLine. After you connect to any of these services, please read the WDL.TXT file for instructions on downloading the WDL and a complete list of files that it contains.

You can reach the MSDL at (206) 936-6735. There is no charge for using this service; however, standard connect-time fees and long-distance telephone charges do apply when you are downloading information.

On the CompuServe, GENie, and Microsoft OnLine systems, the WDL is located in the Microsoft Software Library. On CompuServe, you can reach the Microsoft Software Library by typing "go msl" (without

the quotation marks) at the command prompt. To locate the WDL.TXT file, search on the word S13354.

If you do not have a modem, you can order the WDL on disk from Microsoft Consumer Sales at (800) 426-9400. Microsoft Consumer Sales is open Monday through Friday, 6:30 A.M. to 5:30 P.M., Pacific time. There is a \$20 charge to order the WDL on disk.

2. Q. How many databases can I open at one time in Microsoft Access?
  - A. Through the user-interface menus in Microsoft Access, you can open only one database at a time; therefore, you can view only one Database window in each session of Microsoft Access. In Access Basic, however, you can use the OpenDatabase() function to open several databases at once. The number of databases you can have open simultaneously through Access Basic is limited only by memory. Also, by choosing Attach Table from the File menu, you can attach to as many databases as memory allows.

## [References](#)

## **PRB: Cannot Install Cue Cards Without Installing Help**

Article Number: Q92639  
CREATED: 12-NOV-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

During a custom installation, you can select and deselect options through the Microsoft Access Setup Options dialog. If you deselect "Help," the size of the "Cue Cards" files increases from 1688 K to 5112 K. However, the total disk "Space required" does not increase and the size of "Help" does not decrease from 3424 K to 0 K.

### **CAUSE**

---

You must have Help loaded in order to use Cue Cards. Therefore, when you deselect Help, the size of the Cue Cards files increases to include the size of the Help files.

"Help" and "Cue Cards" are separate selections because it is possible to install and use the Help files without installing the Cue Cards files.

### **STATUS**

---

This behavior is by design.

### **[References](#)**



## **INF: How to Take a Button Out of Tab Order**

Article Number: Q92640  
CREATED: 12-NOV-1992  
MODIFIED: 6-DEC-1992

### **Summary:**

---

This article describes two methods for removing push buttons from the tab order on a form.

### **More Information:**

---

1. Place the buttons in a form header or footer. Each section on a form has it's own tab order, so the form user would have to explicitly move from the detail section to the header or footer.
2. Place an unbound, hidden text box before the buttons in terms of tab order on the form. In the OnEnter property of the hidden text box, call a macro that sets focus to the first control on the form.

This solution is one that FormWizards also use. Put all of your regular controls in the detail section of the form first in the tab order, then place an unbound, hidden text box on the form, and finally place any buttons on the form. In the OnEnter property of the hidden text box, use a macro to set focus to the first of your regular controls.

### [References](#)

## **INF: Differences Between Native and Attached Tables**

Article Number: Q92644  
CREATED: 12-NOV-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

Attached tables (ie. Paradox, dBase IV, etc.) are not treated differently from Microsoft Access tables, except for:

1. In the table list, attached table icons look slightly different than Access table icons. For attached tables, a black arrow is added to the table icon.
2. When attempting to take an attached table into design mode, you get a warning message, "Table 'xxxxx' is an attached table. Some properties can't be modified. Open it anyway?"
3. When you delete an attached table, its contents are not deleted (Which is what happens when you delete a native Access table.) Only the attached table entry is deleted from the list of tables.

However, the alert message is the same for both types of deletions, which may lead you to believe that the attached table has been erased when it has not.

### [References](#)

## **INF: How to Remove Relationships**

Article Number: Q92649  
CREATED: 12-NOV-1992  
MODIFIED: 23-DEC-1992

### **Summary:**

---

This article explains how to delete a relationship in Microsoft Access once it has been created.

### **More Information:**

---

The sample database NWIND contains a relationship between the Employees and the Orders tables. The steps that follow describe how to delete this relationship.

1. Open the NWIND database by selecting Open Database from the File menu.
2. From the Edit menu, choose Relationships.
3. From the Primary Table combo box, choose Employees.
4. From the Related Table combo box, choose Orders.

Since there is a relationship already defined for these two tables, Microsoft Access automatically displays Employee ID in the Select Matching Fields combo box and grays out the Add button.

5. Choose the Delete button to remove the existing relationship.
6. Choose the Close button to exit the Relationships dialog box and return to the Database window.

Note: In addition to the Relationships dialog box, you can view existing relationships by creating a query. Include all the tables in your database in the query. Microsoft Access automatically displays join lines when there are existing relationships between tables.

#### References:

For more information on listing relationships in a database, query on the following words in the Microsoft Knowledge Base:

relationships and list

#### [References](#)

## **PRB: OLE Objects Format From Excel Changes After Being Updated**

Article Number: Q92650  
CREATED: 12-NOV-1992  
MODIFIED: 15-NOV-1992

---

### **Summary:**

---

New OLE Objects created in Microsoft Excel displayed without row or column headings in Microsoft Access. Once the object has been updated, the display changes and row and column headings are displayed.

### **More Information:**

---

This article contains the steps to reproduce this problem.

Steps To Reproduce Behavior

---

1. Start Microsoft Excel.
2. Enter "Test" in cell A1.
3. Select cell A1 and choose Copy from the Edit menu.
4. Start Microsoft Access and open a database.
5. Create a new form and choose Paste from the Edit menu.  
This creates an OLE Object which displays cell A1.
6. Double-click on the OLE Object to activate Excel.
7. Modify the contents of cell A1.
8. From the File menu choose Update.
9. Activate Microsoft Access.

The OLE Object now displays row and column headings.  
You may need to resize the OLE Object to see the updated contents of cell A1.

### **[References](#)**

## **PRB: Excel Custom Date Format Not Detected by Import**

Article Number: Q92651

CREATED: 12-NOV-1992

MODIFIED: 15-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

When importing an Excel spreadsheet containing custom date formats into a new table, Microsoft Access imports the formatted fields with the data type of Double instead of Date/Time.

### **CAUSE**

---

The import protocol supports date and currency guessing only on cells formatted with a system-supplied (built-in) format.

### **RESOLUTION**

---

One possible workaround is to import the Excel file into an existing table where that field has been formatted for Date/Time. Access will not recognize the custom format but will display the date in the standard mm/dd/yy Date/Time format.

Another option is to go into the design view of the newly imported table and change the data type from Number to Date/Time.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

#### Steps to Reproduce Behavior

-----

1. Create a New Excel spreadsheet.
2. Enter a date into Cell A1.
3. Create a New Date format such as mmmmmm/dd/yyyy.
4. Apply the format to the A column.
5. Import the spreadsheet with Access.

Results: Date comes in as a Number (Double) not Date/Time.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, chapter 4, pages 72-75.

#### [References](#)

## **PRB: Can't Attach to Paradox Table on Read-Only Drive**

Article Number: Q92653  
CREATED: 12-NOV-1992  
MODIFIED: 17-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

You cannot attach to a Paradox table (\*.DB) that is on a read-only drive. If you attempt to attach you receive the error message:

Couldn't open file 'FILENAME#DB'

### **CAUSE**

---

Neither Paradox or the Paradox ISAM shipped with Microsoft Access support databases on read-only shares.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Paradox is manufactured by Borland International, a vendor independent of Microsoft; we make no warranty, implied or otherwise, regarding this product's performance or reliability.

### [References](#)

## **PRB: How to Create a Chart Without a Title**

Article Number: Q92655  
CREATED: 12-NOV-1992  
MODIFIED: 6-DEC-1992

### **Summary:**

---

When creating a graph in Form Design mode using the GraphWizard, Microsoft Access fills in the default value "Graph" if no title is specified for the chart.

### **More Information:**

---

There is a workaround for this by changing the font color for the chart title:

1. Launch the Microsoft Graph Server from Form Design mode by selecting Insert Object from the Edit menu.
2. Double-click on the chart title.
3. Select Font from the Format menu.
4. Change the font color to the same color as your form background color.
5. Close Microsoft Graph and answer "Yes" to update.
6. Save the form.

The title now blends in with the form background.

### **[References](#)**

## **PRB: CTRL+HOME Navigation Problem in Macro Design Mode**

Article Number: Q92665  
CREATED: 12-NOV-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

If you press the key combination CTRL+HOME when you are in design mode of a new macro, the cursor might not move to the beginning of the macro, as you might expect.

### **CAUSE**

---

If you click in the Action column you are in Edit mode for the current macro line; pressing CTRL+HOME moves the cursor to the beginning of the drop down list. If you click in any Comments column which is empty, you are already at the beginning of the field.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Behavior

-----

1. Create a new macro.
2. Click in the Comments column of any row but the first.
3. Press CTRL+HOME.

Nothing happens. If you navigate with the arrow keys after clicking in the Comment section, pressing CTRL+HOME positions you on the first line of the macro.

### [References](#)



## **INF: No Permission to Modify Data in a Table**

Article Number: Q92667  
CREATED: 12-NOV-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

When you attempt to modify data in a table (while in datasheet view), you may receive the following error message:

```
No permissions for '<name of table>'
```

This is confusing, because you were able to open the table without any warning messages.

### **More Information:**

---

This message indicates that you only have Read Definitions and Read Data permissions for the table. Because you have rights to view the data, there is no error message when you first open the table in the default datasheet view.

A more descriptive message is generated when you first open the table in design view:

```
You don't have permission to modify '<name of table>'.  
Open as read-only?
```

This message appears when opening the table in design view because you have no security permissions that would provide you design view usability.

Reference(s):

"Microsoft Access User's Guide", version 1.0, page 621.  
For more information, search in Help on "permissions command".

### **References**

## **PRB: Can't Exit Extend Mode in Parameters Dialog Box**

Article Number: Q92669  
CREATED: 12-NOV-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

When in the Parameters dialog box of a query, you cannot get out of Extend mode by pressing SHIFT+F8.

### **CAUSE**

---

Pressing F8 turns Extend mode on (EXT appears in the status bar). Once Extend mode is on, pressing F8 repeatedly extends the selection to the word, the field, the record (in Datasheet and Form view), and all records (in Datasheet and Form view). Pressing SHIFT+F8 reverses the selection, but will not take you out of Extend mode. To turn off Extend, mode press ESC.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Behavior  
-----

1. Open a new Query (don't need to add any tables.)
2. Choose Parameters from the Query menu.
3. Enter a couple parameters with more than one word in each.
4. Click in the center of a word and press F8 to enable Extend mode.

At this point pressing SHIFT+F8 does not take you out of Extend mode.

[References](#)

## **PRB: Default Width in Report Design Does Not Reflect Margins**

Article Number: Q92670  
CREATED: 12-NOV-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

The default grid area is independent of how a report or form is printed. The controls you place in the document determine the size. In the USA, the default width of the grid area is set to 5 inches, regardless of the print settings (paper size, orientation, margins). You may think that because the default, US, print settings call for a page size of 8.5" x 11", portrait orientation, with 1" margins that the default grid area would be  $8.5" - 2" = 6.5"$ .

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Search Help for "Creating a New Template for Forms and Reports" to change the desired layout of reports or forms.

### [References](#)

## INF: Error Message "Unable to Recover"

Article Number: Q92671

CREATED: 12-NOV-1992

MODIFIED: 15-NOV-1992

### Summary:

---

You may receive the following error message when attempting to open a table in design view:

```
Unable to recover from attempt to switch view. Window
will be closed.
```

Microsoft Access returns focus to the Database window.

### More Information:

---

This error message occurs only in rare scenarios. It is an informational message only, not a program error.

Steps to Reproduce behavior

-----

1. Two users (User A and User B) both open the same database non-exclusively.
2. Both users open the same table in Datasheet view.
3. Both users simultaneously switch to Table Design view.
4. User A succeeds, but User B receives the following error message:

```
Table is in use, cannot lock by user '<user B's logon name>'
on machine <user B's machine name>'.
```

5. User B tries to reopen the table in Datasheet view, and receives the following error message:

```
Couldn't lock table. Table '<table name>' is exclusively
locked by user '<user A's logon name>' on machine '<user
A's machine name>'.
```

6. User B is returned to the Database window with the following error message:

```
Unable to recover from attempt to switch view. Window
will be closed.
```

7. Microsoft Access returns User B's focus to the Database window.

When in Datasheet view (step #3), both users have the table open non-exclusively. When they try to go into Table Design view, they are actually closing the table and attempting to re-open it exclusively.

In the above scenario, User A succeeds and User B fails. Thus the error message in step #4.

When User B then tries to re-open the table (non-exclusively) in Datasheet view, User A already has the table exclusively locked. Thus the error message in step #5.

The error message in step #6 is an information message designed to let User B know that Microsoft Access is unable to open the table in either Table Design or Datasheet view. Microsoft Access returns the focus to the Database window.

## [References](#)

## PRB: TransferDatabase Macro Accepts Invalid File Names

Article Number: Q92674

CREATED: 12-NOV-1992

MODIFIED: 15-NOV-1992

### Summary:

---

### SYMPTOMS

---

When using the TransferDatabase macro to export a database, Microsoft Access allows you to enter file names that include spaces in the Destination argument. Once the database is exported with a file name that includes a space, Microsoft Access will not be able to import that file. If you try to import the file, the following error message appears:

The filename is not valid

### RESOLUTION

---

If you export a file with a blank embedded in the filename, renaming the file without the space, using File Manager or MS-DOS, enables Microsoft Access to import the file.

### STATUS

---

This behavior is by design.

### More Information:

---

Steps to Reproduce Behavior

- 
1. Create a table and call it Table1.
  2. Create a new macro:

| Macro Name | Condition | Action           |
|------------|-----------|------------------|
| Macrol     |           | TransferDatabase |

Macrol Actions

-----

| TransferDatabase Arguments | Attribute        |
|----------------------------|------------------|
| Transfer Type:             | Export           |
| Database Type:             | Dbase or Paradox |
| Database Name:             | c:\access        |
| Object Type:               | Table            |
| Source:                    | Table1           |
| Destination:               | Test Table       |
| Structure Only:            | No               |

3. This macro creates a file called Test Tab.xxx where xxx is the appropriate extension for the export type.
4. Try to import this file. Microsoft Access displays the message:  
Test Tab.xxx This filename is not valid

## References

## **PRB: Insert Object Dirties Record**

Article Number: Q92675  
CREATED: 12-NOV-1992  
MODIFIED: 19-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

Placing your cursor in a field with the data type OLE Object, choosing Insert Object from the Edit menu, and then clicking the cancel button in the Insert Object dialog box will "dirty" a record. A dirty record is one that has been edited.

If the field is part of an existing record, the previous contents of the field are not deleted or modified, but the record is rewritten when you move off of it.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps To Reproduce Behavior

-----

1. Open a table that includes an OLE object field.
2. Place your cursor in the OLE object field.
3. Select Insert Object from the Edit menu, then click Cancel.
4. The record selector now indicates that the record is dirty by displaying the pencil indicator.

[References](#)



## **PRB: Subform not Updated**

Article Number: Q92676  
CREATED: 12-NOV-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

As you scroll through records in the main form, your subform is not updated. The records on the main form and the subform are not synchronized.

### **CAUSE**

---

Your subform is not linked to the main form.

### **STATUS**

---

This behavior is by design.

### **RESOLUTION**

---

You should use the LinkMasterFields and LinkChildFields form properties to link your main form and subform automatically. You may manually update the subform by pressing the F9 function key (Recalculate).

### **More Information:**

---

Recalculation occurs automatically for controls that reference other fields on the same form, or fields in subforms. Recalculation does not occur automatically for subform controls that only reference fields on the main (master) form, or in other subforms.

This is because subforms notify the master form of any changes, but the master form does not notify the subforms of changes. Nor do subforms on the same main form notify one another of any changes.

Reference(s) :

In the online Help, search on "Link: main form and subform" and "function keys".

[References](#)

## **PRB: Scrolling to Bottom of Module Window Goes Past Typed Info**

Article Number: Q92677  
CREATED: 11-NOV-1992  
MODIFIED: 15-NOV-1992

### **SYMPTOMS**

---

In a Module window, moving the vertical scrollbar thumb control all the way to the bottom takes you past the end of your program. You must manually scroll back up to locate the end of your code.

### **CAUSE**

---

The scrollbar indicates your position relative to the module's data boundaries, rather than your position relative to the current information in the module. Therefore, it is likely that at some point you entered information some distance below the end of your current code. Even though that information has been deleted, the module's boundaries still reflect the furthest position of entered information.

### **RESOLUTION**

---

Once a sheet's boundaries have been extended, there is no way to shrink them. A possible workaround would be to copy and paste your code into a new module window.

### **STATUS**

---

This behavior is by design.

### **[References](#)**

## **PRB: Access Trims Spaces Off Database Names**

Article Number: Q92678  
CREATED: 12-NOV-1992  
MODIFIED: 15-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

When naming a database that has one or more spaces at the front of the database name, Microsoft Access strips off the leading spaces.

### **CAUSE**

---

By default, the Windows Common Dialog strips leading spaces off names.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Behavior

-----

1. Create a new database.
2. Give the database a name that begins with a space.
3. Save the database.
4. Reopen the database. The space has been stripped off the name.

[References](#)

## **PRB: Out Of Memory When Pasting Text Into Module**

Article Number: Q92679  
CREATED: 12-NOV-1992  
MODIFIED: 19-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

An "Out of Memory" message appears when pasting in more than 64K of ASCII text from the Clipboard.

### **CAUSE**

---

The implementation of the Clipboard paste in Microsoft Access cannot paste more than 64K of ASCII text. This message appears even if the code translates into less than 64K of pseudocode.

### **RESOLUTION**

---

Paste the text into the module in more than one step. Each paste must contain less than 64K of text.

### [References](#)

## **INF: Currency is Significant to Four Digits**

Article Number: Q92680  
CREATED: 12-NOV-1992  
MODIFIED: 6-DEC-1992

### **Summary:**

---

When using the currency data type within Microsoft Access Basic, be aware that numbers are significant to four digits to the right of the decimal point.

### **More Information:**

---

The reason for this is that most financial information, such as mortgage rates and stocks, require four digit degree of precision.

Currency variables are stored as 64-bit numbers (8 bytes) in a two's complement integer format and scaled by 10,000 to give a fixed-point number with 15 digits to the left of the decimal point and 4 digits to the right. This representation provides a range of -922,337,203,685,477.5808 to 922,337,203,685,477.5807. The Currency data type is extremely useful for calculations involving money and for fixed-point calculations in which accuracy is particularly important.

### [References](#)

## **INF: Defragment and Compact Database to Improve Performance**

Article Number: Q92681

CREATED: 12-NOV-1992

MODIFIED: 19-NOV-1992

### **Summary:**

---

Compacting your database and defragmenting your hard drive will improve the performance of Microsoft Access.

### **More Information:**

---

Since the data on your hard disk becomes fragmented over time, you should run a disk defragmentation utility (or "defragmenter") periodically. Within the file, portions of the database may also become fragmented due to Microsoft Access. Because of this, you should also run Compact from within Microsoft Access.

A disk defragmenter will place the database file in contiguous clusters on your hard disk, making file access quicker in general. If you do not defragment your hard disk, the time it takes for MS-DOS to retrieve your file may increase since it must go to several physical locations on the disk to retrieve the entire file.

The Compact option under the File menu will also aid in increasing the performance of Microsoft Access. Compact makes a copy of the database, rearranging how the database file is stored on disk if it is fragmented.

File storage can become fragmented when you make many changes to a database. The compacted database file is usually smaller. You can use the same name as the original for the compacted database file, or you can use a different name to create a separate file. If you use the same name and the database is compacted successfully, Microsoft Access automatically replaces the original file with the compacted version.

#### Limitations of Compact

-----

- The compact operation succeeds only if you have enough storage space on your disk for both the original and compacted versions of the database.
- You cannot compact a database when it is open. In a multi-user environment, the compact operation fails if another user has the database open.

#### Fragment or Compact First?

-----

If you compact after running a defragmenter, you would theoretically leave open disk space immediately after the .MDB file on the disk, thereby allowing MS-DOS to place any additional information in the next physical clusters (this would be very fast). However, if you defragment after running Compact, your .MDB might be placed on the first part of the disk followed by the rest of your files, with no

open disk space until the end (the inside tracks) of the disk. This would result in somewhat slower disk access.

## [References](#)

## **INF: Parameter Queries, Wildcards, and SQL Server**

Article Number: Q92682  
CREATED: 12-NOV-1992  
MODIFIED: 18-NOV-1992

### **Summary:**

---

"\*" and "?" are not valid wildcard characters in parameterized SQL Server queries, and thus are interpreted by SQL Server as text. This means that unless "\*" and/or "?" happen to be present in the field restricted by the parameter, the query will return an empty set.

Instead of using "\*" and "?" in parameterized queries, use the SQL Server wildcard characters ("% and "\_").

### **More Information:**

---

SQL Server uses the ANSI standard wildcards "%" and "\_", whereas Microsoft Access uses "\*" and "?". When using a parameterized query, Microsoft Access does not translate the "\*" or "?" to the SQL Server wildcard equivalents "%" or "\_". The string that is typed in the parameter dialog box is passed verbatim to SQL Server. Microsoft Access only translates strings that are part of the QBE Grid.

Reference(s) :

For more information, search for "Parameter Query" using the Help menu.

[References](#)



## **INF: '#Name?' or Control is Blank on Form Based on a Query**

Article Number: Q92683  
CREATED: 12-NOV-1992  
MODIFIED: 18-NOV-1992

### **Summary:**

---

If you have a form based on a query, and the query contains multiple fields with the same name (such as FieldA from Table1 and FieldA from Table2), the control(s) on the form that are bound to that field name will be blank or may display the error "#Name?".

### **More Information:**

---

Because the same field name appears multiple times in the query that the form is based on, Microsoft Access does not know which field to link to the control(s). Therefore, instead of making an assumption about which field to bind to, it leaves the control(s) linked to duplicate field names blank or displays the error "#Name?" in the control.

To correct this problem, rename the field in the query.

To change a field name in a query:

1. In a query's Design view, place the insertion point in front of the first letter of the field name in the QBE grid.
2. Type the new name followed by a colon. Delete any names assigned by Microsoft Access, but don't delete the field name or expression.

Note: Changing a field name in a query's Design view changes the heading in the query's Datasheet view and the field name in a Form or Report based on the query. However, the underlying field name in the table doesn't change.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, page 103.

[References](#)

## INF: How to Change the Caption on the Access Window

Article Number: Q92684

CREATED: 12-NOV-1992

MODIFIED: 23-DEC-1992

### Summary:

---

This article shows you how to change the default title bar of the Microsoft Access window with a function called from a macro.

This macro can optionally be named "Autoexec", which would then change the window caption automatically whenever this database is opened.

### More Information:

---

To create this function:

1. Open a new database and name it TEST.MDB.
2. Open a new blank form. Place at least one control on the form. Close and save the form as "MainForm".
3. Open a new macro and enter the following action (Close and save the macro as "Macrol"):

| Action  | Argument                                          |
|---------|---------------------------------------------------|
| RunCode | ChangeAccessCaption("<Your Custom Caption Here>") |

4. Open a new module, and enter the following declarations:

```
Option Explicit
Declare Function GetParent% Lib "USER" (ByVal hwnd%)
Declare Sub SetWindowText Lib "USER" (ByVal h%, ByVal lpstr$)
```

5. On the next line in the module, type the following and press enter:

```
Function ChangeAccessCaption(Caption as String)
```

6. This will allow you to enter the code for the ChangeAccessCaption function. Enter the following:

```
Function ChangeAccessCaption (Caption$)
    Dim X%
    Dim hParent%

    ' Here's an example of how to set the caption bar in Access.
    DoCmd OpenForm "MainForm"           'Open the main startup form...
    X% = Forms!MainForm.hwnd           'Get its handle...
    hParent% = GetParent(GetParent(X%)) 'Get the forms parent...Access
    Call SetWindowText(hParent%, Caption$)

End Function
```

7. Save the module as "Module1".

8. After closing and saving the module, run Macro1. The Window title for the Microsoft Access window should change to the text you specified as the function parameter in step 3.

## [References](#)

## PRB: GoToRecord Macro Doesn't Work on Subform

Article Number: Q92685  
CREATED: 12-NOV-1992  
MODIFIED: 19-NOV-1992

### Summary:

---

### SYMPTOMS

---

If you create a GoToRecord macro that points to a subform and run that macro from the main form, you get the following error message:

```
Object 'Subform Name' isn't open
```

(Where 'Subform Name' is the subform that you specified in the GoToRecord macro)

### STATUS

---

This behavior is by design.

### RESOLUTION

---

Use a GoToControl macro and specify the subform, then use the GoToRecord action to specify the specific record within the subform.

### More Information:

---

Steps to Reproduce Behavior

1. Open NWIND.MDB and create the following macro:

```
Macro Name      Condition      Action
-----
Macrol1                      GoToRecord
```

Macrol1 Actions

```
-----
GoToRecord
  Object Type: Form
  Object Name: Categories Subform
  Record: Next
```

2. Open up the Categories form and from the File menu, choose Run Macro, then select Macrol1. You will get the following error message:

```
Object 'Categories Subform' isn't open
```

3. Now change Macrol1 to the following:

```
Macro Name      Condition      Action
-----
Macrol1                      GoToControl
                               GoToRecord
```

Macrol1 Actions

```
-----
GoToControl
```

Control Name: Categories Subform

GoToRecord

Record: Next

Run the macro in the same way as above. The macro will go to the second record in the Categories subform.

[References](#)

## **PRB: Opening a Database Read Only Forces Others to Read Only**

Article Number: Q92686

CREATED: 12-NOV-1992

MODIFIED: 18-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

If you open a database as Read Only, all other users attempting to open the same database as Exclusive are forced to open it Read Only also. This applies to multiple copies of Microsoft Access running on one workstation as well as the multi-user environment.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

#### Steps to Reproduce Behavior

-----

1. Open Microsoft Access and open the NWIND database with Read Only selected and Exclusive not selected.
2. Minimize the first instance of Microsoft Access and start a second instance of Microsoft Access.
3. In the second instance of Microsoft Access, open the NWIND database with Exclusive selected and Read Only not selected.

Result: the database opens as Read Only, even though the Read Only flag wasn't selected.

#### Work Around

-----

To override the database opening in Read Only mode, do not select Exclusive when opening the second instance.

#### [References](#)

## **PRB: Report or Form Bound to a Table Locks the Table**

Article Number: Q92687  
CREATED: 12-NOV-1992  
MODIFIED: 17-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

You may receive the following message when you try to open a table in Design view:

Can't open table 'table name' for modifications. Open it read-only?

This message occurs by attempting to open a table in design view when the table is the record source for a form or report, and one of the following conditions is also true:

1. A report is opened in Print Preview or a form is opened in Browse view that has the same record source, or is based on a query with the same record source.
2. A form is opened in Browse view first and then switched to Design view.
3. A report is opened in design view, then switched to Print Preview and back to design. (You cannot switch to design view if you opened the report in Print Preview first.) This message does not occur when opening the form or report in Design view first, (without ever switching to Browse view or Print Preview), and then opening the table in Design view.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

You must close the Form or Report window to be able to open the table in Design view to allow changes. Search in Help for "error messages: reference" for more information regarding this error.

### [References](#)

## INF: Setting a Default Value to The Last Record Entered

Article Number: Q92688

CREATED: 12-NOV-1992

MODIFIED: 09-FEB-1993

### Summary:

---

This article describes a technique to set a control's default value to the last entered value.

### More Information:

---

This technique is a two-step process:

1. Create a hidden control on the form.
2. Use the SetValue macro in the OnEnter and OnExit Properties of the control whose default value you want to change.

#### Example

-----

For example, if you have a form (Form1) and you want to set a control on that form (Control1) to the last value that was entered,

1. Create another control, HiddenControl2, and set its Visible property to No (hidden).
2. Create two Macros, Macro1 and Macro2:

| MacroName | Action   |
|-----------|----------|
| -----     |          |
| Macro1    | SetValue |
| Macro2    | SetValue |

Macro1 Actions

-----

SetValue

Item: Forms![Form1]![Control1]

Expression: Forms![HiddenForm2]![HiddenControl2]

Macro2 Actions

-----

SetValue

Item: Forms![HiddenForm2]![HiddenControl2]

Expression: Forms![Form1]![Control1]

3. Set the following properties:

Control1

-----

OnEntry: Macro1

OnExit: Macro2

Reference(s):



"Microsoft Access User's Guide," version 1.0, chapter 9, "Designing Forms," pages 224-227

"Microsoft Access User's Guide," version 1.0, chapter 22, "Using Macros with Forms," pages 538-541

## [References](#)

## INF: Queries Sort by Order of IN() Parameters

Article Number: Q92689  
CREATED: 12-NOV-1992  
MODIFIED: 6-DEC-1992

### Summary:

---

If you use the IN() operator in an unsorted query, the output will be grouped on the associated field. In addition, Microsoft Access will place the groups in the same order as the parameters are listed in the IN() operator.

### More Information:

---

#### Steps to Reproduce Behavior

-----

1. Create a table with Firstname and Lastname fields (data type "text"). Enter the data listed below:

|      |         |
|------|---------|
| JOE  | SMITH   |
| JANE | DOE     |
| ABE  | LINCOLN |
| JOHN | DOE     |

2. Create a query on this table. In the Criteria for Lastname, type:

```
IN("LINCOLN","DOE")
```

The query will generate these records:

|      |         |
|------|---------|
| ABE  | LINCOLN |
| JANE | DOE     |
| JOHN | DOE     |

You can have the records appear in a different sequence by changing the order of the parameters in the IN() operator, or you can explicitly specify a SORT order.

#### [References](#)

## **INF: Limit of AND's in SQL Select Statement**

Article Number: Q92690  
CREATED: 12-NOV-1992  
MODIFIED: 6-DEC-1992

### **Summary:**

---

There is an undocumented limit on the number of ANDs you can use in a SQL Select statement. The limit is 40 for the Where clause and 40 for the Having clause. Microsoft Access returns the following error message when you exceed this limit:

Out of Memory

### **[References](#)**

## **INF: Unsupported SQL Keywords Not Listed in Access**

Article Number: Q92691  
CREATED: 12-NOV-1992  
MODIFIED: 17-NOV-1992

### **Summary:**

---

In Appendix C of the "Microsoft Access User's Guide", there is a list of all SQL keywords that are supported in Microsoft Access version 1.0. However, there is no list of SQL keywords that are not supported in Microsoft Access version 1.0.

### **More Information:**

---

There are over 200 ANSI SQL keywords that Microsoft Access does not support. Rather than list them all, only the supported keywords are listed in Appendix C.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, Appendix C, "Expressions", pages 649-650, 655-656.

### [References](#)

## INF: Pasting Columns to the Clipboard in Access

Article Number: Q92692

CREATED: 12-NOV-1992

MODIFIED: 17-NOV-1992

### Summary:

---

It is not possible in Table Datasheet Browse/Edit mode to select a column of data and copy it to the clipboard, as you can in Microsoft Excel.

There are, however, other ways to change or rearrange data without copying to the clipboard. This article gives three likely scenarios where you might want to change or rearrange data, and techniques to do it.

### More Information:

---

#### Scenario A

-----

If your purpose is to rearrange the order of the columns, there is no need to cut-and-paste. To rearrange columns:

1. Select the column using the column indicator.
2. Then, drag the column to the desired position, and release it.

For more information, search Help on "Column Width (datasheets)" and read "Changing a Datasheet's Appearance." Also, read "To Move a Column" in the Microsoft Access User's Guide, Chapter 14: "Adding and Editing Data."

#### Scenario B

-----

If your purpose is to add an additional column to an Access table, you must run an Update Query. If you are also adding new records, you must run an Append Query (step 3 below) before running the Update Query.

The steps below assume two tables, Master and ExtraInfo (data shown in the example below.) To copy information from ExtraInfo to Master:

1. Create ExtraInfo and Master to have the same primary key.
2. Manually add the new column names from ExtraInfo to Master. Make sure they are the same data type. They don't have to be the same name as the corresponding fields in ExtraInfo, but it saves a lot of typing if the names are the same.
3. (Skip this step if ExtraInfo contains only records that exist in Master.) Use ExtraInfo to create an Append Query. Specify Master as the destination table. You must make sure that the Unique Values query property is checked. Add all the field names from ExtraInfo to the QBE grid. If the field names are spelled correctly, Microsoft Access will automatically fill in the Append To field with the name of the correct field from Master. If not, you must

select the Master fieldname manually in the Append To field. Run the Query. New records will be appended to Master from ExtraInfo. Other records in ExtraInfo will be processed by the Update Query in the next step.

4. Create an Update Query that contains both Master and ExtraInfo. Join the two tables by dragging the key field from Master to ExtraInfo. Drag the new fields from Master and drop them onto the QBE grid. You must type the [ExtraInfo]![<fieldname>] manually into the Update From field. Run the query to update the new fields in existing Master records.

EXAMPLE for Scenario B

- 
1. Create two tables called MASTER and EXTRAINFO. The MASTER table has two fields: KEY and ITEM1. The EXTRAINFO table has two fields: KEY and ITEM2. Add data as follows:

| MASTER: | KEY | ITEM1 | EXTRAINFO: | KEY | ITEM2 |
|---------|-----|-------|------------|-----|-------|
|         | 1   | AAAAA |            | 1   | 11111 |
|         | 2   | BBBBB |            | 3   | 33333 |

2. Now, open MASTER in Design view and add the field ITEM2. It should look like this:

| MASTER: | KEY | ITEM1 | ITEM2 |
|---------|-----|-------|-------|
|         | 1   | AAAAA |       |
|         | 2   | BBBBB |       |

3. Create a new query. Add ExtraInfo to the query & close the Add Table dialog box. Select Append... from the Query menu. Choose Master as the table to append to. Also make sure that the Unique Values setting is checked. Drag the KEY field and the new field, ITEM2, into the QBE grid. Microsoft Access will fill in the Append To field names. Run the query. Microsoft Access will respond "2 rows will be appended." Press OK. Microsoft Access will respond with a message stating that "1 record(s) were lost due to key violations" (This is OK. The record with Key=1 couldn't be appended. This will be taken care of by the Update Query). Press OK. Master should now look like this:

| MASTER: | KEY | ITEM1 | ITEM2 |
|---------|-----|-------|-------|
|         | 1   | AAAAA |       |
|         | 2   | BBBBB |       |
|         | 3   |       | 33333 |

4. Create a new query. Add both ExtraInfo and Master to the query & close the Add Table dialog box. Join the tables by dragging the KEY field from ExtraInfo to Master. A line will connect the two tables. Select Update from the Query Menu. Drag the new field, ITEM2 from Master into the QBE grid. Type [ExtraInfo]![ITEM2] in the Update From position. Run the query. Microsoft Access will respond "2 rows will be updated." Press OK. Master should now look like this:

| MASTER: | KEY | ITEM1 | ITEM2 |
|---------|-----|-------|-------|
|---------|-----|-------|-------|

|   |       |       |
|---|-------|-------|
| 1 | AAAAA | 11111 |
| 2 | BBBBB |       |
| 3 |       | 33333 |

For more information on Append and Update queries, search Help on "Appending Records to a Table", "Update Queries, Updating Records as a Group", and "Joins, Joining Tables in a Query." Also, look in the Microsoft Access User's Guide under "Appending Records" and "Updating Tables" in chapter 7, and "Creating Multiple Table Queries" in chapter 6.

#### Scenario C

-----

If your purpose is to copy a column of data from Access to another application, such as Microsoft Excel, try one of the following methods:

1. Use Copy & Paste to transfer the records you desire. Then delete the unwanted columns in Excel.
2. Use the Hide Columns command from the Layout menu to suppress the columns that you do not want copied. Then use Copy & Paste to transfer the records that you desire. You must Unhide each column individually.
3. Create a Query that contains only the columns that you want. Then use Copy & Paste to transfer the records that you desire. This last method is useful if you plan to do this on a regular basis.

For more information, search Help on "Copy Command."

#### [References](#)

## **INF: Inconsistent Save and Save As Menus with Forms**

Article Number: Q92693  
CREATED: 12-NOV-1992  
MODIFIED: 16-NOV-1992

### **Summary:**

---

With a Form open in Design view, the File menu has options for Save and Save As. With a Form open in Form view or Datasheet view, the File menu has options for Save Form and Save Form As.

### **More Information:**

---

These options are available so that the user will be less likely to think that saving the Form while in Form view or Datasheet view will save the actual data displayed at that time. While in Design view, no data is displayed, and it is clear that saving the Form will not save any data from the form's dynaset. In all the cases, only the information which defines the Form itself will be saved by choosing either save option from the File menu.

### **[References](#)**



## **INF: Using TransferDatabase to Export to Btrieve Format**

Article Number: Q92694  
CREATED: 12-NOV-1992  
MODIFIED: 05-JAN-1993

### **Summary:**

---

According to the online Help for the TransferDatabase Action, it is not necessary to have a Database Name entry in order to export to Btrieve format. This is incorrect.

The third paragraph under "Database Name" should read:

For Btrieve databases, enter the path and file name (FILE.DDF) of the Xtrieve dictionary file for the Btrieve database. If the path you specify doesn't contain an Xtrieve dictionary file, Microsoft Access will create a dictionary file. This is a required entry. If you don't know the location of an Xtrieve dictionary file, enter a space <using the spacebar> and Microsoft Access will create this file for you.

### **More Information:**

---

You must physically enter either a space or an invalid path before Microsoft Access will create a dictionary file for you. An Xtrieve dictionary file is required when exporting a table to Btrieve format.

### **[References](#)**

## PRB: Fields on Popup not Editable when Access is Minimized

Article Number: Q92695

CREATED: 12-NOV-1992

MODIFIED: 16-NOV-1992

### Summary:

---

### SYMPTOMS

---

When you minimize the Microsoft Access program window and a Microsoft Access popup form is displayed, you are unable to place a cursor in an editable field on the popup form, and as a result, cannot edit its contents.

### STATUS

---

Microsoft is researching this problem and will post new information here as it becomes available.

### More Information:

---

#### Steps to Reproduce Behavior

-----

1. Create a form with a Text Box and a Command Button on it, set the form's Popup property to Yes, and save the form as MinPop.
2. Create a macro with the following macro actions (save this macro as MinPop):

#### Actions

-----

##### SendKeys

Keystrokes: "%n"

Wait: Yes

##### OpenForm

Form: MinPop

3. Run the macro MinPop.

When you run the macro Minpop the Microsoft Access program window is minimized and the MinPop form is displayed. When you click on the text box to edit or tab to it, no cursor is displayed and you are unable to edit or enter data in the text box. If you restore the Microsoft Access program window while the MinPop form is displayed, you then are able to click on the text box, see the cursor, and edit the field.

#### Reference(s) :

"Microsoft Access Language Reference" version 1.0, pages 348-351, and 432-435.

#### [References](#)

## **PRB: Disabled Buttons Not Visible with ATI 1280x1024**

Article Number: Q92701  
CREATED: 12-NOV-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

When using an ATI Ultra Card with the ATI 1280x1024 driver, disabled buttons within Microsoft Access are not visible. This does not apply to push buttons that you create on a form, only with buttons that are part of Microsoft Access.

### **RESOLUTION**

---

Using a video driver supplied with Microsoft Windows will remedy this problem.

### **More Information:**

---

This occurs only with Microsoft Access buttons and not with user-created buttons because the "text" of the two types of buttons are different. With Microsoft Access buttons, the text is actually text and with user-defined buttons the text is actually a bitmap.

The ATI Video driver is manufactured by a vendor independent of Microsoft; we make no warranty, implied or otherwise, regarding this product's performance or reliability.

### **[References](#)**

## **INF: Status Bar Text Too Long for Auto Repeat Property**

Article Number: Q92702  
CREATED: 12-NOV-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

When you select the Auto Repeat property for a push button, the text that appears in the status bar can get cut off if you are using a display mode that is less than VGA. The text that appears in the status bar should read:

Run macro specified in OnPush property repeatedly while button is pressed?

### [References](#)

## **PRB: Alt+ Any Key Combination Does Not Work With Active Popup**

Article Number: Q92703  
CREATED: 12-NOV-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

When a Microsoft Access popup window is active in Form Browse, pressing any ALT+key combination to access the menu bar does not work.

### **RESOLUTION**

---

Use the mouse instead of the keyboard to access the menu bar.

### **More Information:**

---

Currently, when a popup window is active, pressing any of the ALT+key combinations will not pass any function to the system menu bar, only to the current active window.

#### Steps to Reproduce Behavior

-----

1. Run Microsoft Access and open NWIND.MDB.
2. Select the Forms command from the View menu.
3. Open the "Add Products" form into Design mode.
4. Select the Properties command from the View menu. The property sheet will be displayed.
5. Pressing ALT+F to access the menu File option does not work.

#### [References](#)

## **INF: CueCards Started Outside Access Does Not Work**

Article Number: Q92706  
CREATED: 12-NOV-1992  
MODIFIED: 13-NOV-1992

### **Summary:**

---

When you select the Microsoft Access Help Icon without having Microsoft Access started and then try to run any topic from the Cue Cards menu, you are returned to the Program Group without any error message.

### **More Information:**

---

This is a limitation of WinHelp's ability to call and respond to DLLs.

Steps to Reproduce Behavior  
-----

1. From Microsoft Access Program Group open Microsoft Access Help Icon
2. Select Cue Cards.
3. Select any Cue Cards topic.

Result: You are returned to the Microsoft Access Program Group without any error message.

[References](#)

## **INF: Form View Allowed When ViewsAllowed Set to Datasheet**

Article Number: Q92709  
CREATED: 12-NOV-1992  
MODIFIED: 17-NOV-1992

### **Summary:**

---

If you create a form and set the ViewsAllowed property to Datasheet, you can still open the form in Form View.

### **More Information:**

---

The DefaultView property in Microsoft Access specifies how to open the form, while the ViewsAllowed property determines what you can do once the form is opened. ViewsAllowed determines whether users can switch between Datasheet View and Form View by choosing either the Form or Datasheet command from the View menu.

### [References](#)

## **PRB: Out of Disk Space Error Makes Paradox Table Unusable**

Article Number: Q92739  
CREATED: 15-NOV-1992  
MODIFIED: 19-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

When working with a Paradox table in Microsoft Access you receive the following error message if you run out of disk space:

Out of Disk Space

You continue to get the same error message even after you remedy the problem by freeing up disk space.

### **RESOLUTION**

---

To correct this problem:

1. Delete the attachment to the remote Paradox table by highlighting the table name in the table list and pressing the DEL key.
2. Rename the table (xxx.DB) and its index (xxx.PX) to some other names.
3. Recreate the attachment, then try attaching to the remote Paradox table again.

### **[References](#)**



## **PRB: Help Gives Error Importing File From Floppy Disk**

Article Number: Q92740  
CREATED: 15-NOV-1992  
MODIFIED: 19-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

Pressing F1 for help, after importing a file from a floppy disk drive, results in a System error:

Cannot read from drive A:.

### **CAUSE**

---

This problem is caused by a bug in the Microsoft Windows Help engine (WINHELP.EXE) and, as a result, manifests itself in several products, such as Microsoft Word for Windows.

### **RESOLUTION**

---

To avoid this problem, change the selected drive in the import dialog box back to a fixed-disk drive before closing the dialog box.

### **STATUS**

---

Microsoft has confirmed this to be a problem in WINHELP.EXE. We are researching this problem and will post new information here as it becomes available.

### **More Information:**

---

Steps to reproduce behavior

- 
1. Import a database file from a file on floppy disk (such as drive A:).
  2. Close the Import dialog box.
  3. Remove the disk from drive A:.
  4. Press F1 for help. You receive the error message:

Cannot read from drive A:

### **References**

## **PRB: Choosing a New Printer Resets Some Printer Settings**

Article Number: Q92741  
CREATED: 15-NOV-1992  
MODIFIED: 20-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

Microsoft Access retains certain printer settings with Form and Report objects. However, if you select a new printer in the Print Setup dialog your Orientation, Paper and Option settings change to the default values.

### **CAUSE**

---

This functionality is controlled by the Windows Common Dialog DLL (Dynamically Linked Library.)

### **STATUS**

---

This behavior is by design.

### [References](#)

## INF: Planning Database Security

Article Number: Q92742

CREATED: 15-NOV-1992

MODIFIED: 20-NOV-1992

### Summary:

---

There are two things to remember when dealing with security:

1. Plan your security scheme from the beginning.

Planning a good security scheme from the beginning will ensure you a minimum of work in the future.

2. Assign permissions to Groups, NOT to Users.

This is very important. By creating appropriate, well thought out groups, a user has the "best" permissions of the groups that (s)he is a member of. (For example, if a user is member of Group A, which does not have permissions to an object but also is a member of Group B, which does have the permissions to an object, the user will have Group B's permission to the object.)

You will find that maintenance work will decrease significantly if you plan your groups carefully. A typical database setup should have a maximum of 4 to 5 groups. This is not a maximum number of groups limitation for Microsoft Access, merely a guideline for easier security management.

At this time there is no multi-selection functionality in the security dialogs. There is no way can you give a group or user permissions to more than one object at the time; each object must be selected individually and then permissions may be assigned.

### More Information:

---

#### User Name Case Sensitivity

-----

User and group names are not case sensitive when you enter them to start a Microsoft Access session. However, if you are recreating a user account or group you have to match the name exactly. This is due to the way the account information is stored by the system.

Note: Passwords are case sensitive.

Reference:

"Microsoft Access User's Guide," version 1.0, chapter 25,  
"Administering a Database System."

#### [References](#)

## **PRB: No Error Given When Linked OLE Object Can't be Found**

Article Number: Q92745  
CREATED: 15-NOV-1992  
MODIFIED: 6-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

Microsoft Access does not warn you if you close an OLE server without saving a linked embedded object.

### **STATUS**

---

This behavior is by design.

More information:

Steps to Reproduce Behavior  
-----

1. Start Microsoft Excel.
2. In SHEET1 enter data in several cells, select and then copy them to the clipboard.
3. Start Microsoft Access.
4. Open a new form and choose Paste Link to create a linked embedded object.
5. Switch back to Excel and close SHEET1. DO NOT save the changes.
6. Switch back to Access and double-click on the linked embedded object. Excel comes to the foreground; the hourglass is displayed; and Excel is then closed. There is no error message displayed.

[References](#)

## **INF: Exporting Table to Excel Does not Set 'Database' Name**

Article Number: Q92746  
CREATED: 15-NOV-1992  
MODIFIED: 6-DEC-1992

---

### **Summary:**

---

When you export a table from Microsoft Access to Microsoft Excel, the defined name "Database" is not set in Excel.

### **More Information:**

---

To use the exported data as a Microsoft Excel database, the database range must be set manually in Excel. This can be done by highlighting the entire set of data, including the first row of labels, and choosing Set Database from the Data menu.

For additional information on interaction between Microsoft Access and Microsoft Excel, query in the Knowledge Base for the following keywords:

Access AND Excel AND database AND biff

Note: BIFF is the Microsoft Excel Binary Information File Format.

### **[References](#)**

## INF: Count() Ignores Null Values

Article Number: Q92747  
CREATED: 15-NOV-1992  
MODIFIED: 4-DEC-1992

### Summary:

---

NULL values are ignored when using a query to perform a count.

### More Information:

---

Steps to reproduce behavior

1. Create Table1 with two text columns as follows:

| Column1  | Column2 |
|----------|---------|
| foos     |         |
| ball     |         |
| foosball | junk    |
| null     |         |
| notnull  | junk    |

2. Open a new query based on Table1.
3. From the View menu, choose SQL. Enter the following SQL query:

```
SELECT Column2, COUNT(Column2)
FROM Table1
GROUP BY Column2;
```

4. Run the query. The result of the query is:

| Column2 | Count(Column2) |
|---------|----------------|
|         | 0              |
| junk    | 2              |

Workaround:

To count NULL values, count on a primary key column, a column that contains unique values, a counter column, or a dummy column where all records equal 1.

The new SQL statement would read:

```
SELECT Column2
COUNT(PrimaryKey)
FROM Table1
GROUP BY Column2;
```

Reference(s):

On-Line Help, search on "Count" and select the topic "Calculating Totals in a Query" and "Count Function" for more information.

## References

## **INF: Hints for Printing Mailing Labels**

Article Number: Q92807  
CREATED: 16-NOV-1992  
MODIFIED: 11-DEC-1992

### **Summary:**

---

The Microsoft Access ReportWizard for mailing labels makes it quick and easy to create a report design for many standard mailing labels. However, sometimes you may have difficulty getting the labels to print correctly on your printer. Here are some hints and suggestions for getting labels to print.

### **More Information:**

---

The Microsoft Access ReportWizard for mailing labels creates report specifications for standard mailing labels. However, in order to do so, it makes some assumptions about your printer which may not be true. In particular, it assumes that it can print within a certain distance of each edge of the paper. Every Windows print driver can have a different "printable region," which is the rectangle on the printed page that the application can print into. This rectangle may be smaller than the rectangle that the physical printer can print, due to space and efficiency considerations in the print driver. Therefore you may not be able to print labels as close to the edge of the paper as you would like.

In general, the ReportWizard assumes that it can print within .25 inch of the edge of the paper. If you find that some of the text in your labels is getting cut off or is not getting printed at all, try going into design mode for the report and moving text items until all of the text prints. For example: Select all the controls and move the entire group down a little within the Detail section to adjust for a top label being missed. You may have to make the items smaller, choose a smaller font, and move them closer together to get everything to fit without having the label cut off at either the top or the bottom of the printed page.

If your printer has such a large top margin that you can't move your text items down far enough (or if doing so results in a visually crowded label), the next thing to do is change the Print Setup margins so that the first label on each page is not used. To do this, choose Print Setup and add the height of your labels to the top margin provided by the ReportWizard. For example, if you are using 1 inch labels, and the top margin is .03 inch, change it to 1.03 inches to skip the first label on the page. If you are having trouble with the last line of the last label getting cut off, you can use the same technique on the bottom margin to cause the last label on the page to be skipped.

Another common problem is that some labels come on sheets that are 12 inches tall, whereas the print driver only knows about 11 inch paper. In this case, you must ignore the last label on the page and use the labels that fall within the first 11 inches.

### **References**





## **PRB: QBE Grid Disappears on Highlight and Delete**

Article Number: Q92808  
CREATED: 16-NOV-1992  
MODIFIED: 11-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

The Query By Example (QBE) grid, which displays when you enter design mode for a query in Microsoft Access, disappears if you highlight the grid by clicking on the query grid's column header and drag across to the end of the query grid, then select Delete from the Edit menu.

### **CAUSE**

---

Microsoft Access deletes the grid columns instead of clearing the contents of the columns when you highlight a whole column, or an entire grid, and then select Delete from the Edit menu.

### **RESOLUTION**

---

To get a blank query grid column to display after the grid has disappeared, choose Insert Column from the Edit menu.

To get a column already filled with field information to display, click on a field name in one of the field lists displayed in the top portion of the query design window, then drag the field to the query grid portion of the query design window, or double-click on the field.

### **STATUS**

---

This behavior is by design.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, pages 92-100

[References](#)

## **INF: RunApp Action Command has 255 Character Argument Limit**

Article Number: Q92809  
CREATED: 16-NOV-1992  
MODIFIED: 11-DEC-1992

### **Summary:**

---

The RunApp action for macros allows 255 characters.

### **More Information:**

---

MS-DOS has a 127 limit on command line arguments, but Microsoft Access allows up to 255 characters for the RunApp macro action. This is by design, because there is a 127 character limit for the program name and path, but there is a 127 character limit for the list of arguments to the program. The two argument lists add up to the allowed 255 characters.

### **[References](#)**

## **PRB: BeforeUpdate Macro Executing Twice**

Article Number: Q92810

CREATED: 16-NOV-1992

MODIFIED: 16-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

The BeforeUpdate macro appears to be executing twice, rather than only once.

### **CAUSE**

---

The BeforeUpdate macro will execute whenever an edited record is saved. And if you Paste Append records, it will execute when each of those records is added. If you find that the BeforeUpdate macro is executing more than once, check to see exactly what actions the user is taking.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to reproduce behavior

-----

1. Create a macro with a MsgBox action and then a CancelEvent action.
2. Save this macro as Macro1.
3. Create a bound form with text boxes.
4. Set the form's BeforeUpdate property to Macro1
5. Switch the form from Form Design view to Form view.
6. Enter data in a field, then select the data in that field.
7. From the Edit menu, choose Copy.
8. From the Edit menu, choose Paste Append.
9. Choose OK for the Message box (that you created in Macro1).
10. Close the form.
11. Choose OK for the Message box (that you created in Macro1)
12. Choose OK for the following error message:

The record being edited can't be saved. If you close the form, the changes you've made to the record will be lost. Close anyway?

Notice that the message box you created in Macro1 re-appeared in step #11. The macro that you assigned to the BeforeUpdate property is

executing (1) when the record that you Paste Appended is saved, and  
(2) when when the edited record is saved.

Reference(s) :

Microsoft Access On-Line Help, search on "BeforeUpdate, AfterUpdate  
Properties"

[References](#)

## **PRB: Can't db.OpenTable With Only Read Definition Permission**

Article Number: Q92811

CREATED: 16-NOV-1992

MODIFIED: 11-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

When you have only Read Definition permissions on a table, you are unable to open the table in order to examine the table definition from Access Basic. The following error message appears:

```
No permission for 'Tablename'
```

### **CAUSE**

---

The table cannot be opened from Access Basic when you have only Read Definition permission. You should give users Read Data permission for the table if they need to examine the table definition via Access Basic.

A user with Read Definition permission can manually only look at the table definition by opening the table in design mode as read only via the User Interface (UI).

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce the Problem

- 
1. Open a new database and create a table called Table1.
  2. Add a new user named "Joe" and give this user Read Definition permission only on Table1.
  3. Exit Microsoft Access, restart Microsoft Access and logon as Joe. (Be sure you have removed all permissions from the group Users since everyone who logs on to Microsoft Access is a member of the group Users.)
  4. Enter the following code in a new Module:

```
Option Explicit
Sub Test ()
    Dim Mydb As Database
    Dim MyTable As Table
    Set Mydb = CurrentDB()
    Set MyTable = db.OpenTable("Table1")
    MyTable.MoveFirst
    MyTable.Close
    Mydb.Close
End Sub
```

5. Run this sub by typing 'test' in the immediate window. The following error message is displayed:

No permission for 'Table1'.

[References](#)

## **PRB: Cannot Use DoMenuItem for Open Database or New Database**

Article Number: Q92812

CREATED: 16-NOV-1992

MODIFIED: 11-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

If you use the macro command 'DoMenuItem' to open or create a new database, the database is not opened or created, and no error message is shown. Attempting to open a database brings up the File Open dialog box; however, the database you select in this dialog is not opened.

### **CAUSE**

---

When the macro attempts to open/create another database, Microsoft Access tries to close the current database, then detects that a macro is still executing from the currently open database and, as a result, does not close the database.

### **STATUS**

---

This behavior is by design.

### **RESOLUTION**

---

You can have only one database open at a time in the Database Window. (If you need to open more than one database at a time, you can use Access Basic.) It is possible to close a database via a macro since the close is the final action in the macro. The database from which the macro is running would have to be closed before a new database is opened. The close action could not be followed by an open/create action because the database that contains the code to open/create has already been closed.

More information:

Steps to reproduce behavior

-----  
1. Create the following macro:

Action

-----

DoMenuItem

Arguments

-----

Menu Bar: Database

Menu Name: File

Command: New Database

2. Run the macro. No database is opened and no error message is given.

[References](#)



## **PRB: Column Widths in Table Design not Saved**

Article Number: Q92813  
CREATED: 16-NOV-1992  
MODIFIED: 11-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

The browse mode column widths of the table are automatically saved by Microsoft Access. When working on tables in design mode, however, changes made to the design mode grid's column widths are not saved when the form is closed.

### **CAUSE**

---

Microsoft Access does not currently support saving the column width of the design mode grid for a table.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Behavior  
-----

1. Open a table in design mode.
2. Adjust the column width of "field type" (or one of the other columns).
3. Exit the table.
4. Return to the table in design mode and notice that the width has returned to its original state.

[References](#)

## **PRB: No Error Msg When BoundColumn Greater Than ColumnCount**

Article Number: Q92814  
CREATED: 16-NOV-1992  
MODIFIED: 11-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

The default value for the ColumnCount and BoundColumn properties of List Boxes and Combo Boxes is "1". If you change the BoundColumn property to a number that is greater than the number of columns (ColumnCount), you do not get an error message.

### **CAUSE**

---

Microsoft Access does not enforce any error checking at this point of form or report design. Otherwise, you would always have to enter the correct column count before entering the bound column number.

### **STATUS**

---

This behavior is by design.

### **RESOLUTION**

---

When using List or Combo Boxes, check to ensure that the BoundColumn property setting is an integer between 0 and the number set by the ColumnCount property.

For more information, search for "ColumnCount" and "BoundColumn" using the Help menu.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, pages 239-241

### **References**

ColumnCount, BoundColumn

## INF: Using the Generic Print Driver with Forms/Reports

Article Number: Q92815  
CREATED: 16-NOV-1992  
MODIFIED: 3-DEC-1992

### Summary:

---

One way to get Microsoft Access output from forms or reports into a text file is to use the Windows Generic print driver and print to a file. However, using the Generic print driver (TTY.DRV) can be a little tricky. Listed below are some hints on how to set up your forms and reports for the Generic print driver.

### More Information:

---

The Windows Generic print driver simulates a line-oriented printer with a fixed pitch font, like a TTY device or a line printer. Because of this, it can only print text, and it can only position the text on a grid that is 10 characters per inch in the horizontal direction and 6 lines per inch in the vertical direction. (By contrast, most Windows print drivers can position text on any pixel position.)

This means that any form or report using the Generic print driver to create a text file should be layed out so that everything lines up with this character grid.

Here are some considerations for the form/report layout:

- Ensure that each section of your report has a height that is an integral multiple of 1/6".
- Lay out the text items in your report such that each falls on 1/6" boundaries.
- Since the default hardware font for most printers is a Courier 10cpi font, you should set the font for all of your text items to be Courier 10.
- Don't use Bold fonts, as they will appear three times in your output. (The Generic driver simulates bold text by overstriking.)

Here are some problems that frequently occur when using the Generic print driver to do text output:

- Blank lines appear in the output -- text items or sections are slightly farther apart than 1/6".
- Overlapped lines appear in the output -- text items or sections are slightly closer together than 1/6"
- Text appears three times in the output -- text is formatted as Bold.

### [References](#)

## INF: Converting Julian Dates with Access Basic

Article Number: Q92816  
CREATED: 16-NOV-1992  
MODIFIED: 11-DEC-1992

### Summary:

---

Most government agencies and contractors require the use of Julian dates. (A Julian date is the number of days from the first of the year and the number of days till the end of the year, as printed on most desktop calendars.)

Microsoft Access does not have any built-in functionality for using or converting Julian dates to standard dates. However, you can write a function in Access Basic to do this. Below is an Access Basic function which converts a Julian date to a standard serial date in Microsoft Access.

### More Information:

---

Before attempting the examples below, create a new module and enter the following function:

```
Option Explicit
Function ConvertJulian (JulianDate as Long)
    ConvertJulian = DateSerial(1900 + Int(JulianDate / 1000),_
        1, JulianDate Mod 1000)
End Function
```

#### Example1

-----

1. Create a new unbound form and add two unbound text boxes (called field0 and field2) to the form.
2. In the Control Source property of field2 type:  
  
    =ConvertJulian([field0])
3. Go to form view and enter 90001 into the first text box. The Julian date is converted into a normal date and displayed in the second text box.

#### Example2

-----

1. In Microsoft Access, create a table called Table1. Make one field named "Julian", data type "Number".
2. After saving the table, go to Datasheet View and enter the following numbers in the Julian field:

```
90001
90010
92100
```

3. Create a new query based on Table1 and drag the Julian field into the query grid.
4. In the Field row of another column of the query grid, enter the following:  
  
Normal: ConvertJulian([Julian])
5. Go to Datasheet view. The Julian dates are converted into normal m/d/y dates.

## [References](#)

## **INF: Initial Size of Every MDB File is 64K**

Article Number: Q92817  
CREATED: 16-NOV-1992  
MODIFIED: 11-DEC-1992

### **Summary:**

---

The initial size of every .MDB file is 64K. Microsoft Access allocates additional space in 16 page blocks (2K per page x 16 = 32K).

### **More Information:**

---

The initial size of every .MDB file is 64K, (32 pages). If more space is needed, the additional space is allocated in 16 page blocks. The reason for using 16 page blocks, as opposed to smaller blocks of disk space, is to prevent excessive disk fragmentation.

### [References](#)

## **PRB: "No Default Printer" Error Message When Printing**

Article Number: Q92818  
CREATED: 16-NOV-1992  
MODIFIED: 14-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

When you create a new report and no default printer is set in the Windows Control Panel, you get the error message:

There is no default printer. Select or install one using the Windows Control Panel.

### **CAUSE**

---

Reports have a "Layout for print" property that defaults to "Yes", which enables the "Size to fit" option when designing reports or labels. This option uses the printer font metrics defined in the printer driver. When there is no default printer, Microsoft Access cannot calculate the layout.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Behavior

- 
1. In Windows Control Panel, highlight your default printer and choose Remove.
  2. In Microsoft Access, choose Report, then New.
  3. Choose either Report Wizard or Blank Report.

You receive the error message immediately when you use the Blank Report option. When you use the Report Wizard, you receive the message after answering all of the Report Wizard information. By choosing OK, you can continue creating the report.

### **[References](#)**

## **PRB: Pressing Home Key in TextBox Does Not Move to Beginning**

Article Number: Q92819  
CREATED: 16-NOV-1992  
MODIFIED: 16-NOV-1992

### **Summary:**

---

#### **SYMPTOMS**

---

When you are in a textbox control and enter an extremely long amount of data, pressing the Home key does not move you to the beginning of the data but does position the cursor at the beginning of the textbox.

#### **CAUSE**

---

Microsoft Access looks at a single line as being up to 20 inches. If your data exceeds this length, or if you have entered a carriage return (CTRL+ENTER) into the text box, pressing the Home key will not move you to the beginning of the data. In these cases you can press CTRL+HOME instead. Both text boxes bound to text fields or memo fields act the same with regards to Home/End.

#### [References](#)



## **PRB: A '#' Appears in Place of a '.' When Referring to a File**

Article Number: Q92820  
CREATED: 16-NOV-1992  
MODIFIED: 16-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

In some error messages which refer to file names, a '#' appears in the file name in the error message in place of the period such as:

Can't access file TEST#DBF

#### RESULT:

You get the error message 'Can't access file TEST#DBF' instead of 'Can't access file TEST.DBF'.

### **CAUSE**

---

A '.' is not a valid entry in the JET table, and as a result the translated string that JET provides to Microsoft Access contains a valid replacement character for the '.', namely the '#'.

### **RESOLUTION**

---

This is a known bug in Microsoft Access version 1.0.

#### [References](#)

## **PRB: Unable to Specify Label Order in Graph Form Wizard**

Article Number: Q92821

CREATED: 16-NOV-1992

MODIFIED: 16-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

The labels on a chart created using the Graph Form Wizard are not in order. No matter how you organize the underlying data, the labels always appear in alphabetical order.

### **CAUSE**

---

Microsoft Access has no way of knowing whether a text field contains date information or regular text information. The Graph FormWizard uses the SQL "Group By" clause, which defaults to alphabetically grouping text fields.

### **STATUS**

---

This behavior is by design.

### **RESOLUTION**

---

If you want to chart dates, store the underlying data for the form in date fields (as date/time data types). Then, when you tell the Graph FormWizard to GROUP, Microsoft Access will know to group date fields chronologically.

If you want neither alphabetical or chronological grouping of labels, you will need to manually edit the ColumnHeads property for your graph. This property is available when the form is in Design mode.

### **More Information:**

---

Steps to reproduce behavior

- 
1. Create a table called Table1 with two fields: a text field called Text and a numeric field called Number.
  2. Switch to Datasheet view and enter the following data in the order shown:

| Text | Number |
|------|--------|
| ---- | -----  |
| Jan  | 5      |
| Feb  | 1      |
| Mar  | 2      |

3. Use the Graph FormWizard to create a new form based on Table1

The labels on your chart are in alphabetical, not chronological order.

Reference(s) :

For more information, search for "Parameter Query," then "GROUP BY clause (SQL)," then "graph labels," then "ColumnHeads" using the Help menu.

[References](#)

## **PRB: One Side of Join Line Not Attached to Table**

Article Number: Q92822  
CREATED: 16-NOV-1992  
MODIFIED: 16-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

Join line in the query grid is only attached to one table.

### **CAUSE**

---

The table is joined to another table that is currently positioned out of view on the query window.

### **RESOLUTION**

---

Try maximizing query window or using the scroll bars to find the other table, and then move the table closer to the first table.

### **STATUS**

---

This behavior is by design.

### [References](#)

## **INF: Access Table with Time Field Exports Strangely to Excel**

Article Number: Q92823  
CREATED: 16-NOV-1992  
MODIFIED: 16-NOV-1992

### **Summary:**

---

A Microsoft Access table that has a Time formatted field displays a strange Date format when exported to Microsoft Excel. The Time column on the spreadsheet displays the Time as the Date 1/0/00.

### **More Information:**

---

Microsoft Access and Excel both use serial numbers to display dates and time. A Microsoft Access table that is exported to Excel automatically formats all serial numbers as a date. The spreadsheet column of serial numbers simply needs the format changed to time. To correctly display a time format, highlight the column of dates on the spreadsheet. Select NUMBER from the FORMAT menu and choose one of the time formats (i.e.: hh:mm:ss AM/PM). Now the time will display correctly.

Reference(s) :

Excel Help, "Serial Numbers", Date and Time Numbers

[References](#)

## **INF: Custom Setup May Show Zero or Negative Disk Space Needed**

Article Number: Q92824  
CREATED: 16-NOV-1992  
MODIFIED: 19-NOV-1992

### **Summary:**

---

The amount of disk space required for each option does not display a consistent number when running a custom installation.

### **More Information:**

---

The setup program calculates and displays the total space that you will need, it does not just display a flat number. If you already have the same version installed the option will display a zero for required disk space. If a previous version of one of the options was much greater, the required disk space will display a negative number. An example of this would be if you added more data or objects to the NWIND.MDB. In the Sample Apps Disk requirement you would notice a negative number.

#### Steps to Reproduce Behavior

-----

1. Run the setup program for Microsoft Access from Disk 1.
2. Choose Custom Installation.
3. Notice the required disk space for the options: some may be zero or negative.

#### Reference(s) :

"Microsoft Access User's Guide," version 1.0, Introduction, "Setting Up and Starting Microsoft Access," pages vi-vii.

#### [References](#)

## INF: Using Access Basic to Find Out if a Form Exists in a Data

Article Number: Q92825  
CREATED: 16-NOV-1992  
MODIFIED: 16-NOV-1992

### Summary:

---

This article discusses how to obtain a dynaset containing the names of all of the forms in a database whether or not they are active.

This article assumes that the reader has some understanding of programming with Access Basic and using the VT Object.

### More Information:

---

If you want to obtain a complete list of forms whether or not they are active, you can create a dynaset that queries MSysObjects for all of the forms stored in the current database. MSysObjects stores the names of every object in a database, and each record includes the type of object represented by a code and stored in a field called Type. The code that represents forms in the Type field is -32768. Given this information, you can create a dynaset which obtains the names of all the objects in MSysObjects that are forms:

```
Dim D As Database, S As Dynaset
Set D = CurrentDB()
Set S = DB.CreateDynaset("SELECT Name FROM MSysObjects
                          WHERE Type = -32768;")
```

After executing the code above, a dynaset called S is created. This dynaset contains the names all of the forms in the current user database. You can then proceed to process the information as shown in the example below. The procedure below accepts a form name and opens it if it exists in the database, or presents a message indicating that it does not exist in the database:

```
Option Explicit
Sub FormOpener (FormToOpen$)
    Dim D As Database
    Dim S As Dynaset
    Set D = CurrentDB()
    Set S = DB.CreateDynaset("SELECT Name FROM MSysObjects _
                             WHERE Type = -32768;")

    S.FindFirst "Name = '" & FormToOpen$ & "'"
    If S.NoMatch Then
        MsgBox FormToOpen$ & " does not exist in this database"
    Else
        DoCmd OpenForm FormToOpen$
    End If
End Sub
```

### [References](#)





## **PRB: MS Access Short and Medium Time Formats Have Leading Zero**

Article Number: Q92826  
CREATED: 16-NOV-1992  
MODIFIED: 16-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

When using "Short Time" and "Medium Time" Date/Time formats there will be a leading zero in your data.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce

-----

- 1) Create a Date/Time field.
- 2) Format it as Medium Time.
- 3) Enter 4:57pm.
- 4) Tab out of the field.

The value you entered will be displayed as "04:57 PM".

Note: Custom formats are available (i.e. "h:mm am/pm") and can eliminate the leading zero.

[References](#)

## **PRB: Removing User Admin from Admins Group Can't be Reversed**

Article Number: Q92827

CREATED: 16-NOV-1992

MODIFIED: 16-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

If you start Microsoft Access as the user 'Admin' (which happens by default) and then remove the user 'Admin' from the Admins group, you will not be able to go back and make the user 'Admin' a member of the Admins group during this session.

### **CAUSE**

---

As soon as you remove the user 'Admin' from the Admins group, this change is written to the Microsoft Access system tables. After this the 'Admin' user no longer has permission to add anyone to the Admins group, including itself.

\\*MSINTERNAL

### **RESOLUTION**

---

To add the user 'Admin' back to the group Admins, you must logon as another user who is in the Admins group.

### **More Information:**

---

Steps to reproduce behavior:

-----

1. Change the password for the user 'Admin' from blank to some non-blank password. (NOTE: this is to bring up the logon dialog at the start of the next session.)
2. IMPORTANT: Create a new user and add this user to the Admins group. (There must always be at least one user in the group Admins. Remember that you are currently logged in as the user 'Admin'.)
3. Remove the user 'Admin' from the Admins group.
4. Try to add the user 'Admin' back to the Admins group. You will receive the error:  
  
    No permission for 'Admin'
5. Exit out of Microsoft Access and restart.
6. You will get the 'Logon' dialog box because of step #1. Logon as the user that you created in step #2.
7. Add the user 'Admin' back to the Admins group.

Note: To disable the 'Logon' dialog box, you will need to change the Admin password back to an empty string (do not enter any information in the New Password or Verify fields).

For more information on Admin

- Search on "Admin account" and "password" using the Help menu.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, Chapter 25:  
'Administering a Database System'.

[References](#)

## INF: How to "Freeze" a Record on a Form

Article Number: Q92889  
CREATED: 17-NOV-1992  
MODIFIED: 4-DEC-1992

### Summary:

---

This article outlines a method for retaining the focus on a particular record so that any attempt to move out of that record fails, until an AfterUpdate event is triggered. This ensures that the record is updated before the user moves to the next record. You can then programmatically "unfreeze" the focus of the record from some event on the form to allow the user to move to another record.

### More Information:

---

1. Create a new module and add the following line to the <Declarations> section:

```
Option Explicit  
Global RecordIsLocked$
```

2. Add the following functions to the module:

```
Function LockRecord ()  
    If Len(RecordIsLocked$) Then  
        Screen.ActiveForm.Bookmark = RecordIsLocked$  
    End If  
    RecordIsLocked$ = Screen.ActiveForm.Bookmark  
End Function  
  
Function UnLockRecord ()  
    RecordIsLocked$ = ""  
End Function
```

3. Add the following entry to the OnCurrent event of the form which will utilize this functionality...

```
=LockRecord()
```

4. Add the following entry to the control or form event which is to "unfreeze" the record:

```
=UnLockRecord()
```

5. Save and Close the form and reopen it in Browse mode.

At this point, you will only be able to move to another record on the form if the "unfreeze" event has occurred.

### [References](#)

## **INF: Mail Label Wizard Shows Blank Line in Label Size ListBox**

Article Number: Q92890  
CREATED: 17-NOV-1992  
MODIFIED: 17-NOV-1992

### **Summary:**

---

In the Mailing Label Wizard, the LabelSize ListBox has a blank line at the bottom. This blank line shows on standard VGA and Super VGA monitors but does not show on model 8515/a monitors.

### [References](#)

## **INF: Invalid Spreadsheet Range Returns Error in Access**

Article Number: Q92891  
CREATED: 17-NOV-1992  
MODIFIED: 17-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

When you try to import an invalid range of cells from a spreadsheet, you will receive the following error message:

Invalid Range.

Then the 'Select File' dialog box appears.

### **CAUSE**

---

You specified an invalid range of cells, either improperly referenced (i.e. R0C0:R5C3) or a non-existing name, to import.

### **STATUS**

---

This behavior is by design.

### **RESOLUTION**

---

Re-select the file that you wish to import, and then select Import. When the 'Import Spreadsheet Options' dialog is displayed, be careful to enter a valid range reference into the Spreadsheet Range box. This range can be a specific range of cells (i.e.: A5:B12 or R3C3:R50C9) or a defined name that refers to a range of cells on the spreadsheet (i.e.: MYRANGE).

Reference(s) :

"Microsoft Access User's Guide," version 1.0, chapter 4, pages 72-75

### [References](#)

spreadsheet

## **PRB: Concatenation of Memo Fields Creates Text Field**

Article Number: Q92892  
CREATED: 17-NOV-1992  
MODIFIED: 4-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

When you use a Make Table query to concatenate two memo fields, the query concatenates the memo fields into a text field in the resulting table. This will result in the truncation of memo field data in the new text field if you have over 255 characters in the memo fields.

### **CAUSE**

---

Text fields have a limit of 255 characters, but memo fields can contain up to 32,000 characters.

### **RESOLUTION**

---

A workaround is to perform an Append query to an existing table with a memo field and concatenate the two memo fields into the existing memo field.

### **More Information:**

---

The following are the SQL statements for the Make Table Query:

```
SELECT DISTINCTROW
    [Memo1]&[Memo2]
AS Concat
INTO NewTable
FROM OldTable;
```

The following are the SQL statements for the Update Query:

```
INSERT INTO ExistingTable
    [ExistingField]
SELECT DISTINCTROW
    [Memo1]+[Memo2]
AS Concat FROM OldTable;
```

In these sample SQL statements ExistingTable and ExistingField are the destination, and OldTable and Memo1 and Memo2 are the source.

The steps to generate the second set of SQL statements are:

1. Create a table with two memo fields:

```
Table: OldTable
-----
Field Name: Memo1
    Data Type: Memo

Field Name: Memo2
    Data Type: Memo
```

2. Create another table:

Table: ExistingTable

-----

Field Name: ExistingField

Data Type: Memo

3. Create a Query based on OldTable. From the Query menu choose Append (to ExistingTable). In the Query Grid place the following properties:

Query: AppendQuery

-----

Field: Concat:[Memo1]+[Memo2]

Append To: ExistingField

This generates the update SQL statement shown above.

[References](#)



## INF: Errors If User Is Disconnected From Server Via NetWatcher

Article Number: Q92893

CREATED: 17-NOV-1992

MODIFIED: 17-NOV-1992

---

### Summary:

---

If you are connected to a Microsoft Windows for Workgroups server and you have a database from the server open on your workstation in Microsoft Access, you may become disconnected by the server and receive error messages from Microsoft Access. The server can disconnect any client by using NetWatcher which comes with Windows for Workgroups. If you have been disconnected you will get two separate error messages when you attempt to browse a table from within Microsoft Access. The first message is:

Internal database error (-1106).

followed by the error message:

Disk or Network error.

### More Information:

---

The second message is more informative in this case. The client must reconnect to the server on which the database is stored in order to use the database.

Steps to Reproduce:

1. Connect your machine (client) to a Windows for Workgroups server.
2. Start Microsoft Access on the client and open a database file located on the server.
3. Start NetWatcher on the server. (NetWatcher is in the Accessories group.) Disconnect the client from the server using NetWatcher (Connection-Disconnect).
4. From the client machine, the database still appears to be open. Select a table in the database window and attempt to browse the table.

You will receive the error message:

Internal database error (-1106).

After you select OK, you will get the error:

Disk or Network error.

### [References](#)

## **INF: Setup Options Dialog Box Lists Disk Space Info Twice**

Article Number: Q92894  
CREATED: 17-NOV-1992  
MODIFIED: 23-DEC-1992

### **Summary:**

---

You will get the Setup Options dialog box during a Custom Setup, or an Express Setup with insufficient disk space for a full installation. The bottom half of this dialog box provides disk information (Space Required, Space Available).

The bottom left-hand side provides disk information about the drive that you specified for Microsoft Access. The bottom right-hand side provides disk information about the drive that contains your Windows software. If both Microsoft Access and Windows are located on the same drive, the disk information displayed on the left-hand side is also displayed on the right-hand side of the dialog box.

### **More Information:**

---

The Setup Options dialog box is a common dialog box. The same dialog box is opened for installations with (1) Microsoft Access and Windows on the same drive, and (2) Microsoft Access and Windows on different drives. In case (1) above, the disk information for Windows is identical to that for Microsoft Access.

Steps to reproduce behavior:

-----

1. Run SETUP.EXE for Microsoft Access.
  2. Specify an installation path that is on the same disk drive as your Windows directory.
  3. Choose Custom Installation (Option #2).
  4. The Microsoft Access Setup Options dialog box opens. The bottom half of the dialog box lists the disk "Space Required" and "Space Available" information twice.
  5. Cancel Setup.
- \*\*\* Steps 6-10 are Optional \*\*\*
6. Run SETUP.EXE for Microsoft Access.
  7. Specify an installation path that is on a different disk drive than your Windows directory.
  8. Choose Custom Installation (Option #2).
  9. The Microsoft Access Setup Options dialog box opens. The bottom half of the dialog box lists different disk information: one set of information for the Microsoft Access disk drive, and one set of

information for the Windows disk drive.

10. Cancel Setup.

[References](#)

## INF: CopyObject Appears to Copy Wrong Object

Article Number: Q92895  
CREATED: 17-NOV-1992  
MODIFIED: 4-DEC-1992

-----  
This information in this article applies to:

- Microsoft Access version 1.0
- 

### Summary:

---

The macro command "CopyObject" always copies the currently selected object from the Database window. When you precede this macro command with a "SelectObject" command, set its "In Database Window" parameter to "No", then run the macro from the Database window, the macro is the selected object and the object copied.

### More Information:

---

Steps to Reproduce Behavior

- 
1. Create a table and save it as "Table1".
  2. Create the following macro and call it Macro1. Add the following actions:

Macro1 Actions

-----  
SelectObject action  
Object Type: Table  
Object Name: Table1  
In Database Window: No

CopyObject action  
New Name: Table2

3. Open and minimize the table Table1.
4. Select and run Macro1.

Result: Macro1 is copied to Table2, not Table1.

NOTE: If 'In Database Window' is set to 'Yes', everything works as expected.

For more information, search for "SelectObject Action" using the Help menu.

Reference:

"Microsoft Access Language Reference: Part 2," version 1.0, page 431.

[References](#)

## **INF: Hourglass in Setup Changes to Pointer During Copy**

Article Number: Q92896  
CREATED: 17-NOV-1992  
MODIFIED: 17-NOV-1992

### **Summary:**

---

During the Microsoft Access setup when files are being copied the cursor will change from an hourglass to a pointer if the mouse is moved.

### **More Information:**

---

If the mouse is moved, causing the hourglass to change to a pointer, it will not change back to an hourglass until the setup process changes to another disk.

Note: This is by design and reflects the ability to switch the setup program to background processing and enabling the installer to continue working on other things inside the Windows environment.

#### Steps to Reproduce

-----

1. Run SETUP.EXE.
2. Choose Complete Installation. When Microsoft Access begins copying the files, move the mouse. The hourglass will change to a pointer.

#### [References](#)

## INF: Changing the RowSource of a ListBox/ComboBox at Runtime

Article Number: Q92897  
CREATED: 17-NOV-1992  
MODIFIED: 4-DEC-1992

### Summary:

---

The RowSource property for a ComboBox or ListBox cannot be modified while the form is active. However, there is a workaround for changing the recordset that the object is bound to. This article discusses that workaround.

### More Information:

---

The workaround for this problem is to bind the object to a query, then manipulate the query's recordset "underneath" the object. For example, you would bind the object to a query called "Query1", then create a new query called "Query1" programmatically, while the object is active.

The following example illustrates this. In the following example, there is a combo box bound to data from the NWIND.MDB Products table. By clicking on one of two check boxes, the order of records in the combo box will be changed.

1. Create a form with an Option Group control called "Field1", and a combo box called "Field2".
2. Add two check box controls to Field1 and specify the following property:

```
AfterUpdate: =NewOrder(Field1)
```

3. For Field2, specify the following properties:

```
RowSourceType: Table/Query  
RowSource: DeleteMe  
ColumnCount: 2
```

4. Add the following function to a module in the database:

```
Option Explicit  
Function NewOrder (WhichSort%)  
    DoCmd Hourglass True  
    Dim D As Database, Q As QueryDef  
    Set D = CurrentDB()  
  
    On Error Resume Next  
    D.DeleteQueryDef ("DeleteMe")  
    On Error GoTo 0  
  
    If WhichSort = 1 Then  
        Set Q = D.CreateQueryDef("DeleteMe", "SELECT [Product ID],  
            [Category ID] FROM Products ORDER BY [Product ID];")  
    Else  
        Set Q = D.CreateQueryDef("DeleteMe", "SELECT [Product ID],  
            [Category ID] FROM Products ORDER BY [Category ID];")  
    End If  
End Function
```

```
End If

Q.Close
D.Close

DoCmd Requery "Field0"
DoCmd Hourglass False
End Function
```

5. Open the form, click one of the check boxes, and drop down the combo box. Notice the order of records in the combo box.
6. Click the other check box and drop down the combo box again. Notice that the order of records has changed.

The key to changing the recordset is found in Step 4 above. By using different SELECT statements for the CreateQueryDef() methods, you can create any kind of query.

### [References](#)

## **INF: Double-Clicking on a Control Moves the Control Unintentionally**

Article Number: Q92898  
CREATED: 17-NOV-1992  
MODIFIED: 17-NOV-1992

### **Summary:**

---

If you double-click on a control on a form, a property sheet will appear containing the properties for that control. A negative side-effect to this feature is that the control sometimes gets moved when the user double-clicks on it. This article discusses some tips on how to avoid or correct this situation.

### **More Information:**

---

Here are a couple of tips for avoiding this problem...

- \* Rather than double-click on the control to get the property sheet, use the TAB key to move to it. When you move to the control by using the TAB key, the control will not be moved. Once the desired control has focus, you can choose the Property Sheet button in the toolbar at the top of the screen.

An alternative to tabbing to the control is to select it by drawing a selection around it with your mouse.

- \* Take advantage of the 'Snap to Grid' feature. This feature disallows any moving of a control unless the move is significant, thus reducing the possibility of moving the control accidentally. Turn 'Snap to Grid' off only when you need fine movement for the control. You can toggle 'Snap to Grid' by choosing Snap to Grid from the Layout menu at the top of the screen.
- \* If you accidentally move the control, you can choose Undo Move from the Edit menu at the top of the screen immediately after the move.

### [References](#)



## **INF: Requery Action Parameter Requires No Brackets**

Article Number: Q92899  
CREATED: 17-NOV-1992  
MODIFIED: 17-NOV-1992

### **Summary:**

---

When trying to Requery a control by using the Requery macro action, an error appears indicating that the specified control does not exist even though the control clearly exists on the form.

### **More Information:**

---

For the Requery Control Name parameter, Microsoft Access expects a short control name without any brackets. Help informs the user that they should not use the full syntax, but nothing is mentioned about the requirement of omitting brackets even if the control name consists of more than one word. Because other scenarios require the use of brackets, this is an inconsistency which leads to confusion once the error message is encountered.

Note the following example which reproduces the problem and discusses the solution:

1. Create an unbound form called Form1
2. Place a ComboBox bound to NWIND.MDB 'Sales Totals Query' on the form and call the ComboBox 'Field1'
3. Create a macro called Macro1 with the following Action/Parameter...

```
Action      : Requery
Control Name : [Field1]
```

...note that [Field1] is surrounded with brackets

4. Save and close Macro1 and drag it on to Form1 in design mode
5. Switch to Browse Mode on the form and push the button

You get the following error message:

```
There is no control called '[Field1]'
```

6. Remove the brackets from the Control Name parameter in Macro1 and try again. Notice that it now works properly.

### [References](#)

## INF: Unexpected Behavior with Design Button on Toolbar

Article Number: Q92949

CREATED: 19-NOV-1992

MODIFIED: 19-NOV-1992

### Summary:

---

While in Form View, pressing the 'Design' button on the toolbar will not return you to Design Mode if the form's OnClose property is set to open another form.

### More Information:

---

#### Steps To Reproduce Behavior

-----

1. Create 2 new forms named Form1 and Form2.
2. Create a macro named TestMacro with two actions. These actions will close the open form (Form1) and then open Form2.

| Macro Name | Action   |
|------------|----------|
| TestMacro  | Close    |
|            | OpenForm |

| TestMacro | Actions            |
|-----------|--------------------|
|           | Close              |
|           | Object Type: Form  |
|           | Object Name: Form1 |
|           | OpenForm           |
|           | Form Name: Form2   |
|           | View: Form         |
|           | Data Mode: Edit    |

3. View the property sheet for Form1. Set the OnClose property to run the macro named TextMacro you created in step 2.

|              |
|--------------|
| Object: Form |
|--------------|

-----

|                    |
|--------------------|
| OnClose: TestMacro |
|--------------------|

4. Close and save Form1.
5. Select Form1 from the Database window and press the Design button.
6. Select the View Form button on the toolbar. (The form view is displayed.)
7. Now press the Design button on the toolbar.

You would expect to be returned to design mode, instead Microsoft

Access loads Form2.

[References](#)

## **INF: Bound OLE Object is Blank for Invalid Source in Form View**

Article Number: Q92950  
CREATED: 19-NOV-1992  
MODIFIED: 19-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

If a Bound Object Frame on a form has the property Control Source set to a field that is not of type OLE Object, this control will be blank when the form is in Form view. In Datasheet view the cells for this control contains 'Invalid Object'.

### **CAUSE**

---

A Bound Object Frame must refer to a field of type OLE Object in a table/query in order to display anything in Form view. To display an object in this control, the Control Source property must be set to a an OLE Object Field. For example, Microsoft Access cannot display the contents of a Text field as an OLE Object. Object frames will show blank unless there is something to show.

### **STATUS**

---

This is by design.

### **[References](#)**

## **PRB: Undo Property Setting Appears In Macro Design**

Article Number: Q92951  
CREATED: 19-NOV-1992  
MODIFIED: 19-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

The text string for the UnDo command does not correctly reflect the type of object that you are editing. If you are adding or modifying actions in a macro, then select the Edit menu, the text string that you see for the UnDo command is:

Undo Property Setting

rather than something similar to 'Undo Macro Action'. However, functionality of the UnDo command is unaffected.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Problem

-----

1. Create a new macro.
2. In the Macro Action column type Close and press ENTER.
3. Select the Edit menu. Notice the 'Undo Property Setting' option.
4. Select the 'Undo Property Setting' option. The Close that you typed has been erased.

[References](#)

## **PRB: Import/Export Setup Cancel Button Cancels Unsaved Changes**

Article Number: Q93022  
CREATED: 22-NOV-1992  
MODIFIED: 23-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

The Cancel button in the Import/Export Setup dialog, cancels only those changes which have not been saved. It does not cancel all changes made since entering the dialog.

### **CAUSE**

---

If you make a change to the specification and choose the Save As button, choosing the Cancel button does not invalidate those changes. The Cancel button cancels only those changes which have not been saved and returns the user to the Database window.

The OK button does a "save and exit", and the Save As button saves but does not exit the dialog.

### **STATUS**

---

This behavior is by design.

### **[References](#)**

## **INF: No Custom Printer Setup for Mailing Labels Report Wizard**

Article Number: Q93023  
CREATED: 22-NOV-1992  
MODIFIED: 22-NOV-1992

### **Summary:**

---

The Mailing Labels Report Wizard allows you to choose from 66 different labels. However, the Report Wizard does not verify whether the labels you select will correctly fit onto the paper size that you have specified.

You may need to manually customize your printer setup and/or number of labels per page after using the Report Wizard.

### **More Information:**

---

The need to customize printer setup is most common with Dot Matrix printers. Label sizes other than 1/2" or 1" may not fit evenly onto the default 11" page.

To manually customize your printer setup and/or number of labels per page:

1. Open your report in Print Preview view.
2. From the File menu, choose Print Setup.
3. Customize your margins to accommodate number and/or width of labels
4. Press the "More>>" button in the Print Setup dialog box to customize the number of rows of labels.

### **[References](#)**

## INF: Default Auto Label and Add Colon Properties

Article Number: Q93024

CREATED: 22-NOV-1992

MODIFIED: 22-NOV-1992

### Summary:

---

The following is a list of the default values for the Auto Label and Add Colon properties for the different Form and Report objects.

| Toolbox Object     | AutoLabel | AddColon |
|--------------------|-----------|----------|
| Textbox            | Yes       | Yes      |
| Option Group       | Yes       | No       |
| Toggle Button      | No        | No       |
| Radio Button       | Yes       | No       |
| Check Box          | Yes       | No       |
| Combo Box          | Yes       | Yes      |
| List Box           | Yes       | Yes      |
| SubForm/Report     | Yes       | Yes      |
| Bound Object Frame | Yes       | Yes      |
| Command Button     | No        | No       |

Reference(s) :

"Microsoft Access User's Guide," version 1.0, chapter 9, "Designing Forms" and chapter 18, "Designing Reports"

### [References](#)



## INF: Using DLookup() to Look Up Values in Forms and Reports

Article Number: Q93025

CREATED: 22-NOV-1992

MODIFIED: 08-FEB-1993

### Summary:

---

You can display multiple fields in a combo or list box on a form or report even when those fields come from a table that is not bound to the form or report. You can also update controls such as text boxes with new information based on what a user selects from a combo or list box.

### More Information:

---

To accomplish these objectives, use one of these three techniques:

1. Use Row Fix-up in forms. For more information on Row Fix-up, query on the following words in the Microsoft Knowledge Base:

"Row Fix-up" and "multiple" and "One to Many"

2. Use multiple DLookup() functions in forms and reports. See the "More Information" section below.

3. Use the Column property of a multiple-column combo box to update a text box control with new information as focus moves from row to row in the combo box. For more information on this, query on the following words in the Microsoft Knowledge Base:

"Column Property" and "combo box" and "Update"

More Information:

DLookup() Function

-----

Here's the syntax for DLookup():

```
DLookup(expr, domain [, criteria] )
```

The DLookup() Function returns a value from a field in a specified set of records called the domain. The DLookup() function specifies the criteria for the domain. To make the domain dependent on one or more values listed in controls on a form or report, refer to the controls in the DLookup() criteria argument.

The following example looks in the Employees table (the domain) and returns the Last Name of the Employee ID specified in the [ControlName] control on the Form. Although the example is split into two lines for readability, you should enter it as one formula.

```
=DLookup("[Last Name]", "Employees", "[Employee ID] =  
Forms!FormName![ControlName]")
```

For reports, use Reports!ReportName![ControlName].

DLookup() returns one value from a single field even if more than one

record satisfies the criteria. If no record satisfies the criteria or if the domain contains no records, DLookup() returns Null.

Reference(s):

For more information on DLookup(), search for "DLookup function" using the Help menu.

[References](#)

## **INF: Users Can Edit but not Commit Read-Only OLE Objects**

Article Number: Q93026  
CREATED: 22-NOV-1992  
MODIFIED: 22-NOV-1992

### **Summary:**

---

Users are allowed to edit OLE objects in a database which has been opened read-only, or in a Form that is read-only. However when the user attempts to move to the next record or chooses Save Record from the File menu, Microsoft Access displays a message indicating that the record cannot be updated.

### **More Information:**

---

In a read-only database, the user is still allowed to edit and update OLE objects, but they are not allowed to commit a record with these changes. At the point the record is committed, an alert appears:

Can't save changes to this object because you don't have permission to write to the record. Copy the object to the Clipboard if you want to save it, then choose Undo Field.

The user must undo the changes before the record can be committed. To save the changes, copy the object to the clipboard before the undo.

To prevent users from attempting to edit OLE objects in a read-only form set the Enabled property of the Object Frame to No.

### **References**

## **INF: DeleteControl, DeleteReportControl, and CreateGroupLevel**

Article Number: Q93094  
CREATED: 23-NOV-1992  
MODIFIED: 15-JAN-1993

### **Summary:**

---

This article discusses two Microsoft Access undocumented commands, DeleteControl and DeleteReportControl, and an undocumented function CreateGroupLevel(). If you intend to write your own FormWizard or ReportWizard, you can use the commands to delete controls on a form or report that is available in Design view, and you can use the function to create groups on a Report that is available in Design view.

For more information on Microsoft Access Libraries, query on "libraries AND debugging AND creating" in the Microsoft Knowledge Base.

For more information on other AccessWizard functions, query on the following words in the Microsoft Knowledge Base:

```
CreateControl AND CreateReportControl AND CreateForm AND  
CreateReport AND 'Section Property' AND DeleteControl AND  
DeleteReportControl AND CreateGroupLevel
```

### **More Information:**

---

You can use DeleteControl and DeleteReportControl commands to delete a control that exists on a form or report in design view. Both commands require a string value that represents the name of the form or report and a string value that represents the name of the control.

DeleteControl and DeleteReportControl are commands, not functions. They do not return a value.

The example below creates a form, then creates a button on the form, displays a message, and deletes the button on the form:

```
Dim MyForm As Form, MyControl As Control  
Set MyForm = CreateForm()  
Set MyControl = CreateControl(MyForm.FormName, 104)  
MsgBox "About to Delete " & MyControl.ControlName  
DeleteControl MyForm.FormName, MyControl.ControlName
```

When you delete a control using DeleteControl or DeleteReportControl, there is no visual feedback that the control is gone if the form or report is not minimized. The control still appears as if it were not deleted even though you can not click it to give it focus. To make the deleted control disappear, you must repaint the form design window by minimizing it and then restoring it.

If you have a report available in design view, you can create groups for it in a procedure by using the CreateGroupLevel() function. Here is the syntax for CreateGroupLevel():

```
Function CreateGroupLevel(ReportName$, Expression$,  
                          HasHeader$, HasFooter$)
```

ReportName is a string expression representing the report name.

Expression is a string expression representing the name of the field or calculated field that you want to group by.

HasHeader and HasFooter indicate whether the group includes a group header or group footer, respectively.

On execution, CreateGroupLevel() adds a group at the innermost level. For example, if one group already exists, CreateGroupLevel() creates a second group within the first group. CreateGroupLevel() returns a number indicating which level it created, beginning with zero. In the example just mentioned, CreateGroupLevel() returns one because it is the second group, and the first group was Group zero.

## [References](#)

## **INF: CreateControl() and CreateReportControl() Functions**

Article Number: Q93095  
CREATED: 23-NOV-1992  
MODIFIED: 15-JAN-1993

### **Summary:**

---

This article discusses the Microsoft Access undocumented functions CreateControl() and CreateReportControl(). If you intend to write your own FormWizards or ReportWizards, you can use these functions to create controls on a form or report that is available in Design view.

For more information on Microsoft Access Libraries, query on "libraries AND debugging AND creating" in the Microsoft Knowledge Base.

For more information on other AccessWizard functions, query on the following words in the Microsoft Knowledge Base:

CreateControl AND CreateReportControl AND CreateForm AND  
CreateReport AND 'Section Property' AND DeleteControl AND  
DeleteReportControl AND CreateGroupLevel

This article is for those who are already familiar with Access Basic and with designing forms and reports.

### **More Information:**

---

You can use the CreateControl() and CreateReportControl() functions to create new controls for a form or report opened in Design view. These functions require two arguments: the name of the form or report as a string value and a numeric code that represents the control type.

Here are the control types and their associated numeric codes:

|                  |     |
|------------------|-----|
| Label .....      | 100 |
| Box .....        | 101 |
| Line .....       | 102 |
| Picture .....    | 103 |
| Button .....     | 104 |
| Radio Button ... | 105 |
| Check Box .....  | 106 |
| OLE Object ..... | 108 |
| Text Box .....   | 109 |

CreateControl() and CreateReportControl() both return a control object value. Therefore, you need to first define a control variable, and then set the control variable to the function name.

For example, the following procedure creates a form and then adds a button to the form:

```
Dim MyForm As Form, MyControl As Control
Set MyForm = CreateForm()
Set MyControl = CreateControl(MyForm.FormName, 104)
```

When the procedure has finished, you can modify the properties of the new

control by using the control variable you defined. For example, you can change the control's Width and Caption properties with these statements:

```
MyControl.Width = 2000
MyControl.Caption = "&Sum All Records"
```

For controls that are frequently associated with a field in a table or query, you can modify the ControlSource property to bind the control to the field.

By default, some controls are created with their Height and Width properties set to zero to make them invisible. Also by default, controls appear in the upper-left corner of the form. You can adjust the size and position of a control immediately after you create it by changing the control's properties. For example, the following code creates, sizes, moves, and then binds a text box to a field by changing the properties:

```
Set MyControl = CreateControl(MyForm.FormName, 109)
MyControl.Width = 1500
MyControl.Height = 200
MyControl.Top = 440
MyControl.Left = 200
MyControl.ControlSource = "[Category ID]"
```

In addition to the form name and the code for the type of control, you can also specify the form or report Section where you want Microsoft Access to place the control.

The following is the CreateControl() syntax. The CreateReportControl() syntax is identical.

```
Function CreateControl (FormName As String,
                      ControlType As Integer
                      [,SectionNumber As Integer])
```

SectionNumber is the Section property setting number that identifies a particular section as follows:

|                                                 |   |
|-------------------------------------------------|---|
| Detail section .....                            | 0 |
| Form or report header section .....             | 1 |
| Form or report footer section .....             | 2 |
| Form or report page header section .....        | 3 |
| Form or report page footer section .....        | 4 |
| Group-level 1 header section (reports only) ... | 5 |
| Group-level 1 footer section (reports only) ... | 6 |
| Group-level 2 header section (reports only) ... | 7 |
| Group-level 2 footer section (reports only) ... | 8 |

If a report has additional group-level sections, the header/footer pairs are numbered consecutively beginning with 9.

## [References](#)

## **INF: Using Undocumented CreateForm(),CreateReport() Functions**

Article Number: Q93096  
CREATED: 23-NOV-1992  
MODIFIED: 15-DEC-1992

### **Summary:**

---

This article discusses the Microsoft Access undocumented functions CreateForm() and CreateReport(). If you intend to write your own FormWizard or ReportWizard, you can use these functions to create and customize a blank form or report to which you can add controls.

This article assumes that you are familiar with Access Basic and designing forms and reports.

### **More Information:**

---

CreateForm()/CreateReport() is roughly equivalent to choosing "New... Form/New... Report" from the File menu at the top of the screen. When the function is executed, a new empty form/report appears in an iconized state.

Both functions return an object value that you can use for further manipulation, and neither function requires parameters.

To use these functions, first define a form or report object variable, then assign the variable to the function name. An example of how to do this is:

```
Dim MyForm As Form
Set MyForm = CreateForm()
```

After opening the form/report in design mode after executing the commands above, you can bind the form to a table or query by modifying the form's/report's RecordSource property:

```
MyForm.RecordSource = "Categories"
```

With the form/report in design mode, you can access and change any of the other design-time properties of the form/report. You can also access and change properties of each of the form's/report's sections via the Section property. The Section property is actually an array with each array value being a reference to a form's/report's section. For forms, the Section property array is broken down as:

```
Section(0) - Detail Section
Section(1) - Form Header
Section(2) - Form Footer
Section(3) - Page Header
Section(4) - Page Footer
```

For reports, the section property array is broken down as:

```
Section(0) - Detail Section
Section(1) - Report Header
Section(2) - Report Footer
```



Section(3) - Page Header  
Section(4) - Page Footer  
Section(5) - Group Level 1 Header  
Section(6) - Group Level 1 Footer  
Section(7) - Group Level 2 Header  
...etc.

With this information, you can customize the design of a form/report section programmatically. The following example creates a new report, hides the page footer by setting its Visible property to false, sets the Height property of the detail section, and enables its KeepTogether property:

```
Dim MyReport As Report
Set MyReport = CreateReport()
MyReport.Section(4).Visible = False
MyReport.Section(0).Height = 1760
MyReport.Section(0).KeepTogether = True
```

For more information on Microsoft Access libraries, query on the following words in the Microsoft Knowledge Base:

"libraries AND debugging AND creating"

For more information about other ReportWizard and FormWizard functions, query on the following words in the Microsoft Knowledge Base:

"CreateControl AND CreateReportControl AND CreateForm AND CreateReport AND 'Section Property' AND DeleteControl AND DeleteReportControl AND CreateGroupLevel"

## [References](#)

## **PRB: Creating Multiple New Import/Export Specifications**

Article Number: Q93136  
CREATED: 24-NOV-1992  
MODIFIED: 23-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

Creating multiple new Import/Export specifications using the Import/Export Setup dialog requires that you either exit the dialog or deleting or change each entry in the dialog that does not apply. The dialog does not provide a method to clear or reset each option in the dialog.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Behavior  
-----

1. Open any database or create a new one.
2. Select File, Imp/Exp Setup.
3. Enter information in several fields.
4. Save the specification using Save As option.

Result: If you wanted to create another specification at this point, you must either exit this dialog or manually delete all of the irrelevant information.

[References](#)

## **INF: Field Size of 0 Treated as 255**

Article Number: Q93137  
CREATED: 24-NOV-1992  
MODIFIED: 24-NOV-1992

### **Summary:**

---

If you set a field size to zero(0) for a text field in table design mode, the field is treated as if the size is set at 255. When you close and save the table, then reopen it in design mode, the field size will have changed to 255.

### [References](#)

## **INF: Using Column Property of Combo Box to Update Text Box**

Article Number: Q93138  
CREATED: 24-NOV-1992  
MODIFIED: 09-FEB-1993

### **Summary:**

---

You can display multiple fields in a combo or list box on a form or report even when those fields come from a table that is not bound to the form or report. You can also update controls such as text boxes with new information based on what a user selects from a combo or list box.

### **More Information:**

---

To accomplish these objectives, use one of these three techniques:

1. Use Row Fix-up in forms. For more information on Row Fix-up, query on the following words in the Microsoft Knowledge Base:

"Row" and "Fix-up"

2. Use multiple DLookup() functions in forms and reports. For more information on the DLookup() function, query on the following words in the Microsoft Knowledge Base:

"DLookup" and "forms" and "reports"

3. Use the Column property of a multiple-column combo box to update a text box control with new information as focus moves from row to row in the combo box. The next section describes this technique in detail.

#### Using the Column Property of a Combo Box

---

By assigning the Column property of a multiple-column combo or list box to a text box, you can display one column from the current combo-box selection in the text box. Microsoft Access automatically updates the text box as focus changes from row to row in the combo box. Here is the procedure:

1. Create your form or report based the desired table or query.
2. Create a combo or list box that retrieves information from more than one field. For example, you might use the following multiple-column Select statement as the RowSource for a combo or list box to display information from several columns in the Categories table:

```
Select [Category Id], [Category Name], [Description] from  
Categories Order by [Category Name];
```

For this example, set the RowCount property to 3, and set the ColumnWidth property to an appropriate size for the combo or list box. Once you have the combo or list box sized correctly and defined to return multiple fields, you can use the Column property to display the current selection in a text box control.

The Column property uses a reference argument to refer to a specific column in the multiple-column combo or list box. Use Column(0) to refer to the first column, Column(1) to refer to the second column, and so on.

This example uses Column(1) to refer to [Category Name] -- the second column in the combo box.

3. To display the [Category Name] of the current combo box selection, create a text box control. Make the text box a calculated control by defining the following expression as the data source for the text box:

```
=[ComboControlName].Column(1)
```

ComboControlName is the name of the combo box. The Column property will make the text box (calculated control) read only.

Reference(s) :

For more information on how to set up a combo box see the "Microsoft Access User's Guide," version 1.0, Chapter 9, "Designing Forms," pages 233-245.

For more information on the Column property, see the "Microsoft Access Language Reference," version 1.0, "Column Property," pages 72-73.

[References](#)

## **PRB: Inaccurate Message When Opening MDB Shared vs Exclusive**

Article Number: Q93139  
CREATED: 24-NOV-1992  
MODIFIED: 24-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

When you open a database exclusively, then attempt to open the same database as shared in another instance of Microsoft Access, you will receive the following error:

```
'Database.mdb' This file is already in use. Use a new filename or  
close the file in use by another application.
```

When you open the database as shared, then attempt to open the same database exclusively in another instance of Microsoft Access, you will receive the error:

```
Couldn't open file '<path><filename>'.
```

### **CAUSE**

---

The second error can be confusing since it does not state why the file couldn't be opened. You can get around this error by opening the database in the second instance of Microsoft Access as shared, or by closing the database in the first instance of Microsoft Access.

### **STATUS**

---

The behavior is by design.

### **[References](#)**

## PRB: Cannot Rollback Without Closing Database

Article Number: Q93140  
CREATED: 24-NOV-1992  
MODIFIED: 24-NOV-1992

### Summary:

---

### SYMPTOMS

---

A subroutine or function has a transaction process, and inside of this transaction, a sub or function is called that dimensions and opens a database with the OpenDatabase method. On exiting the subroutine or function, the database is implicitly closes (there is no Close method called). When the CommitTrans or Rollback statements are encountered the following error message is displayed:

Commit or Rollback without BeginTrans.

### CAUSE

---

When the called function or subroutine is exited, the database is implicitly close. Internally, the initial attempt at this close fails because the database was opened within a transaction. Microsoft Access sees this error and does an implicit rollback, then closes the database successfully.

### RESOLUTION

---

To perform a Rollback in this situation, you must first close the open database with the Close statement from within the called subroutine or function.

### STATUS

---

This behavior is by design.

### More Information:

---

Steps to Reproduce Problem

- 1. Create the following module.

```
'*****  
'Declarations section of the module.  
'*****  
  
Option Explicit  
  
'=====
```

```
'The following Sub procedure will start a transaction, call  
'another sub procedure, then attempt to rollback.  
'=====
```

```
Sub Test1  
    BeginTrans  
        Call Test2  
    Rollback  
End Sub
```

```

'=====
'The following Sub procedure will set a Database variable to
'the current database.
'=====
Sub Test2
    Dim MyDB as Database
    Set MyDB = CurrentDB()
    'the database is implicitly closed on exit
End Sub

```

2. Compile the module.

3. In the Immediate window enter Test1. You will receive the error message:

```
Commit or Rollback without BeginTrans.
```

The following is the solution:

1. Follow the above steps with one change. You will add MyDB.Close to the second function.

```

'=====
'The following Sub procedure will set a Database variable to
'the current database, and then close the database.
'=====
Sub Test2
    Dim MyDB as Database
    Set MyDB = CurrentDB()
    MyDB.Close
End Sub

```

2. Compile the module.

3. In the Immediate window enter Test1.

Result: The Rollback works because the database has been closed explicitly.

[References](#)



## INF: Passing a Single-Byte of Data Using API Calls

Article Number: Q93141  
CREATED: 24-NOV-1992  
MODIFIED: 24-NOV-1992

### Summary:

---

Microsoft Access does not have a single-byte data type. If you want to pass a byte to an external function such as a Windows API or DLL, you should declare the byte as an integer.

If you need to pass a single-byte of information in a data type, like the RGBQUAD, you should pass the data structure as a string type.

### More Information:

---

The Intel chip will only support a full word on the stack. You cannot just put 8-bits on the stack, you must use the full 16-bits. If you attempt to pass only 8-bits, you will end up passing 16-bits (your 8-bits of data and an additional 8-bits that will be 'padded' on). This is a limitation of the processor, not of Microsoft Access.

To pass a single-bytes of data in a structure, like the RGBQUAD, use a fixed length string of one. For given the 'C' RGBQUAD data structure:

```
typedef struct tagRGBQUAD{
    BYTE    rgbBlue;
    BYTE    rgbGreen;
    BYTE    rgbRed;
    BYTE    rgbReserve;
} RGBQUAD
```

You can redefine this structure with Access Basic as:

```
Type RGBQUAD
    rgbBlue As String * 1
    rgbGreen As String * 1
    rgbRed As String * 1
    rgbReserve As String * 1
End Type

Dim RGB As RGBQUAD

RGB.rgbBlue = Chr$(10)
RGB.rgbRed = Chr$(14)
RGB.rgbGreen = Chr$(15)
```

In the above example Blue=10, Red=14, and Green=15.

For more information, search for "Type Statement" using the Help menu.

### [References](#)

## **PRB: Option Button Has Strange Display in Data Sheet Mode**

Article Number: Q93142  
CREATED: 24-NOV-1992  
MODIFIED: 24-NOV-1992

### **Summary:**

---

### **SYMPTOMS**

---

If you create a form and place an option button on the form, then switch to Datasheet mode, the outline of the option button will appear fuzzy. This happens when the focus is on any option button in Datasheet mode.

### **RESOLUTION**

---

Move the focus to a field that does not contain an option button. The option button will change to a normal appearance.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

#### Steps to Reproduce Problem

-----

1. Create a new blank form.
2. From the Tool Box select the Option Button and place it on the form.
3. Switch to Datasheet mode.
4. Make sure the focus is on the button. Notice the outline of the button has a fuzzy appearance.

#### [References](#)

## **INF: On-Line Help Incorrect for Sigma Button**

Article Number: Q93143  
CREATED: 24-NOV-1992  
MODIFIED: 24-NOV-1992

### **Summary:**

---

In Microsoft Access Help, if you search for "Sigma Button" you are incorrectly pointed to information about the "Reinitialize button". Instead, you should be pointed to information about the "Totals button".

### **More Information:**

---

One of the tools available on the Query Design window Toolbar is the Totals button. The symbol used to identify the Totals button is the Greek letter, Sigma.

The Reinitialize button is one of the tools available on the Module Design window Toolbar.

### **[References](#)**

## **INF: Microsoft Access is Pen Compatible but not Pen Aware**

Article Number: Q93144  
CREATED: 24-NOV-1992  
MODIFIED: 9-DEC-1992

### **Summary:**

---

Microsoft Access is pen compatible but not pen aware. This means you can use the pen as a substitute for the mouse.

### **More Information:**

---

The request to allow Microsoft Access access to Pen extensions has been noted as an enhancement request and will be considered for future releases.

### [References](#)

## **INF: How Access Handles Logins to Attached SQL Tables**

Article Number: Q93145  
CREATED: 24-NOV-1992  
MODIFIED: 9-DEC-1992

### **Summary:**

---

How Microsoft Access handles a login to an attached SQL table depends on how the table was originally attached, and whether the login and password were saved with the table information. It may also depend on who attached the SQL table, what rights that person has to that table, what rights you have to that table, and where the tables are located (different servers, different databases, same database).

### **More Information:**

---

If the "Save login ID and password locally" option was enabled when a SQL table is attached, you will not be prompted for a login ID and password. Instead, you automatically receive the rights to each table that are appropriate for the login ID used when the table was attached.

If this option was not enabled, you are prompted for a login ID and password once for each unique data source, and you receive the rights to each table that are appropriate for the login ID that you use.

NOTE: A unique data source is composed of the unique combination of a SQL server and a database on that server.

So, if you attach multiple SQL tables and use different login IDs with different rights for each table, but do not enable the option to save the login and password information, the next time you access the tables, the login ID and password you supply for each data source will determine the authority you have to the tables from that data source.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, pages 60-62, 66-68

[References](#)

## **PRACC9211xxx: Err Msg: Data has changed operation aborted**

Article Number: Q93146

CREATED: 24-NOV-1992

MODIFIED: 24-NOV-1992

### **Summary:**

---

PROBLEM ID: PRACC9211xxx

### **SYMPTOMS**

---

Attempting to commit a record to an attached Paradox table which has been changed by another user results in the following error message:

Data has changed; operation aborted.

After the OK button is pressed a second error message appears:

This record has been changed by another user since you began editing it... Save Record, Copy to Clipboard, Drop Changes.

Selecting Save Record causes the first error message above to repeat. At this point the user is in a continuous loop and will not be able to commit the record.

### **CAUSE**

---

Steps to Reproduce Problem

-----  
These steps require either two users or two instances of Microsoft Access.

1. Both users attach to a Paradox Table.
2. Both users set their Multiuser options to No Locks.
3. User1 starts to edit a field but does not commit the record.
4. User2 changes and commits the same record by choosing Save Record from the File menu or by moving the cursor to the next record.
5. User1 attempts to commit the changed record.

Error Message #1: Data has changed; operation stopped.

Error Message #2: This record has been changed by another user since you began editing it...  
Save Record, Copy to Clipboard, Drop Changes.

### **RESOLUTION**

---

To save the changes made to the current record, User1 must select the option Copy to Clipboard. Then select the record they were attempting to change, choose Paste from the Edit menu, and commit the record.

To prevent User2 from changing a record while User1 is editing it, User1 may change their Multiuser options to Edited Records.

## **STATUS**

---

Microsoft has confirmed this to be a problem with version 1.00 of Microsoft Access. Microsoft is researching this problem and will post new information here when it becomes available.

## [References](#)

## **PRB: Form Opened in Form View Is Completely Blank**

Article Number: Q93261

CREATED: 03-DEC-1992

MODIFIED: 08-FEB-1993

### **Summary:**

---

### **SYMPTOMS**

---

You open a form in Form view, and it is completely blank. There are no controls or text. Everything is blank.

### **CAUSE**

---

Typically, this happens because the dynaset contains no records or privileges have been limited.

### **RESOLUTION**

---

Controls located in form headers or footers are always visible -- even when privilege limits or empty dynasets prevent the display of controls located in the detail section. Therefore, when you design a form, place necessary controls such as command buttons and check boxes in the form header or footer section. Also, you should ensure that each dynaset contains at least one record.

### **STATUS**

---

This is by design.

### **More Information:**

---

The following six situations may cause a blank form to display:

1. The form is based on a query that contains a one-to-many join, and the query returns no records.
2. The form is not updatable at all. It is a read-only form with the AllowUpdating property set to No Tables, or it is a static form that displays results by using a GROUP BY clause or a DISTINCT operator.
3. The form is based on a query that contains a one-to-one join, and one of the tables is in a read-only database.
4. The form is based on a query that contains a many-to-one inner join, and the query does not contain all the joined columns of the many-side table.
5. The form is based on a query that includes an updatable remote table but does not include all the columns that make up the primary key.
6. The form is read-only and is based on an empty table.

#### Steps to Reproduce Situation 1

---

1. Change the Catalog query in the NWIND sample database placing IS NULL in the criteria cell for the field [Category Name].



2. Create a new form based on the modified query, and place some fields and a command button in the detail section.
3. Switch to Form view.

Result: The blank form is displayed.

#### Steps to Reproduce Situation 6

---

1. Create a new table. Do not enter any data.
2. Create a new form based on the table. Add a command button and make the form read-only.
3. Switch to form view.

Result: A blank form is displayed.

The form displays blank in all situations because the dynaset is empty. The form would display as expected if you were adding new records, but the setting for the form or the joins in the query prevent you from using the form to add new records.

To work around this issue, place necessary controls or command buttons in the form header and footer. Headers and footers display even when the detail section is blank.

#### [References](#)

## PRB: Can Close Dynaset Based on Form Multiple Times

Article Number: Q93292  
CREATED: 3-DEC-1992  
MODIFIED: 4-DEC-1992

### Summary:

---

### SYMPTOMS

---

If you create a Dynaset that is based on a form through Access Basic, you can have multiple Dynaset.close statements without generating an error message.

### STATUS

---

This behavior is by design.

### More Information:

---

#### Steps to Reproduce Behavior

-----

1. Open NWIND.mdb and create a new module.

```
'*****  
'Declarations section of the module.  
'*****
```

Option Explicit

```
'=====
```

```
' The following function will create a dynaset based on
```

```
' the Add Products form in the NorthWind Database. The
```

```
' Function will then attempt to close the dynaset twice.
```

```
'=====
```

```
Function Foos()  
    Dim MyDyna as Dynaset  
    Set MyDyna=Forms![Add Products].Dynaset  
    MyDyna.Close  
    MyDyna.Close  
End Function
```

2. Run the code. Notice that there are no error messages even though the code attempts to close the dynaset more than once.

#### [References](#)

## **PRACC9212: Unable to Use SQL as a Report's Record Source**

Article Number: Q93293  
CREATED: 03-DEC-1992  
MODIFIED: 18-FEB-1993

### **Summary:**

---

PROBLEM ID: 14092

### **SYMPTOMS**

---

You receive the following error message when you try to use a valid SQL statement as the RecordSource in a report:

This report is bound to a table or query that doesn't exist:  
'<SQL statement>'.

### **RESOLUTION**

---

Create a query using the desired SQL statement, and base your report on that query.

### **More Information:**

---

Steps to Reproduce Behavior

-----

1. Open the NWIND.MDB database.
2. Open the Category List query in Design mode.
3. To bring up the SQL statement for this query, select SQL from the View menu.
4. Highlight the contents of the SQL window, then use the keystroke combination CTRL+C to copy the SQL statement to the clipboard.
5. Choose Cancel to close the SQL dialog box, then close the Category List query.
6. Open a new unbound form, and paste the SQL statement into the form's Record Source property (using CTRL+V).
7. Switch the View to Form View.
8. Open a new unbound report, and paste the SQL statement into the report's Record Source property (using CTRL+V).
9. Select the Print Preview button on the toolbar.

You will receive the above error message on step 9, but not for step 7. You can successfully use a valid SQL statement as the Record Source in a form, but not in a report.

### [References](#)

## INF: All Duplicate Macro Names in Macro Group are Executed

Article Number: Q93294  
CREATED: 3-DEC-1992  
MODIFIED: 3-DEC-1992

### Summary:

---

When you have two macros in the same macro group with the same name, both macros will be executed. This will not happen if the macros are not consecutive in the macro group (ie. there is a different macro (Macro Name: "Between") between the two macros with the same name (Macro Name: "First One").

### More Information:

---

Steps to Reproduce Behavior

- 
1. Create a new macro with two Actions.

| MacroName | Action | Argument              |
|-----------|--------|-----------------------|
| -----     |        |                       |
| First One | Msgbox | "This is the message" |
| First One | MsgBox | "This is the message" |

2. Save the macro as Macro1.
3. Run the macro using Macro1.FirstOne
4. The MsgBox will appear twice.

### [References](#)

## **INF: ERR MSG: Couldn't Open File '<database name>'.**

Article Number: Q93295  
CREATED: 3-DEC-1992  
MODIFIED: 3-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

Attempting to open a database exclusively when another user already has it open will result in the error message:

Couldn't open file <database name>.

### **CAUSE**

---

The help topic says in part "You must have ReadData permission for the file in order to view its data." This error and help text is slightly misleading because the problem is really that the file cannot be opened exclusively.

To open the file successfully:

1. Press ESC or the OK button to exit the error message.
2. Choose Open Database... from the File menu.
3. Select the database you wish to open.
4. Unselect the Exclusive checkbox.
5. Press OK.

### **STATUS**

---

Microsoft has confirmed this behavior in Microsoft Access version 1.0.

### **[References](#)**

## **INF: View Procedures Sorts Modules Alphabetically**

Article Number: Q93296  
CREATED: 3-DEC-1992  
MODIFIED: 3-DEC-1992

### **Summary:**

---

When you select Procedures from the View menu after opening a Module, the Modules box displays modules in alphabetic order. If the Modules are numbered they may appear out of order. You can rename the procedures so they appear properly sorted in the list.

### **More Information:**

---

Steps To Reproduce Behavior

- 
1. Create 3 modules. (Module1, Module2, Module19)
  2. Open Module1 and Select Procedures from the View menu.
  3. The modules are listed Module1, Module19, and Module2 since they are sorted Alphabetically.

To have the list properly sorted you should rename Module1 and Module2 to Module01 and Module02. The modules will appear in the list sorted in order as Module01, Module02, and Module19. Please note that the modules are sorted the same way in the Database container.

### [References](#)

## INF: Removing Attached Tables in Access Basic Code

Article Number: Q93297

CREATED: 3-DEC-1992

MODIFIED: 3-DEC-1992

### Summary:

---

The TransferDatabase action is the Macro equivalent to the File menu Attach Tables command. However, there is no action to unattach a table. You can remove an attached table from the User Interface by selecting the table from the DataBase window, and then pressing the delete key. You can create a macro to unattach a table or call the action from a Access Basic module using the DoCmd statement.

### More Information:

---

Create the following macro to unattach a table in Microsoft Access.

| Macro Name  | Action                     |
|-------------|----------------------------|
| RemoveTable | SelectObject<br>DoMenuItem |

RemoveTable Action

-----  
SelectObject  
Object Type: Table  
Object Name: <tablename>  
In Database Window: Yes

DoMenuItem  
Menu Bar: Database  
Menu Name: Edit  
Command: Delete

In Microsoft Access Basic you must use DoCmd to run the Macro actions.

### [References](#)

## INF: Changing Read-Only Properties at Runtime

Article Number: Q93298  
CREATED: 3-DEC-1992  
MODIFIED: 3-DEC-1992

### Summary:

---

Microsoft Access does not allow you to change some control properties, such as Color and Caption, at runtime. This article discusses how you can get around this limitation.

### More Information:

---

This is accomplished by creating two controls that are identical except for the property you wish to change. You place these controls at the same location with their Visible property set to 'No'. At the point where the property is to change, set the Visible property of the control with the desired property setting to 'True' using a Macro SetValue action, and set the Visible property of the other control to 'False' in the same manner.

The following example demonstrates this method. In the example, a form appears with one button and text box. The text box is Blue, and the button has the Caption 'Red'. When you click the button, the text box's Color will change to Red and the button's Caption will change to 'Blue'. Clicking the 'Blue' button will toggle back to Red, and so on.

1. Create a new blank form.
2. Add two text box controls to the form and set their associated properties:

```
Text Box
-----
Control Name: Red
Fill Color: 255
Visible: No
```

```
Text Box
-----
Control Name: Blue
Fill Color: 16711680
Visible: Yes
```

3. Position the text box called "Blue" directly on top of the text box called "Red" and make sure they are exactly the same size so that one covers the other.
4. Add two command button controls to the form. Name one button "RedButton" and the other "BlueButton", and set their associated properties:

```
Command Button
-----
Control Name: RedButton
```



Caption: Change to Red  
 Visible: Yes  
 On Push: ChangeColor.Red

Command Button  
 -----

Control Name: Blue Button  
 Caption: Change to Blue  
 Visible: No  
 On Push: ChangeColor.Blue

5. Position command button called "BlueButton" directly on top of the command button called "RedButton" and make sure they are exactly the same size so that one covers the other.
6. Add a text box to the form. Delete its label and and set the text box's associated property:

Text Box  
 -----

Control Name: GiveMeFocus  
 Width: 0

The purpose of the zero width for the text box is to maintain focus while visible properties of other controls are changing.

7. Close and save the form as "ChangeColor"
8. Create a macro as shown below:

| Macro Name | Action      | Arguments                                               |
|------------|-------------|---------------------------------------------------------|
| Blue       | GoToControl | ControlName .. GiveMeFocus                              |
|            | SetValue    | Item ..... [Blue]<br>Expression ... [Red]               |
|            | SetValue    | Item ..... [Blue].Visible<br>Expression ... True        |
|            | SetValue    | Item ..... [Red].Visible<br>Expression ... False        |
|            | SetValue    | Item ..... [RedButton].Visible<br>Expression ... True   |
|            | SetValue    | Item ..... [BlueButton].Visible<br>Expression ... False |
| Red        | GoToControl | ControlName .. GiveMeFocus                              |
|            | SetValue    | Item ..... [Red]<br>Expression ... [Blue]               |
|            | SetValue    | Item ..... [Red].Visible<br>Expression ... True         |
|            | SetValue    | Item ..... [Blue].Visible<br>Expression ... False       |
|            | SetValue    | Item ..... [BlueButton].Visible<br>Expression ... True  |
|            | SetValue    | Item ..... [RedButton].Visible<br>Expression ... False  |

9. Close and save the macro as "ChangeColor".

Open the ChangeColor form, type something into the text box, and click the button. Notice that each click of the button changes the caption of the button and the color of the text box without changing the value of the text box.

## [References](#)

## Err Msg: Too Many Expressions in Distinct Output

Article Number: Q93299  
CREATED: 3-DEC-1992  
MODIFIED: 3-DEC-1992

### Summary:

---

If you create a SQL statement in the SQL dialog or Access Basic that has a DISTINCT clause with more than ten expressions, the following error message will appear:

Too many expressions in DISTINCT output.

The ten field limit for the DISTINCT clause is stated as the reason for the error in help. However, this is the only place that states there is such a limit. Help refers the user to Appendix B, in the Language Reference, where there is no mention of a ten field limit for the DISTINCT clause.

### More Information:

---

There are the two options to eliminate this error:

1. Remove the reserved word, DISTINCT;
2. Reduce the number of fields in the DISTINCT clause to ten or less.

A possible work around is to concatenate some of the fields together into an expression when checking for DISTINCT rows. Each concatenation will equal one DISTINCT expression.

Example: Try using the select statement,

```
SELECT DISTINCT
    table1.lname & table1.fname,
    table1.address, ...;
```

instead of

```
SELECT DISTINCT
    table1.lname,
    table1.fname,
    table1.address, ...;
```

Utilizing this technique will reduce the number of expressions in the DISTINCT clause.

### [References](#)

## **INF: Using Data From Access In A Word For Windows Print Merge**

Article Number: Q93427

CREATED: 10-DEC-1992

MODIFIED: 07-JAN-1993

### **Summary:**

---

Microsoft Word for Windows does not supply a converter for Microsoft Access database files. To use data from a Microsoft Access database in Microsoft Word for Windows, the data must be converted to a format which Microsoft Word for Windows recognizes. This can be done by exporting the data from Microsoft Access as text, or copying tables and queries from Microsoft Access and pasting them into a Microsoft Word for Windows document.

This article described the steps to create a data file in Microsoft Word for Windows using each of the methods described above.

### **More Information:**

---

A data file is a comma or tab separated file that contains information that can be used in Microsoft Word for Windows for a print or mail merge.

A field name in Microsoft Word for Windows cannot contain more than 20 characters. A field name must begin with a letter and can contain only letters, numbers, and the underline character (\_). For example:

```
FirstName,LastName,Address,City,State,Postal_Code  
Randy,Johnson,123 West St.,Baker,OR,97445  
Jennifer,Smith,5 Circle Court,Yorkshire,WI,34507
```

Note: Do not include spaces after the commas. Spaces will be inserted as part of the mail merge.

Method One: Copying and Pasting  
-----

1. From the Database window, select the table or query that contains the information you want.
2. Choose Copy from the Edit menu.
3. Activate Microsoft Word for Windows and open a new document.
4. From the Edit menu, select Paste.

Note: If there are spaces in your field name you will need to delete them once you have pasted the data into Microsoft Word for Windows.

5. Save this document as MyData.Doc.

Because this method does not place each field inside quotation marks, you may encounter errors if any of the fields contain tabs.

Method Two: Using The Transfer Text Macro Action

- 
1. Open a new macro.
  2. Add the macro action TransferText with the following arguments:

Transfer Type: Export Delimited  
Specification Name: <leave blank>  
Table Name: <name of the table or query you wish  
to export.>  
File Name: <valid DOS file name.>  
(Example: c:\winword\mydata.txt)  
Has Field Name: Yes

This is a one time export. If the data in your database changes you will need to re-export it, overwriting the original file.

3. Perform the following steps in Microsoft Word for Windows:
  - a. Open the main document.
  - b. Choose Print Merge from the File menu.
  - c. Choose the Attach Data File button.
  - d. Select the exported text file that you created in step 2.

Note: if you did not specify a full path name for the text file, it will be in the same directory as your Microsoft Access database.

Now you can use the merge features of Microsoft Word for Windows: Insert Merge Fields, Edit Data Field, Check, and Print Merge. The check button will make a pass through the data document and check for errors, such as those caused by commas or tabs stored in the Microsoft Access fields.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 620-622

### References

delimited

## **PRB: Cannot Write README.TXT Error Msg During Installation**

Article Number: Q93590

CREATED: 16-DEC-1992

MODIFIED: 05-FEB-1993

### **Summary:**

---

### **SYMPTOMS**

---

While installing Microsoft Access, you see the following error message when SETUP.EXE is processing Disk 6 or Disk 7:

```
Cannot Write C:\MSACCESS\README.TXT
```

### **CAUSE**

---

This is a setup problem that occurs setup when Microsoft Access is writing the README.TXT file. There are a number of possible causes.

The MS-DOS APPEND command, located in the AUTOEXEC.BAT file, causes this error if there is a README.TXT file in any of the directories that are specified on the APPEND line.

When SETUP.EXE tries to install README.TXT, the APPEND command can cause MS-DOS to tell SETUP.EXE that there is a file with the same name in the installation directory. When SETUP.EXE is notified by MS-DOS that there is an existing file with the same name, SETUP tries to overwrite the existing file. MS-DOS returns an error code stating that the file is write protected.

Some customers have reported possible problems installing the README.TXT file when using certain terminate and stay resident programs (TSRs) such as Quicken's BillMind and Logitech's Click and Logimenu.

### **RESOLUTION**

---

There are several possible workarounds. They are detailed in the More Information section below.

### **STATUS**

---

We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

### **More Information:**

---

Before trying any of the following workarounds, ensure that you have a standard Windows configuration. Then exit from Windows and from all applications. Modify your AUTOEXEC.BAT file to remove any non-standard TSRs, and then restart your computer.

#### Workaround One

- 
1. Use File Manager to search the entire hard drive for all README.TXT files.
  2. Rename all README.TXT files to another file name (for example, READTHIS.TXT).

3. Install Microsoft Access from the original disks.

#### Workaround Two

-----

1. Change to the directory of the path given in the error message.
2. Use a text editor such as the MS-DOS Edit program to create an empty README.TXT file.
4. Install Microsoft Access from the original disks.

#### Workaround Three

-----

1. Make a duplicate copy of Disk 6 or Disk 7.
2. On the new disk, copy the README.TX\$ file to a new file named README.2
3. On the new disk, rename the README.TX\$ file to README.1. Then rename README.2 to README.TX\$.
4. Install Microsoft Access using the new disk you made.

#### Workaround Four

-----

1. Make a duplicate copy of Disk 6 or Disk 7.
2. On the new disk, rename the README.TX\$ file to README.1.
3. On the new disk, use a text editor such as the MS-DOS Edit to create a new file and save it as README.TX\$.
4. Install Microsoft Access using the new disk you made.

#### [References](#)

## **INF: Importing Keyed Paradox Tables Requires .PX File**

Article Number: Q93640  
CREATED: 17-DEC-1992  
MODIFIED: 17-DEC-1992

---

### **Summary:**

---

When you import a keyed Paradox table into Microsoft Access the associated index file must be in the same directory as the Paradox table. If the index (.PX) file is not found you will receive the following error message:

'FILENAME#DB' is corrupted or isn't a Microsoft database.

### **More Information:**

---

If you're importing a Paradox file, this message might be displayed if you don't have an index (.PX) file. Paradox stores important information about a table's primary key in the .PX file. Make sure you have the .PX file before importing.

If a Paradox table and its associated index file become separated, or the .PX file is corrupt, Access will be unable to import the table. To recreate the index file the table must be Restructured in Paradox.

Paradox is manufactured by Borland International, a vendor independent of Microsoft; we make no warranty, implied or otherwise, regarding this product's performance or reliability.

### **[References](#)**



## **INF: Microsoft Access Performance Enhancement Recommendations**

Article Number: Q93684  
CREATED: 17-DEC-1992  
MODIFIED: 05-JAN-1993

### **Summary:**

---

If you run Microsoft Access on a 4 MB machine, you can gain performance improvements by altering the configuration of memory usage on the machine.

### **More Information:**

---

The following steps can be used to enhance the relative performance of Microsoft Access on computers with 4 MB of RAM:

1. Do not use any of your RAM for a RAM disk.
2. Use a maximum of 512K for SmartDrive or other disk caches.
3. Set your network installation to use less than 200K of RAM, if possible.
4. Don't run several other applications that require large amounts of memory. Running even one other large application (such as a spreadsheet, wordprocessor, or alternate desktop manager such as "Norton Desktop for Windows") can significantly degrade the performance of Microsoft Access.
5. Run Windows in standard mode.
6. Set the MaxBufferSize entry in MSACCESS.INI to a value less than 512. In low memory cases this will help, even though less memory will be used for by Microsoft Access for buffering database I/O. (See the Microsoft Access README.TXT file for details on setting this value.)
7. Open databases as Exclusive and Read/Only, if possible.
8. If you don't want to use Access Wizards, you can disable them by removing the line "WIZARDS.MDA=RO" from the [Libraries] section of the MSACCESS.INI file. This frees up over 300K of RAM, but takes away the ability to use Access Wizards.
9. Keep the number of Windows applets running to a minimum.
10. If you have a full-screen background bitmap (or "wallpaper") on your Windows desktop, replace it with a smaller bitmap, or no bitmap at all. For a standard VGA video display, this frees about 256K. For a 1024x768 256 color display, this can free about 3/4 of a megabyte. (Your actual memory savings may vary, depending on the display.)
11. Keep in mind that CD ROM device drivers, sound board drivers, screen savers, MIDI drivers, multi-media support drivers, and other drivers take extra memory. The 4 MB recommendation does not take this into account. If you need to have several drivers running under Windows, then more memory than 4 MB will be required for Microsoft Access to run efficiently.

The 4 MB RAM recommendation was based on a 386/20 computer, MS-DOS 5.0, unmodified Windows 3.1, VGA display, mouse, and network workstation software. If your configuration is similar to, or better than this, you will get good performance. (This has been verified by benchmarks with Microsoft Access fully installed.) However, if your system's configuration is more sophisticated, you will require more memory for peak Microsoft Access performance.

## [References](#)

## **INF:"Couldn't find Object <tablename>" with Btrieve files**

Article Number: Q93685  
CREATED: 17-DEC-1992  
MODIFIED: 17-DEC-1992

### **Summary:**

---

A number of people have reported receiving the error message

```
Couldn't find object '<table name.>'
```

when attempting to import or attach to Btrieve files. This article explains how to identify and fix this problem.

### **More Information:**

---

Microsoft Access requires the Xtrieve-format data dictionary files, FILE.DDF, INDEX.DDF, and FIELDS.DDF, to be able to use Btrieve files. FILE.DDF contains the DOS file name of each data table in the dictionary. These file names can be in any of the valid four DOS formats:

1. File Only ("mydata.dat")
2. Relative Path ("..\dev\test\mydata.dat")
3. Fully Qualified ("c:\tools\dev\test\mydata.dat")
4. Universal Naming Convention, UNC  
("\\myserver\users\joe\tools\dev\test\mydata.dat")

When importing or attaching to a Btrieve file, Microsoft Access retrieves the DOS filename from FILE.DDF. It then attempts to open this file. If the file doesn't exist in the location specified, you will receive the error

```
Couldn't find object
```

In the case of the first 2 examples, the ability to open the file is dependant on the current directory being correct. For example #1, MYDATA.DAT must exist in the current directory. For example #2, MYDATA.DAT, the "..\DEV\TEST" directory must exist relative to the current directory, and MYDATA.DAT must exist in it.

Exactly which directory is the current directory is complicated by the fact that under Windows, all applications share the same environment, and therefore the same current directory. If you change the current directory in Excel, for example by doing a File Open and changing directories to open a file, the current directory for Microsoft Access is also changed.

So, the first step to fixing the problem is to find out what the paths are in FILE.DDF. You can do this by opening FILE.DDF in WRITE, the word processor provided with Windows. When asked if

you want to convert this file to WRITE format, specify No Conversion. You will see a bunch of characters that look like a box. Scroll to the end of the file. There you will see the DOS filenames of your Btrieve data files. The extension is usually .DAT, but doesn't have to be.

WARNING: DO NOT save the file after you are finished viewing it with WRITE. If you save this file, it will become corrupt and unrepairable.

Now that you have the file names, there are 2 things you can do to fix the problem

1. Move the files into the correct location(s). This is the easiest fix, and the one we recommend.
2. Using Btrieve or one of the third-party and/or shareware tools, modify FILE.DDF so that the path to the .DAT file is correct. This method is much more complicated, and not recommended for anyone not intimately familiar with Btrieve.

Reference(s) :

[References](#)

## **PRB: Out of Memory Message When Opening a Form**

Article Number: Q93686  
CREATED: 17-DEC-1992  
MODIFIED: 05-FEB-1993

### **Summary:**

---

### **SYMPTOMS**

---

A form or report performs a calculation in the ControlSource property for a control and you get a message warning that Microsoft Access is out of memory.

### **CAUSE**

---

A form or report that performs a calculation in the ControlSource property for any control cannot return more than 64K of data. Microsoft Access warns you when the 64K limit is reached by giving you the out of memory error message.

### **RESOLUTION**

---

Redesign the form so that it uses macros that uses the SetValue to set controls that return large objects such as memos or OLE objects.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

An expression in a RowSource property that might run out of memory might be one that uses the DLookup() function to look up OLE objects. Because you can only display 64K of data on the form when the form is full-screen, Microsoft Access calculates the expression until it reaches the 64K limit. At that point, it gives you an out of memory alert for each control it does not have the memory to complete. At that point, Microsoft Access will often attempt to display the incomplete form.

### **[References](#)**

## **INF: Btrieve 6.0 Data Type Does Not Work with Access**

Article Number: Q93687  
CREATED: 17-DEC-1992  
MODIFIED: 18-DEC-1992

### **Summary:**

---

Btrieve version 6.0 is a specialized version of Btrieve specifically designed for Macola Accounting software on a Novell file server. Microsoft Access was not tested with this custom, specialized version of Btrieve.

### **More Information:**

---

Btrieve 6.0 introduced a new data type: Negative Sign Trailing Numeric Field. Microsoft Access does not explicitly translate this data type.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, Chapter 4, page 66

[References](#)

## INF: Export Btrieve Table Without Existing Xtrieve FILE.DDF

Article Number: Q93688

CREATED: 17-DEC-1992

MODIFIED: 29-JAN-1993

### Summary:

---

To export a Btrieve table by using the Microsoft Access user interface, you must ensure that an Xtrieve dictionary file (FILE.DDF) exists. If the FILE.DDF file does not exist, use the macro action Transfer Database to export the table.

### More Information:

---

Multiple Btrieve tables can exist in Xtrieve databases just as Microsoft Access databases can have multiple tables. The FILE.DDF file describes the structure of the Xtrieve database.

#### Example

-----  
The following sample macro (TransBtrieve) transfers the NWIND Customers table to a Btrieve Table named Customers in an Xtrieve database named C:\ACCESS\BTV00000.DAT. If C:\ACCESS is a valid directory, the export occurs even if BTV00000.DAT does not exist.

Use the following as a guide to create the sample macro. Note that the database name can be any complete file specification.

```
Macro Name      Action
-----
TransBtrieve    TransferDatabase

TransferDatabase Action
-----
Transfer Type: Export
Database Type: Btrieve
Database Name: C:\ACCESS\BTV00000.DAT
Object Type: Table
Source: Customers
Destination: Customers
Structure Only: No
```

Microsoft Access creates the following four files if they do not exist:

```
FILE.DDF
INDEX.DDF
FIELD.DDF
BTV00000.DAT
```

Transferring more than one table adds data to the existing files, but does not create more files -- as long as the database name is not changed.

#### Reference(s):

"Microsoft Access User's Guide," version 1.0, Chapter 4, "Importing,

Exporting, and Attaching," page 86.

[References](#)



## **INF: Troubleshooting GP Faults with ATI Cards**

Article Number: Q93689

CREATED: 17-DEC-1992

MODIFIED: 08-FEB-1993

### **Summary:**

---

### **SYMPTOMS**

---

Many customers have reported general protection (GP) faults and setup problems on systems that have ATI Video Cards, especially ATI Graphic Ultra Pro Local Bus cards.

However, many of the engineers in the Microsoft Access group have workstations with ATI cards and are not having problems. It is very important that you convince the customer that Microsoft Access does work with these video cards. In fact, Windows 3.1 is shipped with a driver for one of the ATI cards and we provide others on the Microsoft Download Service (MSDL).

### **RESOLUTION**

---

We have only been able to reproduce one GP fault and one display problem consistently. This article gives troubleshooting steps and references to other articles with related information.

### **More Information:**

---

#### Troubleshooting Steps

-----

1. Exit from all applications and from Windows. Then restart your computer.
2. Change the Windows setup to standard VGA

If these two steps do not correct the problem and it is not a known issue as documented in one of the following articles, have the customer reinstall Microsoft Access after completing step 1 above.

If the problem persists, it is unlikely that it is related to the ATI Card. Create a callback for the customer. If the problem is reproducible send it to Brian Blackman for reporting purposes. If not, escalate it so that it can be forwarded to program management for further testing.

#### References to Other Articles

-----

Q90121 [B\_WACCESS]: Access GP Fault with ATI Ultra Video Card  
Q92701 [B\_WACCESS]: Disabled Buttons Not Visible w/ATI 1280x1024  
Q85166 [W\_WIN3]: ATI 8514 Ultra Hangs Windows 3.1 in 800 x 600 Mode  
Q87082 [W\_WIN3]: Display Problems Solved by the Latest WDL Drivers

A customer provided the following information on the MSACCESS forum on CompuServe:

"Thanks for the suggestion. I'm quite sure it's the ATI mach32 drivers. I have just received a reply from ATI on their forum: 'We are looking into some issues of Microsoft Access not working well with the ATI Mach 32 Windows drivers. Our Engineering department

is investigating this, and we will have a resolution soon.'" "

## [References](#)

## **INF: How To Update a Table Based on Values in a Second Table**

Article Number: Q93690  
CREATED: 17-DEC-1992  
MODIFIED: 18-DEC-1992

### **Summary:**

---

To transfer data between two different tables, create an additional column in one of the tables which contains data that the two tables have in common, then use an Update query to initiate the transfer.

### **More Information:**

---

This can be illustrated by an example using the sample database Northwind Traders (NWIND.MDB). This example adds a product name column to the order details table, and then copies the product name from the products table based on the product ID column.

Note: normally you would not duplicate the product name field because it would result in duplicate data, which is not good database design. It is done here as a simple illustration of an Update query involving two tables.

1. Modify the order details table:
  - a. Open the order details table in design view.
  - b. Add a column named product name, using the default data type of Text.
  - c. Close the order details table, saving the changes.
2. Create the query:
  - a. Create a new update query.
  - b. Add the order details and product tables to the query. (The tables are automatically joined on product ID because there is a relationship already defined. If your tables are not joined, you need to join them on the original linking column.)
  - c. From the Query menu, choose Update.
  - d. (Optional) From the View menu, choose Table Names. This is to ensure that the product name field in the Field cell is from the correct table, order details, which is critical.
  - e. Drag the product name field from the order details table to the first field cell.
  - f. In the Update To cell, type [Products].[Product Name].
  - g. Run the query by clicking the Run button on the tool bar.
  - h. Close the query.

A more realistic situation where this might be useful would be where a database contained a table of products and prices. If the database user

was sent an ascii file containing product ID and new price for some of the products, they could import the file, and then create an Update query as described above to update the price field in the existing products table.

For more information about using an Update Query with two tables, query on the following words in the Microsoft Knowledge Base:

UPDATE and COUNTER and QUERY.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, Chapter 7

[References](#)

## INF: Additions to User's Guide Appendix A Specifications

Article Number: Q93691

CREATED: 17-DEC-1992

MODIFIED: 29-JAN-1993

### Summary:

---

This article includes additions to the "Microsoft Access User's Guide," version 1.0, Appendix A, "Microsoft Access Specifications," pages 633-635.

### More Information:

---

#### Tables

-----

| Attribute                                                                                    | Maximum |
|----------------------------------------------------------------------------------------------|---------|
| -----                                                                                        |         |
| Number of Primary Key fields and Matching Fields when defining a Relationship between tables | 5       |

#### Queries

-----

| Attribute                                                                                   | Maximum |
|---------------------------------------------------------------------------------------------|---------|
| -----                                                                                       |         |
| Number of characters in a cell                                                              | 255     |
| Number of GROUP BY fields in a Totals query                                                 | 10      |
| Number of fields allowed when query property UniqueValuesOnly is selected (SELECT DISTINCT) | 10      |
| Number of ANDs in a WHERE clause (Criteria)                                                 | 40      |
| Number of ANDs in a HAVING clause                                                           | 40      |

### [References](#)

## PRACC9211: Unique Values Only Select Query Shows Duplicates

Article Number: Q93692

CREATED: 17-DEC-1992

MODIFIED: 15-JAN-1993

### Summary:

---

PROBLEM ID: PRACC9211

### SYMPTOMS

---

The result of a query includes duplicate values even though you selected the Unique Values Only check box (SELECT DISTINCT) in the Query Properties dialog box.

### CAUSE

---

Duplicate values occur when both of the following conditions are met:

1. The query input data set contains more than approximately 64K of data and the duplicate values are widely scattered in the input data.

For example, a SELECT DISTINCT query on a text column with an average length of 20 characters will not display duplicate values unless the query input data set included more than 3,300 values ( $65536 / 20 = 3276.8$ ). Note that if the query is based on a table that has 10,000 rows, but the specified criteria retrieves only 20 rows, it is the set of 20 rows that determines the size of the query input data set. In other words, it is the WHERE clause that determines the size of the query input data set.

2. The values that have duplicates appear close (maybe in the first dozen values) to what would normally be the beginning of the query output. By default, a SELECT DISTINCT query displays data sorted implicitly. For example, the following displays the result sorted by Order ID:

```
SELECT DISTINCT [Order Details].[Order ID]
FROM [Order Details];
```

However, in a SELECT DISTINCT query that uses more than one column and sorts by a column other than the first one, the duplicates could appear anywhere in the output. To see if there are duplicates, you need to remove the sort.

### RESOLUTION

---

In addition to SELECT DISTINCT queries, you can use GROUP BYs in a totals query to eliminate duplicates in the output. Both SELECT DISTINCT queries and GROUP BYs in a totals query are limited to 10 columns. Usually, GROUP BY is faster when the resulting data set is much smaller than the input data set, and SELECT DISTINCT is faster when there are only a few duplicates.

To ensure the correct results, use GROUP BYs in a totals query instead of using the Unique Values Only query property. For example, the following two select queries give identical results:

```
SELECT DISTINCT [Order Details].[Order ID]
```

```
FROM [Order Details];

SELECT DISTINCTROW [Order Details].[Order ID]
FROM [Order Details]
GROUP BY [Order Details].[Order ID];
```

## **STATUS**

---

Microsoft has confirmed this to be a problem in Microsoft Access version 1.0. We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

### Reference(s) :

"Microsoft Access User's Guide," version 1.0, Chapter 6, "Designing Select Queries," pages 128-130 and pages 142-148.

For more information, search for "DISTINCT," then "ALL, DISTINCT, DISTINCTROW Predicates (SQL)" using the Help menu.

### [References](#)

## PRB: Outdated COMMDLG.DLL Error Message During Setup

Article Number: Q93694

CREATED: 17-DEC-1992

MODIFIED: 14-JAN-1993

### Summary:

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### SYMPTOMS

---

You may see the following error message dialog when you try to open a database:

Outdated 'COMMDLG.DLL' Please Re-install Microsoft Access.

### CAUSES & RESOLUTIONS

---

1. Check to see if you have more than one version of COMMDLG.DLL on your computer. Rename the duplicate versions of COMMDLG.DLL.
2. Make sure the COMMDLG.DLL file in the Windows system subdirectory is newer than:

3/10/92 for version 3.1 of Microsoft Windows or  
10/01/92 for Microsoft Windows for Workgroups or  
10/25/92 for Microsoft Access

3. If you have a third-party COMMDLG.DLL, make sure it is compatible with Microsoft Access.

CC:Mail  
confirmed.

### More Information:

---

To search for all occurrences of COMMDLG.DLL, follow these steps:

1. Exit Windows.
2. Search for any other copies of COMMDLG.DLL on the current drive by entering the following commands at the DOS prompt:

```
CD\  
DIR COMMDLG.DLL /s
```

Repeat these commands on all other drives and rename or delete any copies of COMMDLG.DLL that you find. When you finish, there should be a single copy of COMMDLG.DLL on your computer in the Windows system directory.

How to install a new COMMDLG.DLL

-----  
If you delete or rename all the duplicates of COMMDLG.DLL and continue to get the error in Microsoft Access, copy COMMDLG.DL\_ from Disk 1 of Microsoft Access and EXPAND.EXE from Disk 3 of Windows 3.1. Then use EXPAND.EXE to expand COMMDLG.DL\_ as follows:

```
c:\<path>\EXPAND <path>\COMMDLG.DL_ c:\windows\system\COMMDLG.DLL
```

Do not copy COMMDLG.DL\$ from the Microsoft Access disks. Microsoft Access



Setup is required to decompress COMMDLG.DL\$.

Other problems

-----

When Microsoft Access Setup tries to update COMMDLG.DLL, it may give you an error saying it was unable to access the file. In most cases, this means another application is using COMMDLG.DLL.

To ensure that no other applications are running when you run Microsoft Access Setup, add a new Program Group in Program Manager giving it a Description of Temporary. Move all the icons from the StartUp Program Group to the Temporary Program Group. Then edit the WIN.INI file to make the RUN= and LOAD= lines in the [Windows] section look like this:

```
[Windows]
RUN=
LOAD=
```

Then restart Windows and run Microsoft Access Setup.

If you continue to have trouble, edit the AUTOEXEC.BAT file to look for conflicting terminate-and-stay-resident (TSR) programs.

Reference(s) :

[References](#)

## INF: Passing Values from a Form to a Parameter Query

Article Number: Q93695

CREATED: 17-DEC-1992

MODIFIED: 14-JAN-1993

### Summary:

---

When you run a parameter query, Microsoft Access prompts you to enter each parameter in a separate dialog box. This article explains how to create a form that will collect all the values for a parameter query.

### More Information:

---

The following step-by-step example uses a table (Orders) from the Northwind Traders sample database (NWIND.MDB) supplied with Microsoft Access. The example shows you two things: how to create a form that prompts for a date value and how to add a command button to the form to execute the query.

1. Open the sample NWIND.MDB database.
2. Create a query based on the Orders table. Add the following field names with the specified criteria and save the query as MyQuery.

| Field       | Criteria                    |
|-------------|-----------------------------|
| Customer ID |                             |
| Order ID    |                             |
| Order Date  | > [Forms]![MyForm]![MyDate] |

3. Create a new macro with the following action argument, and save it as MyMacro.

| Action    | Action Argument | Value   |
|-----------|-----------------|---------|
| OpenQuery | Query Name      | MyQuery |

4. Create an unbound, blank form by leaving the Select A Table/Query box empty and clicking the Blank Form button.
5. Place a text box control on the form and set the following properties:

```
Text Box
-----
ControlName: MyDate
Format: Short Date
```

6. Bring the Database window to the front by pressing F11.
7. Select the Macro button with the mouse, and drag MyMacro onto the form. This will generate a command button with the OnPush property set to call MyMacro.
8. Click in the Form window to bring it to the front, and then save the form as MyForm.

9. Switch to Form view, enter a date such as 1/1/91, and then click the MyMacro button. This will execute the macro MyMacro that runs the query MyQuery using the date entered in the MyDate text box as the query parameter.

## [References](#)

## INF: How to Dial a Phone Number in MS Access

Article Number: Q93696  
CREATED: 17-DEC-1992  
MODIFIED: 18-DEC-1992

### Summary:

---

There are no built-in commands or functions in Microsoft Access that allow you to dial a phone number through a serial port. However, it can be accomplished programmatically. This article discusses a method that uses Microsoft Windows Application Programmer Interface (API) function calls to dial a phone number in Microsoft Access. Using this information, you can dial a number by creating a new form and module, or apply the code to an existing form and module.

This article assumes that you are familiar with Access Basic and Microsoft Windows APIs. In this article the use of error trapping and the use of the communication APIs has been minimized to keep the information as clear and concise as possible.

### More Information:

---

To dial a phone number in Microsoft Access, you utilize the Microsoft Windows APIs in the Dynamic Link Library (DLL) USER.EXE. There are seventeen communications APIs that are available in the USER library; of these, three particular communication APIs are necessary to dial phone numbers: OpenComm(), CloseComm(), and WriteComm().

Listed below are instructions for creating a simple form and module that dial a phone number through a modem based on the contents of two controls on a form. A more elegant solution can be created by passing arguments to the function and using CASE statements to deal with the potential errors that can be returned by the APIs.

To run this example:

1. Create a form called fDialer.
2. Place two unbound Text Box controls on the form. One Text box will be for identifying the serial port the modem is attached to, and the other text Box will hold the phone number to dial.

```
Object: Text Box
-----
Control Name: CommPort
```

```
Object: Text Box
-----
Control Name: PhoneNumber
```

3. Place a command button on the form and assign the OnPush property to a function you will create later named DialNumber().

```
Object: Command Button
-----
OnPush: =DialNumber()
```

4. Create a new module, enter the code below, and save it as Comm DLL.

```
' Note: Each command should be entered on one line. The line
' continuation character '_' improves the readability of the code.

'*****
'Declarations section of the module
'*****

Option Compare Database
Option Explicit

Declare Function OpenComm% Lib "User" (ByVal lpComName$, _
                                     ByVal wInQueue%, ByVal wOutQueue%)

Declare Function CloseComm% Lib "User" (ByVal nCid%)

Declare Function WriteComm% Lib "User" (ByVal nCid%, ByVal lpBuf$, _
                                       ByVal nSize%)

Const ID_CANCEL = 2

'=====
' The following function is named DialNumber().
' The variables in this function are local to the function since
' they have been DIMed in the function.
'
' The following function will initialize the variables:
'
' - sCommPort$ to the value entered in the control on the form
' - sPhoneNumber$ to the value entered in the control on the form
' - sDial$ to the dial command and the phone number to dial
' - iWritePort% to the return value of the API WriteComm function
' - iOpenPort% to the return value of the API OpenComm function
' - iClosePort% to the return value of the API CloseComm function
' - iCharCount% to the length of sDial$ variable
' - iStart% to the number of seconds since midnight
'
' - Comm port is entered on the form fDialer!CommPort
'=====
Function DialNumber ()
    Dim sCommPort$
    Dim sPhoneNumber$
    Dim sDial$
    Dim iWritePort%
    Dim iOpenPort%
    Dim iClosePort%
    Dim iCharCount%
    Dim iStart#
    Dim Response%

    sCommPort$ = Forms!fDialer!CommPort
    sPhoneNumber$ = Forms!fDialer!PhoneNumber
    sDial$ = "ATDT" & sPhoneNumber$ & Chr$(13)
    iCharCount% = Len(sDial)

    iOpenPort% = OpenComm(sCommPort$, 1024, 128)
```

```

If (iOpenPort% < 0) Then
    MsgBox "Unable to Dial Number: Make sure no other devices_
        are using the Communications Port.", 16, "Error Dial_
        Failed"
End If

'=====
' - iWritePort% sends the phone number to the modem
'
' If this is successful, the start time is returned and a loop
' for 3 seconds is started to allow time for the modem to dial
' before displaying a message box.
' The user can cancel the operation and the modem hangs up.
' If the modem cannot dial, there may be a problem writing to the
' port.
' The comm port is closed at the end of the module to make it
' available to other applications.
'=====

iWritePort% = WriteComm(iOpenPort%, sDial, iCharCount%)

If (iWritePort% > 0) Then
    iStart# = Timer

    Do
    Loop Until Timer >= iStart# + 3

    Response% = MsgBox("Pick up the Phone and Press OK or Cancel_
        to Quit and Hang up.", 65, "Dialing_
        Successful")

    If Response% = ID_CANCEL Then
        'Reset the modem and take it off line.
        iWritePort% = WriteComm(iOpenPort%, Chr$(13), 1)
    End If

Else 'Otherwise Writing to Port must have failed.

    MsgBox "Unable to Dial Number: Make sure no other devices_
        are using the Communications Port.", 16, "Error Dial_
        Failed"

End If

iClosePort% = CloseComm(iOpenPort%)

End Function

```

10. Save the Module.

11. Open the form fDialer and enter the serial port (example: COM1 or COM2) in the CommPort control that your modem is attached to. Enter a phone number in the PhoneNumber control. Click on the Dial button. The modem should dial the phone number specified.

## [References](#)

## **INF: How To Get Microsoft Works Files into Access**

Article Number: Q93698

CREATED: 17-DEC-1992

MODIFIED: 18-DEC-1992

---

### **Summary:**

---

Microsoft Access does not directly import the Microsoft Works for Windows or Microsoft Works for MS-DOS database (.WDB) file format. Microsoft Access does, however, import any version of Microsoft Works spreadsheet (.WKS) files. This article explains how you can transfer your database and spreadsheet files from Microsoft Works into Microsoft Access tables.

### **More Information:**

---

You can import spreadsheet files (.WKS) directly into Microsoft Access. To import database files you should save them as dBase III or IV files, or convert them to Works spreadsheet files first.

Microsoft Works for Windows Database files  
-----

Database files created in Microsoft Works can be imported by Microsoft Access if they are converted to a dBase III or IV file format. The conversion retains field names and most data types, with these exceptions:

- Currency fields are converted to Number fields.
- Fields defined as formulas are converted to Number fields with values.

Conversion process:

1. Start Microsoft Works and open your Works database file.
2. From the File menu choose Save As.
3. Using the "Save File as Type" combo box, change the format to dBase III or dBase IV.
4. Change the name of the file so it has a .DBF extension and choose OK.
5. Start Microsoft Access and open the .MDB file you want to import to.
6. From the File menu choose Import.
7. Select dBase III or dBase IV from the format list.
8. Select the name of your .DBF file from the list. If it does not appear in the list you may need to change the drive and directory to the correct location.



9. Select the Import button. The file is imported as a Microsoft Access table with the same name as the .DBF file.

#### Microsoft Works for MS-DOS Database files

---

Save your Microsoft Works 2.0 database files in the format "Text & Commas". Microsoft Access imports this file type as Text (delimited) files.

Save your Microsoft Works 3.0 database files in dBase III or dBase IV format following the method outlined above.

#### Microsoft Works spreadsheet files (either version)

---

Spreadsheet files, created in either the MS-DOS or Windows version of Works, can be imported by Microsoft Access with little effort. If the first row of the spreadsheet contains a name for each column this can be recognized as the name of each field in the new Microsoft Access table. If there is only data in the spreadsheet Microsoft Access creates default field names for the table. Most data types are retained, with these exceptions:

- Currency fields are converted to Currency fields.
- Formula fields are converted to Number fields with values.

#### Conversion process:

1. Start Microsoft Access and open the .MDB file you want to import the Microsoft Works spreadsheet file to.
2. From the File menu, choose Import.
3. Select Lotus (WKS) from the format list.
4. Select the name of the .WKS file from the list. If it does not appear, you may need to change the drive and directory to the correct location.
5. If the first row of the spreadsheet contains the column names, select the option "First Row Contains Field Names".
6. Select the Import button. The file will be imported as a Microsoft Access table with the same name as the .WKS file.

Depending upon the type of data in your Microsoft Works files, you may choose either method to convert files to Microsoft Access tables.

For more information about sharing Microsoft Works data with other programs, see the "Microsoft Works User's Guide".

#### Reference(s):

"Microsoft Access User's Guide," version 1.0, pages 64-65, pages 72-75

## References

## **INF: Access Cannot Attach or Import Paradox 4.0 Tables**

Article Number: Q93699  
CREATED: 17-DEC-1992  
MODIFIED: 06-FEB-1993

### **Summary:**

---

Version 1.0 of Microsoft Access supports attaching to and importing from Paradox 3.x tables. Microsoft Access does not support attaching to Paradox 4.0 tables. If you attempt to attach to a version 4.0 table, you will be prompted for a password.

### **More Information:**

---

If you are prompted to enter a password when you attach to a Paradox table, and you know that there is no password for the table, it is possible the table is a Paradox 4.0 file.

To use data created in Paradox 4.0, use Paradox to restructure the table in version 3.5 format. Paradox provides the capability to create files in Compatible format; this will create files in version 3.5 format.

In Paradox, you can save a Paradox 4.0 table in version 3.5 format by following these steps:

1. Copy the Paradox 4.0 table.
2. In Paradox, run the Modify/Restructure menu command.
3. Enter the name of the table.
4. Choose FileFormat/Compatible from the menu.
5. Press F2 to save the file in the restructured format.

For more information on restructuring Paradox tables, see the Paradox 4.0 documentation.

Paradox is manufactured by Borland International, a vendor independent of Microsoft. Microsoft makes no warranty, implied or otherwise, regarding this product's performance or reliability.

### **[References](#)**

## **PRB: Access Appears to Hang During Compact**

Article Number: Q93717  
CREATED: 20-DEC-1992  
MODIFIED: 20-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

When compacting a database in Microsoft Access the status bar indicates the percentage complete. At times the status bar will stay at one value for a very long time, making it seem as if Microsoft Access has hung. In most cases Microsoft Access is still working on the compact.

### **CAUSE**

---

When Microsoft Access compacts a database it simply copies each object to a new database. Since different objects can be different sizes some take longer to copy. The percentage shown in the status bar is the percentage of the number of objects copied, not the percentage of the overall size of the objects.

### **RESOLUTION**

---

This behavior is by design.

### **More Information:**

---

For example, you could have a very large table in a database and the percentage could go up to 90% and then stay there while the large table in being copied, making it look as if Microsoft Access is hung. The 90% should be interpreted as meaning that 90% of the objects have been copied rather than 90% of the processing is complete.

Reference(s) :  
"Microsoft Access User's Guide", page 627.

### [References](#)

## **PRB: Unable to Change Permissions (Security)**

Article Number: Q93718  
CREATED: 20-DEC-1992  
MODIFIED: 20-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

When trying to open an object or change an account's permissions, you receive one of the following error messages:

You can't view this object's permissions.

or

No permission for '<object name>'.

### **CAUSE**

---

Only the database creator, or a member of the group Admins, has full permissions to all database objects. They are also the only users who can assign or unassign security permissions.

### **STATUS**

---

This behavior is by design.

### **RESOLUTION**

---

Contact your Database Administrator. If you are the Database Administrator, check to make sure you are logged in as a user who is a member of the group Admins. If you still have the original user Admin, make sure it is a member of the group Admins and try again.

Reference(s) :

For more information search for "Error Messages: Reference" using the Help menu.

"Microsoft Access User's Guide", version 1.0, pages 609-629.

[References](#)

## **PRB: Changes to Shared Module Kept Local Until MDB Closed**

Article Number: Q93719  
CREATED: 20-DEC-1992  
MODIFIED: 18-JAN-1993

### **Summary:**

---

### **SYMPTOMS**

---

Two or more workstations open a shared Database (MDB) that has at least one module. Changes are made to the module by workstation A. The module is then saved by workstation A. Workstation B opens the same module and does not see the changes made on workstation A.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

The only way to update modules is to close and reopen the database.

Microsoft

Access loads all modules once when the Database is opened. Changes made by one workstation will not affect any other workstation(s) until the database is closed and then re-opened.

### [References](#)

## **PRB: DDE Statement Are Not Valid In Listbox or Combobox Control**

Article Number: Q93720

CREATED: 20-DEC-1992

MODIFIED: 20-DEC-1992

---

### **Summary:**

---

### **SYMPTOMS**

---

If you place a DDE function as the ControlSource of a listbox or combobox, you will receive a #Error in the ListBox when viewed in Browse mode. However, if you view the form in Datasheet mode the first object in the DDE data will show up.

Placing a DDE function in the RowSource property will cause an error message in both Browse and Datasheet modes of the form.

### **STATUS**

---

This behavior is by design.

More information:

The ControlSource property of a list box or combo box may be blank if the control is unbound or may contain the name of the field which the control is bound to. It may not contain a function.

The RowSource property of a list box or combo box may contain a list of values, the name of a table or query, or an SQL string. This property provides the list of values the user may select from.

Steps to Reproduce Behavior

---

1. Open an Excel spreadsheet and enter some text in Row 1, Column 1. Save the spreadsheet as Test.xls.
2. Create a new Form in Microsoft Access and place a listbox on the Form.

Object: Listbox

-----  
ControlSource: =DDE("Excel","Test.xls","R1C1")

3. Make sure Test.xls in Excel is open.
4. View the Form in Browse mode. Notice that there is a #Error in the list box.
5. View the form in Datasheet mode. Notice the data from Excel is now there.

Work Around

---

Using Access Basic it is possible to create a list function which returns to a list box or combo box. You may use any Access Basic routine

to fetch the information used in the list, including DDE commands. The list function is documented on pages 83 through 85 of the Introduction to Programming manual. Coding Dynamic Data Exchange is documented in chapter 9 of the same manual.

## [References](#)



## **PRB: Column in QBE Grid Will Not Lose Focus When Click**

Article Number: Q93721  
CREATED: 20-DEC-1992  
MODIFIED: 20-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

After selecting a column in the QBE grid, the column will not lose its focus when you click on a field list in the upper part of the Query window.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to reproduce behavior:

-----

1. Create a new query and add a table to it.
2. Drag a couple of columns to the query grid.
3. Select a column in the query grid by clicking on the column selector above the field box.
4. Click on the field list for the table.

Result: The query grid column does not lose the focus.

Depressing the delete key at this point will remove the table and all the information in the query grid.

### **[References](#)**

## **PRB: Access Cannot Paste Entire Column in Query Grid**

Article Number: Q93722  
CREATED: 20-DEC-1992  
MODIFIED: 20-DEC-1992

---

---

### **Summary:**

---

### **SYMPTOMS**

---

When using the Query Grid, and you are trying to cut and paste or copy and paste an entire column, you see incorrect values in the target column.

### **STATUS**

---

This behavior is by design.

### **RESOLUTION**

---

Select the same size object when pasting information that you place into the clipboard. In this instance, select the entire column when you paste the information back to the query grid.

### **More Information:**

---

Steps to Reproduce:

---

1. Create a query.
2. Choose an entire column in the Query Grid (click once at the top of the column when the mouse cursor changes to a down arrow).
3. From the Edit Menu choose either Cut or Copy.
4. Select a cell (to paste copied column) and choose Paste from the Edit menu.

The values in the column you have chosen will not be correct. Using these features will not paste correctly into any object in Microsoft Access.

### [References](#)

## **PRB: Hourglass May Not Change After Illegal Function Call**

Article Number: Q93723  
CREATED: 20-DEC-1992  
MODIFIED: 20-DEC-1992

### **Summary:**

---

#### **SYMPTOMS**

---

In Access Basic, using a user defined function, the user can make the mouse pointer change from an arrow pointer to an hourglass cursor.

If the user encounters an illegal function, or halts the code after setting the pointer to an hourglass, the hourglass cursor does not change back to the arrow pointer. However, you can still open and close things by clicking on them.

#### **STATUS**

---

This behavior is by design. Access Basic will never reset Echo, Warnings, or Hourglass when run from Access Basic. These are only reset when the last script runs.

#### **More Information:**

---

Microsoft Access does not reset Echo, Warnings, or Hourglass when run from Access Basic code. Access only resets them when the last script runs. Since an illegal function call stopped the execution of the function prior to the command to reset the mouse pointer from an hourglass to an arrow pointer, the mouse pointer remains in the hourglass state.

Work around

-----

You can type DoCmd Hourglass False from the Immediate window to get the pointer back while in design of the module.

Reference(s):

"Microsoft Access Basic: An Introduction to Programming," chapters 1-5

"Microsoft Access Language Reference," verwsion 1.0, Part 1.

[References](#)

## **PRB: Print Quality List Erroneous With Generic/Text Only**

Article Number: Q93724  
CREATED: 20-DEC-1992  
MODIFIED: 20-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

The Print Quality list in the Print dialog will contains the four options: High, Medium, Low, and Draft. when you have selected 'Generic/Text Only' as your printer.

### **CAUSE**

---

This happens because all printer drivers, regardless of their capabilities, have all four options built into their printer driver. In some cases all four options have the same function as with the 'Generic/Text Only'driver. With other printer drivers the Print Quality list shows only valid options.

### **STATUS**

---

This behavior is by design in Microsoft Access.

### [References](#)

## **PRACC9212XXX: GPFs Using Non True Types Fonts With 8514.DRV**

Article Number: Q93725

CREATED: 20-DEC-1992

MODIFIED: 20-DEC-1992

### **Summary:**

---

PROBLEM ID: PRACC9212XXX

### **SYMPTOMS**

---

General Protection Fualts(GPF) & other problems may occur when using non True Type fonts with the Windows 8514.DRV video driver.

### **CAUSE**

---

This can be reproduced under Excel 4.0, including the GPF. This is clearly a display driver problem.

### **RESOLUTION**

---

Use only True Type fonts with the Windows 8514 driver.

More information:

Steps to Reproduce Problem

-----

Scenario 1

-----

1. Design new form, make it about 8 inches wide.
2. Drop in a label.
3. Set font to MS Sans Serif 8pt if it isn't already.
4. Type in some long text that would span about 5 inches.
5. Size the box to fit the whole line of text on one line.
6. Type in 127 for the point size.
7. Layout/Size to fit
8. Note the interesting overlapping text at the beginning.
9. Set bold on.
10. Set italics on--this takes a while.

Notice the interesting "racing" lines. This only happens with non True Type fonts. If you use Arial it looks ok.

Scenario 2

-----

1. Design new form and make it 22 inches wide.
2. Drop in a label.
3. Set font to Arial 8pt Bold if it isn't already.
4. Type in some long text that would span about 18 inches.
5. Size the box to fit the whole text on one line.
6. Go to the toolbar, select MS Sans-Serif for the font.

What happens varies, but in the end we always end up with a message saying that MSACCESS caused a GPF in 8514.DRV.

Reference(s):

## References

## **PRB: Overlapped Printing an Access Query Using TTY.DRV**

Article Number: Q93726  
CREATED: 20-DEC-1992  
MODIFIED: 20-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

When printing a query using the TTY.DRV (Windows Generic Text Only printer driver) the print overlaps on every sixth or seventh line.

### **RESOLUTION**

---

The TTY.DRV driver can only print six lines per inch. You need to set your row height to 12 point to get the line spacing to work correctly with this printer driver. To change the row height choose the Row Height option from the Layout menu. Type in 12 and this will allow the TTY.DRV to print your query without overlapping.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce:

- 
1. Open any query.
  2. From the File menu select Print Setup.
  3. Choose Specific Printer and from the list of printers select Generic Text Only. (this driver must be installed on your system for this to be a valid option)
  4. Run the query.
  5. From the File menu select Print.

About every sixth line of print will be overlapped.

### **[References](#)**

## **PRB: Access Will Not Import YYYYMMDD Dates in Text Files**

Article Number: Q93727  
CREATED: 20-DEC-1992  
MODIFIED: 20-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

Microsoft Access will not import fixed width text files if there is a date field in the text file formatted as YYYYMMDD.

### **CAUSE**

---

Microsoft Access does not recognize the YYYYMMDD date format in text files and will generate an error log when trying to import a text file that includes a date in this format. The error log will show a "Type Conversion Failure". The file will not import.

### **RESOLUTION**

---

A work around is to format the date as MMDDYY.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Importing a fixed width text file with a date field formatted as YYYYMMDD, Microsoft Access will generate an Import Error log table, but will not import the data. If you try importing the text file as delimited the data will import, but Microsoft Access will change the format from date to number or text depending upon the date delimiter.

### **[References](#)**



## **PRACC9212XXX: GPF With DEBUG Windows Using PPCL5A.DRV**

Article Number: Q93728  
CREATED: 20-DEC-1992  
MODIFIED: 20-DEC-1992

### **Summary:**

---

PROBLEM ID: PRACC9212XXX

### **SYMPTOMS**

---

Printing on a HPPCL5A printer under the DEBUG version of Windows 3.1 will cause a General Protection Fault. The message on the debug terminal states:

```
err ACCESS->HPPCL5A GLOBALSIZE+C: Invalid global handle: 0x000
```

### **STATUS**

---

Microsoft has confirmed this to be a problem in Microsoft Access version 1.0. Microsoft is researching this problem and will post new information here as it becomes available.

### **More Information:**

---

Steps to Reproduce Problem

-----

1. Use DEBUG Windows.
2. Open a database.
3. Create a new report.
4. Place two labels on the report that overlap.
5. Set printer to HPPLC5A printer and chose File, Print.

Results in an abort on the debug terminal.

[References](#)

## **PRB: Microsoft Access Can't Recognize SQL Server Double Index**

Article Number: Q93925  
CREATED: 21-DEC-1992  
MODIFIED: 29-JAN-1993

### **Summary:**

---

### **SYMPTOMS**

---

Microsoft Access does not recognize a SQL Server table index if the index has a DOUBLE data type.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Microsoft Access requires a unique index on any SQL Server table for updates (editing), and it cannot use the data type DOUBLE as a unique index. After reading the DOUBLE index value on the server, Microsoft Access converts the value from binary to decimal and back to binary, causing rounding errors, before storing it in a Microsoft Access virtual table (VT). The same conversion process occurs when Microsoft Access sends the value back to the server for an update. Microsoft Access uses the index value to find the row in the table where the update is needed. Because of the rounding errors, Microsoft Access cannot find the correct row to make the update, so the update fails. Because updates cannot be made on this type of index, even though it may be unique, Microsoft Access ignores the index.

Reference(s) :

[References](#)

## **INF: Copying and Pasting Text in a Property Sheet**

Article Number: Q93926  
CREATED: 21-DEC-1992  
MODIFIED: 21-DEC-1992

### **Summary:**

---

You cannot use the Edit menu's Copy or Paste commands to edit text in a Property Sheet.

### **More Information:**

---

Use the equivalent keystroke combinations for the Copy and Paste commands. CTRL+C will copy information to the clipboard, while CTRL+V will paste information from the clipboard.

### [References](#)

## **INF: Repeat Group Name at the Top of New Column or Page**

Article Number: Q93927  
CREATED: 21-DEC-1992  
MODIFIED: 19-FEB-1993

### **Summary:**

---

This article describes how to create a report that prints "continued" or "Group Name continued" at the top of each new column or page when grouped information flows from one column or page to another. At the end of this article, you'll find sources for additional information on multiple-page and multiple-column report formats.

### **More Information:**

---

Microsoft Access prints a single group header at the beginning of a group to identify the beginning of the group. It does not repeat the header at the top of subsequent columns or pages. However, you can use the procedure described below to force a report to repeat the group name if the detail records in a group span several columns or pages.

#### Three-step Process

-----

The report uses macros to identify the group. It uses the Top property to determine whether a detail section is being formatted at the top of a column or page. If it is, the report shows the contents of the text box that contains the group name and "continued," and it hides the other controls in the detail section. It is a three-step process.

#### Step One: Create a New Macro Group Containing Three Macros

-----

You need a macro group (Continued) containing three macros (Page Reset, Set Top1, and Print) to check for certain conditions and perform specific actions based on those conditions. By setting conditions, you give the macro the branching characteristics of a program without using a programming language.

The Page Reset macro sets the value of the Top1 text box to the value of the Top property if the current value of Top1 is 0 when Microsoft Access formats the group header.

The Set Top1 macro sets the value of the Top1 text box to 0 when Microsoft Access formats the page header.

The Print macro sets the value of the Top1 text box to the value of the Top property if the value of Top1 is 0 when Microsoft Access formats a detail section. Or if the Top property is equal to the value of the Top1 text box, it sets the Visible property of the Continued text box to Yes and the Visible property for each of the controls in the detail section to No. It also sets the NextRecord property to False. Otherwise, it hides the message and prints the detail record.

To create the macro group:

1. Choose to create a new macro.
2. From the View menu, choose Macro Names or click the Macro Names button

on the tool bar.

3. From the View menu, choose Conditions or click the Conditions button on the tool bar.

Microsoft Access displays the complete grid in the Macro window including the Macro Name, Condition, and Action columns.

4. Enter the macro names, conditions, actions, and action arguments using the following two tables as a guide. Use the first table to fill the grid and use the second to add action arguments to each action. Do not enter the reference letters: [a], [b], [c], and so on. These reference letters are there to help you associate the actions shown in the first table with the action arguments shown in the second table.

| Macro Name | Condition  | Action    |                                |
|------------|------------|-----------|--------------------------------|
| Page Reset |            | SetValue  | [a]                            |
| Set Top1   | [Top1]=0   | SetValue  | [b]                            |
| Print      | [Top1]=0   | SetValue  | [c]                            |
|            | Top=[Top1] | SetValue  | [d]                            |
|            | ...        | SetValue  | [e] -- repeat for each control |
|            | ...        | SetValue  | [f]                            |
|            | ...        | StopMacro | [g]                            |
|            |            | SetValue  | [h]                            |
|            |            | SetValue  | [i] -- repeat for each control |

The ellipses in the Condition column are required for lines e, f, and g; enter them exactly as shown. Microsoft Access evaluates macro conditions as true or false. If the expression is true, Microsoft Access performs the action. If it's false, Microsoft Access ignores the action. The ellipses in the Condition column force Microsoft Access to perform the action on that line if the condition on the preceding line is true.

Here's the second table. It gives the action arguments for each action:

| Action        | Action Arguments                             |
|---------------|----------------------------------------------|
| [a] SetValue  | Item: [Top1]<br>Expression: 0                |
| [b] SetValue  | Item: [Top1]<br>Expression: Top              |
| [c] SetValue  | Item: [Top1]<br>Expression: Top              |
| [d] SetValue  | Item: [Continued].Visible<br>Expression: Yes |
| [e] SetValue  | Item: [Fieldx].Visible<br>Expression: No     |
| [f] SetValue  | Item: NextRecord<br>Expression: False        |
| [g] StopMacro |                                              |
| [h] SetValue  | Item: [Continued].Visible<br>Expression: No  |
| [i] SetValue  | Item: [Fieldx].Visible<br>Expression: Yes    |

5. Replace Fieldx in SetValue action lines e and i with the actual name of the control. For each additional control, add another action line e and

another action line i to the grid. Place the additional action e lines with the original action e line, and the additional i lines with the original i line.

6. Save the macro group, and specify Continued as the name. This makes Continued the name of the macro group. It now appears in the list of macros and macro groups in the Database window. Use the following syntax to specify each macro in the macro group when you attach a macro to a property on the report:

macrogroupname.macroname

For example, the following specifies the Print macro: continued.print

#### Step Two: Attach the Macros to the Report

---

1. Open the desired report in Design view.
2. Set the following properties for the specified sections by selecting each section with the mouse and viewing its properties:

| Section Name | Property  | Expression           |
|--------------|-----------|----------------------|
| Page Header  | OnFormat  | Continued.Page Reset |
| Group Header | OnFormat  | Continued.Set Top1   |
| Detail       | OnFormat  | Continued.Print      |
|              | CanShrink | Yes                  |
| Group Footer | OnFormat  | Continued.Set Top1   |

This sets the Top1 control to the current value of the Top expression to keep track of the current twip value (position) of the top.

#### Step Three: Add Controls to the Report and Set Properties

---

1. Open the report in Design view.
2. Create an unbound text box control named Top1.
3. Place the Top1 text box control in the first group header section.
4. Assign the following property values to the Top1 text box control:

| Property     | Expression |
|--------------|------------|
| ControlName: | Top1       |
| Visible:     | No         |

5. In the detail section, create a text box bound to an expression. Locate it near the top in the same vertical location as that of the group header label. Assign the following property values to the text box:

| Property       | Expression                                   |
|----------------|----------------------------------------------|
| ControlName:   | Continued                                    |
| ControlSource: | =[Control Name being grouped] & " continued" |
| Visible:       | No                                           |
| CanShrink:     | Yes                                          |

6. Save and run the report.

The approach described here works well for both single-column and multiple-

column reports, but there is a simpler method you can use for a single-column, multiple-page report. For more information, query on the following words here in the Microsoft Knowledge Base:

#### Continued and Groups

For more information on how to make the page header span the full width of a multiple-column report, query on the following words here in the Microsoft Knowledge Base:

#### Span and Width

For more information, search for "multiple-column reports," then "Creating Snaking Columns on a Report" using the Microsoft Access Help menu.

Also, see the "Microsoft Access User's Guide," version 1.0, Chapter 19, "Sorting and Grouping Data."

#### [References](#)

## **PRB: Exporting Table with OLE Object or Memo Field to Paradox**

Article Number: Q93928  
CREATED: 21-DEC-1992  
MODIFIED: 29-JAN-1993

### **Summary:**

---

### **SYMPTOMS**

---

When you export a table from Microsoft Access that contains a field with an OLE Object or Memo data type in Paradox 3.x format, the resulting Paradox table contains one entry that says `m_i_c_r_o_s_o_f_t`. You can see this result by importing the Paradox table you just exported and then opening the table.

### **More Information:**

---

#### Steps to Reproduce Behavior

-----

1. In Microsoft Access, copy any existing table to a new name.
2. In Design view, add an OLE Object field or Memo field to the copied table.
3. After saving and closing the table, export it choosing Paradox 3.x as the data destination and TESTFLD.DB as the name. You will get this error: "Invalid Data Type." However, the TESTFLD.DB file is created.
4. Import TESTFLD.DB using Paradox 3.x as the Data Source.
5. Open the resulting table. You will see a table consisting of one field with the field name `m_i_c_r_o_s_o_f_t` and the data type Number, but there is no data in the table.

Paradox is manufactured by Borland International, a vendor independent of Microsoft; we make no warranty, implied or otherwise, regarding this product's performance or reliability.

#### [References](#)



## **INF: How to Open UTILITY.MDA**

Article Number: Q93929  
CREATED: 21-DEC-1992  
MODIFIED: 21-DEC-1992

### **Summary:**

---

If you try to open UTILITY.MDA, you will receive the following error message:

The database 'UTILITY.MDA' is already open as a library database.

To open UTILITY.MDA, you must create a copy of UTILITY.MDA with a different name and then open this copy within Microsoft Access.

### **More Information:**

---

To open UTILITY.MDA:

1. Copy UTILITY.MDA to UTILITY.SAV.
2. Within Microsoft Access, open UTILITY.SAV by selecting the Open command from the File menu.
3. Select OK when the following error messages are displayed.

Tried to load module with duplicate procedure definition: BuilderZoom  
Tried to load module with duplicate procedure definition: DDB

UTILITY.MDA is a collections of Tables, Forms, and Modules used by Microsoft Access. Note that you should always have a backup copy of UTILITY.MDA since this is a vital database needed by Microsoft Access, and any changes could result in unexpected behavior.

### **[References](#)**

## **PRACC9301: Finance Function in Crosstab Query Causes GP Fault**

Article Number: Q94002  
CREATED: 22-DEC-1992  
MODIFIED: 09-FEB-1993

### **Summary:**

---

PROBLEM ID: PRACC9302xxx

### **SYMPTOMS**

---

When using a FormWizard to create a form based on a Crosstab query, you get a general protection (GP) fault if the query contains a financial function. The following error message is displayed:

GPF in MSABC100.DLL at 0004:7BBC (retail)

### **STATUS**

---

Microsoft has confirmed this to be a problem in Microsoft Access version 1.0. Microsoft is researching this problem and will post new information here as it becomes available.

### **More Information:**

---

Steps to Reproduce Problem

- 
1. Create the following query:

Query: Mortgage Analysis

```
TRANSFORM First(CCur(PV([Rate]/12, [NPer], -[Pmt], [FV], [Due])))  
AS LoanAmount  
SELECT Format([Rate], "Percent") AS IntRate  
FROM PV  
GROUP BY Format([Rate], "Percent")  
PIVOT Format([Pmt], "$#, #00")  
WITH OWNERACCESS OPTION;
```

2. Select the query called 'Mortgage Analysis' and push the NewForm button on the Toolbar, then choose Form Wizards.
3. Select Single-column and push OK.

Note: If you add Fixed-Column Headings, things work until you press Open.

### **[References](#)**

## INF: Using DDE To Fill A ListBox

Article Number: Q94003

CREATED: 22-DEC-1992

MODIFIED: 22-DEC-1992

---

### Summary:

---

This article contains an example of an Access Basic list function which uses DDE to populate a ListBox.

The example assumes that you are familiar with Dynamic Data Exchange, creating modules in Access Basic, and creating ListBoxes on Forms.

### More Information:

---

The function below will use DDE to retrieve a list of countries from Microsoft Excel. The list will be used to populate a ListBox bound to the Country field of the Suppliers table in the sample database Northwind Traders (NWIND.MDB).

1. In a new worksheet in Excel enter the following in the first column:

```
A1  Australia
A2  China
A3  Scotland
```

2. Save the worksheet as COUNTRY.XLS
3. Open NWIND.MDB in Access and open a new module.
4. Place the following in the (declarations) section:

```
Option Explicit
Dim Countries(10) As String
Dim CountryData As String
```

5. Create the following sub routine:

```
Sub DDEFillCountries ()
    Dim EndString%, i%
    Dim Chan

    EndString% = 0
    i% = 0
    Chan = DDEInitiate("Excel", "COUNTRY.XLS")
    CountryData$ = DDERequest(Chan, "R1C1:R10C1")
    DDETerminate Chan
    EndString% = InStr(1, CountryData, Chr(10))

    Do Until Len(CountryData$) = 0
        Countries(i%) = Left(CountryData, EndString% - 1)
        EndString% = InStr(1, CountryData, Chr(10))
        CountryData$ = Right(CountryData, _
```

```

        Len(CountryData) - EndString% - 1)
    i% = i% + 1
Loop

End Sub

6. Create the following function:

Function DDEFillList (fld As Control, id, row, col, code)
    Static MonthNum

    Select Case code
        Case 0
            Call DDEFillCountries
            DDEFillList = True
        Case 1
            DDEFillList = id
        Case 3
            DDEFillList = 12
        Case 4
            DDEFillList = 1
        Case 5
            DDEFillList = -1
        Case 6
            DDEFillList = Countries(row)
    End Select
End Function

```

7. Save the module as DDE Fill List Box.
8. Create a new form based on the Suppliers table.
9. Add a list box bound to the Country field and set the following properties:

```
RowSourceType: DDEFillList
```

11. Verify that Excel is running and the worksheet COUNTRY.XLS is open. Switch to browse mode. The ListBox should now be populated with the countries that you entered into Excel.

Note: This article demonstrates a simple example and is not a complete robust function. If you intend to use this with a form there are several things that you may want to add to your code:

- Error checking for the DDE portion to handle cases where Excel is not running or is busy.
- The example assumes that there are ten countries listed in Excel.
- This list function does not return the number of row in the data to Microsoft Access.
- The form may need to be refreshed to show updated

data.

References:

For information on creating ListBoxes on forms see chapter 9 of the Microsoft Access User's Guide.

For information on creating list functions in Access Basic see page 82 of the Introduction to Programming guide.

[References](#)

## **INF: Installing Microsoft Access on a Diskless Workstation**

Article Number: Q94010  
CREATED: 22-DEC-1992  
MODIFIED: 29-JAN-1993

### **Summary:**

---

The third paragraph on page 658 of the "Microsoft Access User's guide," version 1.0, states that a workstation that runs Microsoft Access from the network requires 1 megabyte. This means that a workstation that has a hard disk requires 1 megabyte of hard disk space, and a diskless workstation requires 1 megabyte of space in the user's directory on the network -- not on the local workstation.

### **More Information:**

---

You can install and run Microsoft Access from a diskless workstation as long as your workstation meets the basic requirements for running Microsoft Access.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, Appendix D, "Setting up Microsoft Access on a Network," page 658.

### **[References](#)**

## INF: Converting Null Criteria for a Query by Form

Article Number: Q94025

CREATED: 22-DEC-1992

MODIFIED: 22-DEC-1992

### Summary:

---

A potential problem you may have when attempting to implement query is that empty criteria fields are likely to include NULL data. This would return incorrect results upon executing the underlying query.

This article describes how to deal with these NULL fields in such a case.

### More Information:

---

Queries can reference form fields through implicit parameters, making query by form very feasible. For example, you might have the following criteria on the 'CustomerName' column:

```
Like Forms!CriteriaDialog!CustomerName
```

where CriteriaDialog is a dialog (form) containing your criteria fields.

If however, the end user doesn't supply a customer name in the criteria dialog (perhaps expecting to see \*all\* the rows), the query will actually return no rows, since the WHERE clause will be reduced to:

```
Like NULL
```

which is always FALSE (NULL Like ANYTHING is FALSE). To get around this, add the following function to a module:

The following function converts NULL values to a given value. Essentially, if the first argument to this function is NULL, then the second argument will be returned. Otherwise, the first argument will be returned (unchanged).

```
Function CNulls (v As Variant, subs As Variant) As Variant
    If (IsNull(v)) Then
        CNulls = subs
    Else
        CNulls = v
    End If
End Function
```

Once this function has been added to a module, you can change the query's where clause to read:

```
Like CNulls( Forms!CriteriaDialog!CustomerName, "*" )
```

In this case, if the user does not supply a customer name, the CNulls function will return the asterisk, and all of the rows with data in them will be returned.

## [References](#)



## **PRACC9212: Datasheet Form Saved as a Report Causes a GP Fault**

Article Number: Q94026  
CREATED: 22-DEC-1992  
MODIFIED: 18-FEB-1993

### **Summary:**

---

PROBLEM ID: 328

### **SYMPTOMS**

---

A report that contains a subreport created from a form causes a general protection (GP) fault in Microsoft Windows if the Default View property of the original form was set to Datasheet.

The following GP fault occurs immediately after you attempt to view the report in Print Preview mode or to print it:

```
MSACCESS caused a General Protection Fault in module MSACCESS.EXE
at 006A:0A26
```

### **STATUS**

---

Microsoft has confirmed this to be a problem in Microsoft Access version 1.0. Microsoft is researching this problem and will post new information here as it becomes available.

### **More Information:**

---

Steps to Reproduce Problem

-----

1. Open the Categories subform in design view.
2. From the File menu choose Save As Report.
3. Create a new report based on the Categories table.  
Note: The GP Fault will not occur if the main report is not bound.
4. Drag the Categories subform report you created in step 2 to the main report you created in step 3.

Result: MSACCESS caused a General Protection Fault in module MSACCESS.EXE at 006A:0A26

Workaround

-----

You can use a form as a subreport by embedding it directly in the main report. You do not need to use the Save As Report option. A form with a Default View of Datasheet will not cause a GP Fault when embedded in a report.

1. Create a new report.
2. Drag the Categories Subform from the database container to the main report you created in step 1.

Or

1. Open the original form in Design mode.
2. Change the Default View property to either Single or Continuous Form.
3. Choose Save As Report from the File menu.
4. Embed the new form in your report.

Note: The Main form/subform wizard creates the subform with Datasheet as the default view. If you save a subform created by this wizard as a report and then embed the subreport you will encounter this.

### [References](#)

## PRB: Query by Form Returns No Rows When All Rows Expected

Article Number: Q94027  
CREATED: 22-DEC-1992  
MODIFIED: 29-JAN-1993

### Summary:

---

### SYMPTOMS

---

While specifying criteria for a query in a previously designed form, you leave one of the fields empty because you want all the records, not just the ones that match a certain value. But instead of getting all the records, as you expected, you get none at all.

### CAUSE

---

Queries that contain empty criteria fields may return unexpected results because an empty criteria field results in the following condition in the WHERE clause:

```
Like Null
```

This condition is always false because any operation that includes a null value returns a null result.

Queries can reference form fields through implicit parameters -- making a query by form. For example, an application developer might put the following criteria on the CustomerName field:

```
Like Forms!CriteriaDialog!CustomerName
```

Here CriteriaDialog is a form that holds the criteria fields. Someone using the application might omit a customer name entry in the CriteriaDialog form in the hopes of seeing all the rows. However, the query actually returns no rows because of the null reference in the resulting WHERE clause.

### RESOLUTION

---

Application developers can work around this potential problem by adding the following function to a module:

```
Function CNulls (v As Variant, subs As Variant) As Variant
    If (IsNull(v)) Then
        CNulls = subs
    Else
        CNulls = v
    End If
End Function
```

The CNulls function converts null values to a given value. Essentially, if the first argument to the function is null, the second argument is returned. Otherwise, the first argument is returned unchanged.

After you add the function to a module, change the criteria to read like this:

```
Like CNulls( Forms!CriteriaDialog!CustomerName, "*" )
```

Now, if the user does not supply a customer name, the CNulls function will return the asterisk, and the condition will return all rows that contain data.

## [References](#)

## PRB: Can't Check if Current Database Is Opened Exclusively

Article Number: Q94035

CREATED: 22-DEC-1992

MODIFIED: 22-DEC-1992

### Summary:

---

### SYMPTOMS

---

In a multiuser environment you cannot use the OpenDatabase command to find if the current database was opened exclusively. If you attempt to open the current database with the OpenDatabase command in Access Basic, and the current database was originally opened exclusively, the database will open and no error will be returned.

### CAUSE

---

JetOpenDatabase ignores the option flags for all opens except the first for a given Windows's task. This would be one way a system admin might try to test if a database has been opened exclusively. This technique will not work since JetOpenDatabase does not check the option flags in this case.

### STATUS

---

This behavior is by design.

### More Information:

---

The following sub successfully opens the current database from Access Basic, even if the current database has been opened exclusively.

#### Steps to Reproduce Behavior

-----

1. Open a database called DB1.MDB
2. Enter the Access Basic sub shown below in a new module:

```
' Note: Each command should be entered on one line. The line  
' continuation character '_' improves the readability of the code.
```

```
'*****  
'Declarations section of the module  
'*****
```

#### Option Compare Database

```
'=====
```

```
' The following sub is named Test().
```

```
'=====
```

```
Sub Test ()  
    On Error GoTo ErrorHandler  
  
    Dim db As Database  
  
    Set db = OpenDatabase("db1.mdb", False)
```

```
db.Close
Exit Sub

ErrorHandler:
    If Err = errCantOpenDbShared Then
        MsgBox "You opened the database exclusively. Please_
            re-open it non-exclusively!"
        DoCmd SelectObject A_TABLE, "", True
        DoCmd Close
    Else
        Resume Next
    End If
End Sub
```

3. If you run this sub from the Immediate Window by typing 'Test' you will not receive an error message.

### [References](#)

## PRB: Can't Perform OpenTable on an Attached SQL Table

Article Number: Q94036  
CREATED: 22-DEC-1992  
MODIFIED: 22-DEC-1992

### Summary:

---

### SYMPTOMS

---

If you try to perform an OpenTable method on an attached table, you will receive the following error message:

```
Can't perform operation; it is illegal.
```

### STATUS

---

This behavior is by design.

### More Information:

---

Steps to Reproduce Behavior

1. Attach to any valid table. From the File menu select Attach.
2. Create the following module:

```
'*****  
'Declarations section of the module  
'*****  
  
Option Explicit  
  
'=====
```

```
'The following will set the database to the current database and  
'attempt to open the attached SQL table. Name equals the attached  
'tables name.  
'=====
```

```
Sub Test  
    Dim db as Database  
    Dim t as Table  
    Set db = CurrentDB()  
    Set t = db.OpenTable("dbo_name")  
End Sub
```

3. Compile the module then run. You will get the following message:

```
Can't perform operation; it is illegal.
```

### [References](#)

## **INF: Attach R:BASE Table by Exporting dBASE Format in R:BASE**

Article Number: Q94037  
CREATED: 22-DEC-1992  
MODIFIED: 29-JAN-1993

### **Summary:**

---

Microsoft Access does not ship with an ISAM driver that supports attaching R:BASE tables to Microsoft Access databases. However, R:BASE can export tables into several different formats that Microsoft Access can import.

To retain column names and data type definitions, export R:BASE tables in R:BASE using the dBASE format.

### **More Information:**

---

R:BASE can export the following data types:

ASCII delimited  
ASCII fixed width  
DIF (VisiCalc or other program)  
SYLK (Multiplan or other program)  
dBASE II, dBASE III, or dBASE III Plus (DBF)  
Lotus 1-2-3 (version 1.0 and 2.0) or Symphony (WKS,WK1, or WRK)

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### **[References](#)**



## **INF: Importing Fixed Width Text Files**

Article Number: Q94038

CREATED: 22-DEC-1992

MODIFIED: 22-DEC-1992

### **Summary:**

---

In Microsoft Access Fixed-Width Text means that the file contains records of a fixed, consistent width and that data fields within each record begin at fixed offsets from the beginning of the record. Files with variable length records and which have no field separator, such as commas or tabs, are not importable 'as-is'. They can be imported if first run through a preprocessor which either inserts field separators or pads each record with spaces out to a constant width.

### **More Information:**

---

Microsoft Access imports Fixed-Width files by essentially casting a record template into the file at calculable offsets. These offsets are presumed to be the logical beginning of records. The logical record length is determined by Microsoft Access by scanning the first data row of the file and locating the first CR/LF. This is assumed to mark the end of the first record (see point 3 below). The actual data fields defined in the template come from the info supplied in the Import/Export Spec that was setup by the user. Once the template is cast into the file, individual field values are extracted and entered into the database table. The template is then advanced to the next record's position.

To be successful importing Fixed-Width files the following must be observed:

1. The file must be truly Fixed-Width. All records of the same width and all fields beginning at consistent offsets from the beginning of the record.
2. The Import/Export spec should match the physical file. This spec information is used to create the template of fields while the overall record size is determined by inspecting the physical file. If the field template and actual record size differ you may get undesirable results. Make sure that the greatest (Offset + Width - 1) in your Import/Export spec is not bigger than the physical record length in your file (CR/LF at the end of the record is not counted). In other words if you have an Import/Export spec which defines two fields ID starting at offset 1 for a width of 8 and DATA starting at offset 11 for a width of 50, then your physical file must contain records of no less than 60 bytes (11+50-1) in length (not counting the CR/LF). Longer records are allowed, as long as all records are the same size. The extra data beyond the last byte defined in the Import/Export spec will simply be ignored.
3. No embedded CR/LF characters in the first row of data. If you have embedded CR/LFs in your first row of data, Microsoft Access' record size calculation will be wrong and your import will fail to give you desirable results.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, pages 75-81

[References](#)

## **PRACC9301: Memo Field with Format Property Truncates Data**

Article Number: Q94039  
CREATED: 22-DEC-1992  
MODIFIED: 28-JAN-1993

### **Summary:**

---

PROBLEM ID: PRACC93012168

### **SYMPTOMS**

---

If you apply formatting to a Memo field by using the Format field property, Microsoft Access truncates the data at 255 characters. The field retains its Memo data type, but data after the first 255 characters disappears. This happens to existing data in the Memo field as well as any new data you enter.

### **STATUS**

---

Microsoft has confirmed this to be a problem in Microsoft Access version 1.00. We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

### **[References](#)**

## INF: Using Sendkeys to Change An OLE Link

Article Number: Q94040

CREATED: 22-DEC-1992

MODIFIED: 22-DEC-1992

### Summary:

---

The only way that you can change the source of a linked OLE object is by using the option Object, Change Link from the Edit menu.

This article describes the steps to create a macro which automatically changes the link based on a file name stored in a table.

### More Information:

---

#### Step One: Create the Example Table

-----

1. Create a table with the following fields:

```
Table: Table1
=====
  FieldName: Key
    DataType: Counter
  FieldName: File Name
    DataType: Text
  FieldName: Linked Object
    DataType: OLE Object
```

2. Save the table as Linked References
3. In browse mode add the following records. The bitmaps used in this example are in the Windows directory. To embed the objects open them one at a time in Paintbrush, choose Copy from the Edit menu, switch to Microsoft Access, place your cursor in the OLE field and select Paste Link from the Edit menu.

| Key       | File Name  | Linked Object            |
|-----------|------------|--------------------------|
| (counter) | arcade.bmp | Paste Link arcade.bmp... |
| (counter) | arches.bmp | Paste Link arches.bmp... |
| (counter) | argyle.bmp | Paste Link argyle.bmp... |

#### Step Two: Create the Form

-----

1. Create a new form based on the table [Linked References].
2. Drag all three fields from the field list to the form.
3. Save the form as "OLE Test" without quotes.

#### Step Three: Create the Macro

-----  
1. Create a new macro and add the following actions.

| Action      | Arguments                     |
|-------------|-------------------------------|
| -----       | -----                         |
| GoToControl | Linked Object                 |
| SendKeys    | %eol                          |
| SendKeys    | =Forms![OLE Test]![File Name] |
| SendKeys    | ~                             |

Note: There are three SendKeys actions to make troubleshooting the macro simple.

2. Save the Macro as "Update OLE Link" without quotes.
3. Open the form [OLE Test] and select the control [File Name].
4. Set the property After Update to the macro [Update OLE Link].

To test the form switch to browse mode. Change the field [File Name] in the first record to "leaves.bmp", without quotes. The OLE Object should update to display the bitmap LEAVES.BMP which is also in your Windows directory.

For more information on embedding OLE objects see Chapter 13 of the Microsoft Access User's Guide: Using Pictures, Graphs, and Other Objects.

## [References](#)

## **PRB: Grid Lines Not Visible In Table Datasheet View**

Article Number: Q94041  
CREATED: 22-DEC-1992  
MODIFIED: 11-JAN-1993

### **Summary:**

---

### **SYMPTOMS**

---

Grid lines between records and fields are not visible when you open tables.

### **CAUSE**

---

The color palette has been changed and now the colors for the background and the grid lines are the same or very close in color.

### **RESOLUTION**

---

Change the Windows Background setting to the default color palette or to a new color in the color section of the Microsoft Windows Control Panel and the grid lines will reappear when you open a table in Access.

### [References](#)

## INF: Function Deletes Table Without Using DoMenuItem

Article Number: Q94042  
CREATED: 22-DEC-1992  
MODIFIED: 23-FEB-1993

### Summary:

---

You can create and use a function named DeleteTable(), described below, to delete a table without using DoMenuItem or SendKeys.

### More Information:

---

All references to objects (tables, queries, forms, reports, macros, and modules) are stored in a system table called MSysObjects. You can delete an object from the MSysObjects table as you can from any other Microsoft Access table.

The DeleteTable() function uses a name you specify to find a table object with that name. It then deletes that record from MSysObjects. The function returns True if it successfully deleted the table you specified. It returns False if it couldn't find a table with that name.

Modifying data in any system table can have serious ramifications. Do not attempt this unless you are thoroughly familiar with the database and know exactly where, when, and how the deleted table is used elsewhere in the database. It is best to limit the use of the DeleteTable() function to temporary tables.

Here's the Access Basic code for the DeleteTable() function:

```
Option Explicit
Function DeleteTable (TableName$)
    Dim D As Database
    S As Dynaset

    Set D = CurrentDB()
    Set S = D.CreateDynaset("MSysObjects")

    S.FindFirst "Name = '" & Trim(TableName$) & "' AND Type = 1"

    If S.NoMatch Then
        DeleteTable = False
    Else
        S.Delete
        DeleteTable = True
        SendKeys "{F11}%VQ%VT" ' Refresh Database Window
    End If
    D.Close
End Function
```

### [References](#)

## **INF: Access NWind Sales by Totals by Amount**

Article Number: Q94043  
CREATED: 22-DEC-1992  
MODIFIED: 22-DEC-1992

### **Summary:**

---

The report named 'Sales by Totals by Amount' that is included in the sample database Northwind Traders (NWIND.MDB) supplied with Microsoft Access version 1.0, does not work correctly. The report uses the Conditional Page Break macro to print 10 lines on each page of the report. This only works for the first page because the Counter on the report is not being reset. To get this to work correctly you must change the Conditional Page Break macro. In the Macro Name Show Break, you must change the Condition to read as follows:

$$[\text{COUNTER}] \text{ MOD } 10 = 0$$

This will now perform a page break after every 10 lines of the report for every page.

### [References](#)



## **PRB: Err Msg: Couldn't Update Currently Locked by User**

Article Number: Q94080

CREATED: 23-DEC-1992

MODIFIED: 23-DEC-1992

### **Summary:**

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### **SYMPTOMS**

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When two users try to simultaneously update a similar object in a shared database, the following message appears:

```
Couldn't update; currently locked by user '<user name>' on machine
'<machine name>'.
```

### **CAUSE**

---

A conflict with the SYSTEM.MDA file exists. By design, Microsoft Access cannot update the MsysObjects table in the SYSTEM.MDA file for multiple users at the same time.

### **RESOLUTION**

---

Try saving the object again. If no one is updating a similar object at the same time, the Save command should work. This can occur in Access Basic code also, so you will need to handle error trapping for this.

### **More Information:**

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This SYSTEM.MDA file conflict is likely to occur only on systems with many (100+) users.

#### Steps to Reproduce Behavior

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1. User A and User B open the same database on a shared drive.
2. Both users create a new object of similar type (such as a table, form, report, query or macro.)
3. Both users choose Save from the File menu and enter a unique file name.
4. Simultaneously, User A and User B press Enter to update the object.
5. Microsoft Access presents the error message listed above. Click OK to dismiss the message and try again.

#### [References](#)

## **PRB: Append Query Results in Duplicate Counter Numbers**

Article Number: Q94105  
CREATED: 28-DEC-1992  
MODIFIED: 28-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

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A table that you appended data to using an Append Query now has duplicated numbers in a field defined as a Counter data type. The expected result was appended data with incremented numbers in the Counter field.

### **CAUSE**

---

Your Append Query is explicitly referencing the field with the Counter data type. You are, in essence, overriding the automatic counter function that you specified in your table design. This may result in duplicate numbers.

### **STATUS**

---

This behavior is by design.

### **RESOLUTION**

---

Do not include a field with a Counter data type in the Append To row of the QBE grid in your Append Query. By omitting this field in your Append Query, Microsoft Access will automatically generate incremental numbers in the appended table's Counter field.

### **More Information:**

---

You will only get duplicates if there is not a Primary Key or a Index (No Duplicates) defined on the Counter field in the table that you are appending to. By definition, primary keys are unique.

Including fields with Counter data types in your append query might also result in non-contiguous numbers in the table that you are appending to. For example, if the table you are appending to had values of 1 to 20 in the Counter field, and the table you were appending from had values of 20, 34, and 55, you would end up with one duplicate value. And, the next time you added a new row to the appended to table, the Counter field would be assigned a value of 56.

### **[References](#)**

## **PRB: Access Adds Date Delimiters When Importing Text**

Article Number: Q94106  
CREATED: 28-DEC-1992  
MODIFIED: 28-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

When importing a text file that contains date values that do not contain a date delimiter such as a '/' into Microsoft Access version 1.0, the '/' date delimiter will be added to the date field in the Table. An example date would be 112192. This date value would be loaded into Microsoft Access as 11/21/92.

### **CAUSE**

---

Microsoft Access will automatically separate the month, day, and year with a '/' date delimiter when importing a text file, regardless of whether the text file is formatted with a date delimiter. This only occurs when you import the file to an existing table only. If the import created the table then the 112192 date value would be loaded as 11/21/92 with a Number datatype.

### **STATUS**

---

This behavior is by design.

### [References](#)

## **INF: Importing Fixed-Width Text Files**

Article Number: Q94107  
CREATED: 28-DEC-1992  
MODIFIED: 27-JAN-1993

### **Summary:**

---

This article describes the fixed-width text file format and explains how to import this type of file.

### **More Information:**

---

A fixed-width text file in Microsoft Access is a file that contains records of a fixed, consistent width. The data fields in each record begin at fixed offsets from the beginning of the record.

You cannot import files that have variable length records that do not contain field separators (for example, commas or tabs). These files are not fixed-width text files. To import this kind of file, you need to first process the file using an editor to insert field separators or to turn the file into a true fixed-width text file by, for example, adding spaces to each record to make all records the same width (number of characters).

Microsoft Access imports fixed-width text files by casting a record template into the file at calculable offsets. It uses the offsets to determine the logical beginning of each new record. Microsoft Access determines the logical record width by scanning the first data record of the file to locate the first carriage return and line feed (CR/LF). It assumes that the first CR/LF marks the end of the first record (see point three later in this article).

The data fields defined in the template come from the information you supplied when you set up the import/export specification. Microsoft Access uses the template to extract the individual field values. Then it enters the field values into table and advances the template to the next record.

To import fixed-width text files successfully, you must meet the following conditions:

1. The file must be truly fixed-width. That is all records have the same width with all fields in the records beginning at consistent offsets.
2. The import/export specification you set up must match the physical file. Microsoft Access uses the specification to create the template of fields after inspecting the physical file to determine the overall record size. If the field template differs from the actual record size, you may get bad results.

Ensure that the greatest (Offset + Width - 1) in your import/export specification is less than or equal to the physical record width excluding the CR/LF at the end of the record. In other words, an import/export specification that defines two fields -- ID beginning at offset 1 for a width and of 8 and DATA beginning at offset 11 for a width of 50 -- then your physical file must contain records of no less than 60 bytes (11 + 50 - 1) not counting the CR/LF. Microsoft Access

will ignore records that have extra data beyond the last byte defined in the import/export specification.

3. The first record in the file must not contain embedded CR/LF characters. Otherwise, the Microsoft Access record size calculation will be wrong.

Reference(s) :

For more information, search for "Fixed-width text files" using the Microsoft Access Help menu. Also, see the "Microsoft Access User's Guide," version 1.0, Chapter 4, "Importing, Exporting, and Attaching," pages 72-85.

[References](#)

## Parameter Queries Are Not Supported As DDE Topics

Article Number: Q94108

CREATED: 28-DEC-1992

MODIFIED: 28-DEC-1992

### Summary:

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Microsoft Access does not support Parameter Queries via DDE. Parameter driven queries require parameters for which Microsoft Access has no mechanism to receive via DDE.

### More Information:

---

Attempts to initiate a DDE channel with a parameter query will fail. The resulting error message is dependent upon the DDE Client. In Microsoft Visual Basic the user will see:

```
"No foreign application responded to DDE Initiate".
```

In Microsoft Excel the error message is:

```
"Remote Data not Accessible. Start 'MSACCESS.EXE'?"
```

One work around is to link an Microsoft Access form to the DDE client. This link will transfer the parameter to Microsoft Access. Then the modify the query to refer to the form for the parameter. The steps to use this method with Microsoft Excel follow:

#### A. Create the DDE Link

-----

1. Start Microsoft Excel and open a new Macro sheet.
2. In cell A1 enter "DAIR" without quotation marks.
3. Save the macro sheet as DDETEST.XLM.
4. Select cell A1 and choose Copy from the Edit menu.
5. Start Microsoft Access and open the Northwind Traders database, NWIND.MDB.
6. Create a new, unbound form.
7. Choose Paste Special from the Edit menu.
8. Select Text in the Data Type list box and then click Paste Link. This creates a Text box with the formula:  

```
=DDE("Excel","C:\ACCESS\DDETEST.XLM","R1C1")
```
9. If the Properties box is not available choose Properties from the View menu.

10. Select the text box created in step 7 and change the Control Name property to: DDE Parameter.

11. Save the form as [DDE Link Form].

#### B. Modify the Query

- 
1. Open the query [Products By Category (Parameter)] in design mode.
  2. Select Parameters from the Query menu and delete the criteria [Enter a Category ID].
  3. Under the field [Category ID] in the query grid replace the existing criteria with:

=Forms![DDE Link Form]![DDE Parameter]

4. To test the query verify that the macro sheet DDETEST.XLM is open in Microsoft Excel and that the form [DDE Link Form] is in Browse mode. Run the query and verify that the products are in the category "DAIR".

#### C. Create a Macro to Open the Form

- 
1. Create a new macro.
  2. Add the following macro action:

```
OpenForm
  Form Name:  DDE Link Form
  View:      Form
```

3. Save this macro as "Open Form", without quotes.

#### D. Create a Macro to Run the Query

- 
1. Create a new macro.
  2. Add the following macro action:

```
OpenQuery
  Query Name:  Products by Categories (Parameter)
  View:      Datasheet
```

3. Save this macro group as "Run Query", without quotes.

#### E. Create the DDE Macro

- 
1. In the macro sheet DDETEST.XLM enter the following macro:

```
Cell    Command
-----
```

```

A1      DAIR
A2
A3      chan=INITIATE("MSAccess","System")
A4      =EXECUTE(chan,"Open Form")
A5      =APP.ACTIVATE("Microsoft Access")
A6      =SEND.KEYS("{F9}")
A7      =TERMINATE(chan)
A8      =ON.TIME(0.010,Run_Query)
A9
A10     chan=INITIATE("MSAccess","System")
A11     =EXECUTE(chan,"Run Query")
A12     =TERMINATE(chan)
A13     =RETURN()

```

2. Place your cursor in cell A10, choose Define Name from the Formula menu, enter Run\_Query in the Name: box. Click the option Command and then choose OK. This gives the name Run\_Query to the second macro.
3. Close all forms, macros, and queries in Access.
4. To run the macro place your cursor in cell A3, choose Run from the Macro menu, and then press OK. The Excel macro will run much more quickly if you set the DDE TimeOut option in Microsoft Access to 1 second.

Notes:

Why are SendKeys used?

Excel has instructed Microsoft Access to open the form[DDE Link Form]. When Microsoft Access opens the form it will attempt to update the DDE link in the control [DDE Parameter]. However, Excel will not process any requests until it receives notification that Microsoft Access has successfully completed the macro. Microsoft Access will not finish executing until it successfully updates the link to Excel. Eventually Microsoft Access will time-out and display #Error. The SendKeys command sends the key sequence F9 which refreshes the form.

How would you get this information to Excel?

If you need to transfer the result of the query to Excel change the query to a Make Table query. You will then be able to use the DDE Request function to retrieve the data in the table from Excel.

Reference:

The DDE Server Topics supported by Microsoft Access are documented in the file README.TXT which is installed in your Microsoft Access directory.

For information on parameter queries refer to the Microsoft Access User's Guide, Chapter 7 Designing Action Queries and Parameter Queries, pp.178-181

For information on creating DDE links in forms and reports



refer to the Microsoft Access User's Guide, Chapter  
13 Using Picture, Graphs, and Other Objects, pp.337-339

[References](#)

## **PRB: Trailing CR/LF's Stripped From Text Box When Retrieved**

Article Number: Q94109

CREATED: 28-DEC-1992

MODIFIED: 28-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

Trailing CR/LF's are stripped out when retrieving data from a text box. Although it is possible to stuff CR/LF's into a text box, when attempting to retrieve the data, the trailing CR/LF's are truncated.

### **STATUS**

---

This is by design.

### **More Information:**

---

#### Steps to Reproduce Behavior

-----

1. Open the Customers Form in the sample database Northwind Traders (NWIND.MDB).
2. Open the Immediate window and position it on the screen so that it and the Customers Form are both in view.
3. Type the following command in the Immediate window:

```
Forms!Customers.[Contact Name] = "Chris" & chr(13) & chr(10)
```

At this point the Contact Name control on the form should be updated and should contain the text 'Chris' with a blank line below it. This shows that the CR/LF is in the text box.

4. Type the following command in the Immediate window.

```
MyValue = Forms!Customers.[Contact Name]
```

The variable MyValue will contain the text 'Chris', but there will be no CR/LF at the end of the text. This can be tested by executing the following command from the Immediate window:

```
Print MyValue & "*"
```

This will return the value 'Chris\*' which shows that there is no CR/LF at the end of MyValue.

### **References**

## **PRB: Full Path Causes Endless Loop In StartApp() Example**

Article Number: Q94110  
CREATED: 28-DEC-1992  
MODIFIED: 28-DEC-1992

### **Summary:**

---

Passing the full path of a DDE server to the function Startapp() will cause an endless loop. The function will continue to run, starting up new copies the specified DDE server, until the user stops the code or the workstation runs out of memory and the code fails.

The function works correctly if the name of the DDE server, without the path is used.

### **More Information:**

---

The sample database Northwind Traders (NWIND.MDB) contains a module called Introduction to Programming. Many of the Access Basic Codes example the Introduction to Programming manual are included in this module. The example function StartApp() from page 142 contains a routine which may be used to initiate a DDE channel.

If the DDEInitiate() in the StartApp() function fails the error handling routine StartApp: attempts to start the server. The error routine then pass control back to the main body of code where the DDEInitiate is tried again.

If the full path to the DDE Server is used when the StartApp() function is called the DDEInitiate() will fail but the Shell() function in the error routine will be successful.

This is an example of using StartApp() that will cause an endless loop:

```
=StartApp("c:\winword\winword.exe","system")
```

This is an example that will work correctly:

```
=StartApp("winword","system")
```

### **[References](#)**

## **PRB: Hewlett-Packard Dashboard GP Faults in Microsoft Access**

Article Number: Q94111

CREATED: 28-DEC-1992

MODIFIED: 27-JAN-1993

### **Summary:**

---

### **SYMPTOMS**

---

You get a General Protection (GP) Fault when using Microsoft Access with the Hewlett-Packard Dashboard 1.0.

### **RESOLUTION**

---

This is a known problem. Hewlett-Packard Company has released a patch that fixes this problem. Download the patch from the CompuServe HPSYS forum. The file you want is DB101U.EXE in Library 11.

### **More Information:**

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To obtain the file, sign on to CompuServe and follow this procedure:

1. Type GO HPSYS at the ! prompt in CompuServe, and press ENTER. CompuServe will give you general information about the forum and ask you to join.
2. Press ENTER until you reach the Forum! prompt.
3. Type LIB, and press ENTER. When CompuServe prompts you for a library number, type 11, and press ENTER.
4. Type DOWN DB101U.EXE, and press ENTER. CompuServe will ask you for a local file name. Enter DB101U.EXE along with the path indicating where you want to store the file, and press ENTER. For example, you might enter this:.

```
C:\WINDOWS\DB101U.EXE
```

At this point, CompuServe will begin to download the file.

5. When the download process is complete, you are ready to run the patch. When you run it, it will expand into more than one file, so create a subdirectory and copy DB101U.EXE into it. Then change to that subdirectory and enter DB101U at the MS-DOS command prompt.

DB101U.EXE will automatically extract and expand the patch and a readme file. Hewlett-Packard Company recommends that you follow the instructions in that readme file.

Dashboard is a trademark of Hewlett-Packard Company. Dashboard is manufactured by a vendor independent of Microsoft; we make no warranty, implied or otherwise, regarding this product's performance or reliability.

### **References**

## INF: Access 1.0 Disks 1-4 Contents (5.25 inch, 1.2 meg)

Article Number: Q94112

CREATED: 28-DEC-1992

MODIFIED: 28-DEC-1992

### Summary:

---

The following lists the directory contents of diskettes 1-4 shipped with Microsoft Access version 1.0 (5.25 inch, 1.2 meg).

Disk 1

Volume Label: DISK1

|          |      |            |               |        |
|----------|------|------------|---------------|--------|
| 1        | WMF  | 4470       | 10-25-92      | 12:00a |
| 1E       | WMF  | 4022       | 10-25-92      | 12:00a |
| COMMDLG  | DL\$ | 46406      | 10-09-92      | 10:02a |
| COMMDLG  | DL_  | 89248      | 10-25-92      | 12:00a |
| CTL3D    | DL\$ | 7524       | 08-16-92      | 7:35p  |
| DDEML    | DL\$ | 20305      | 03-10-92      | 3:10a  |
| DETCMD   | DL_  | 24128      | 10-25-92      | 12:00a |
| MSACCESS | IN\$ | 519        | 10-25-92      | 12:00a |
| MSACCESS | RE\$ | 552        | 10-25-92      | 12:00a |
| MSAIN100 | DL\$ | 71625      | 10-25-92      | 12:00a |
| OLECLI   | DL\$ | 41083      | 10-09-92      | 10:02a |
| OLESVR   | DL\$ | 13129      | 10-09-92      | 10:02a |
| ORDENTRY | TX\$ | 2281       | 10-25-92      | 12:00a |
| ORDENTRY | HL\$ | 14224      | 10-25-92      | 12:00a |
| ORDENTRY | MD\$ | 200396     | 10-25-92      | 12:00a |
| PIM      | HL\$ | 8119       | 10-25-92      | 12:00a |
| SETUP    | EXE  | 21472      | 10-25-92      | 12:00a |
| SETUP    | INI  | 149        | 10-25-92      | 12:00a |
| SHARE    | EX\$ | 8112       | 10-09-92      | 10:02a |
| SHELL    | DL\$ | 23296      | 10-09-92      | 10:02a |
| SMALLB   | FO\$ | 9687       | 03-06-92      | 7:16p  |
| SMALLE   | FO\$ | 11236      | 03-06-92      | 7:16p  |
| SMALLF   | FO\$ | 9376       | 03-06-92      | 7:16p  |
| STFSETUP | EX_  | 477376     | 10-25-92      | 12:00a |
| STFSETUP | IN_  | 56600      | 10-25-92      | 12:00a |
| VER      | DL_  | 9008       | 10-25-92      | 12:00a |
| VER      | DL\$ | 5653       | 10-09-92      | 10:02a |
| WORKGRP  | IN_  | 1393       | 10-25-92      | 12:00a |
|          |      | 28 file(s) | 1181389 bytes |        |

Disk 2

Volume Label: DISK2

|          |      |           |               |        |
|----------|------|-----------|---------------|--------|
| 2        | WMF  | 8022      | 10-25-92      | 12:00a |
| 2E       | WMF  | 6870      | 10-25-92      | 12:00a |
| MSACCESS | HL\$ | 1189376   | 10-25-92      | 12:00a |
|          |      | 3 file(s) | 1204268 bytes |        |

Disk 3

Volume Label: DISK3

|          |      |           |               |        |
|----------|------|-----------|---------------|--------|
| 3        | WMF  | 8950      | 10-25-92      | 12:00a |
| 3E       | WMF  | 8470      | 10-25-92      | 12:00a |
| MSABC100 | DL\$ | 187802    | 10-25-92      | 12:00a |
| MSAES100 | DL\$ | 16899     | 10-25-92      | 12:00a |
| MSAFIN   | DL\$ | 18553     | 10-25-92      | 12:00a |
| WIZARD   | MD\$ | 174297    | 10-25-92      | 12:00a |
| MSACCESS | EX\$ | 790199    | 10-25-92      | 12:00a |
|          |      | 7 file(s) | 1205170 bytes |        |

Disk 4

Volume Label: DISK4

|          |      |            |               |        |
|----------|------|------------|---------------|--------|
| 4        | WMF  | 8246       | 10-25-92      | 12:00a |
| 4E       | WMF  | 7766       | 10-25-92      | 12:00a |
| ANALYZER | MD\$ | 49740      | 10-25-92      | 12:00a |
| NEWCUST  | DB\$ | 1212       | 10-25-92      | 12:00a |
| NWIND    | MD\$ | 555226     | 10-25-92      | 12:00a |
| PIM      | MD\$ | 109267     | 10-25-92      | 12:00a |
| SYSTEM   | MD\$ | 98863      | 10-25-92      | 12:00a |
| UTILITY  | MD\$ | 47055      | 10-25-92      | 12:00a |
| WINHELP  | EX\$ | 147911     | 10-09-92      | 10:02a |
| WINHELP  | HL\$ | 28161      | 10-09-92      | 10:02a |
|          |      | 10 file(s) | 1053447 bytes |        |

Reference(s) :

[References](#)

## INF: Microsoft Access 1.0 Disks 5-9 (5.25 inch, 1.2 MB)

Article Number: Q94113

CREATED: 28-DEC-1992

MODIFIED: 27-JAN-1993

### Summary:

---

The following lists give the directory contents for disks five through nine including the ODBC Setup disk and the Windows for Workgroups Driver disk shipped with Microsoft Access version 1.0 (5.25 inch, 1.2 MB).

### More Information:

---

Disk 5

Volume Label: DISK5

|          |      |           |              |        |
|----------|------|-----------|--------------|--------|
| 5        | WMF  | 4662      | 10-25-92     | 12:00a |
| 5E       | WMF  | 4150      | 10-25-92     | 12:00a |
| CBTLIB4  | DL\$ | 11179     | 10-25-92     | 12:00a |
| CUECARD  | EX\$ | 60269     | 10-25-92     | 12:00a |
| CUECARDS | DL\$ | 2047      | 10-25-92     | 12:00a |
| CUECARDS | LE\$ | 887544    | 10-25-92     | 12:00a |
|          |      | 6 file(s) | 969851 bytes |        |

Disk 6

Volume Label: DISK6

|          |      |            |               |        |
|----------|------|------------|---------------|--------|
| 6        | WMF  | 3702       | 10-25-92      | 12:00a |
| 6E       | WMF  | 3222       | 10-25-92      | 12:00a |
| BTRVISAM | DL\$ | 57918      | 10-25-92      | 12:00a |
| DBSISAM  | DL\$ | 135919     | 10-25-92      | 12:00a |
| GRAPH    | EX\$ | 364877     | 10-09-92      | 10:02a |
| MSAJT100 | DL\$ | 338672     | 10-25-92      | 12:00a |
| MSAJU100 | DL\$ | 38945      | 10-25-92      | 12:00a |
| MSGRAPH  | HL\$ | 110291     | 10-09-92      | 10:02a |
| PDXISAM  | DL\$ | 106830     | 10-25-92      | 12:00a |
| REGEDIT  | EX\$ | 18176      | 10-09-92      | 10:02a |
| WBTRCALL | DL\$ | 30679      | 10-25-92      | 12:00a |
|          |      | 11 file(s) | 1209231 bytes |        |

Disk 7

Volume Label: DISK7

|          |      |           |               |        |
|----------|------|-----------|---------------|--------|
| 7        | WMF  | 5846      | 10-25-92      | 12:00a |
| 7E       | WMF  | 5366      | 10-25-92      | 12:00a |
| MSACCES2 | HL\$ | 1133393   | 10-25-92      | 12:00a |
| PSSKB    | TX\$ | 7951      | 10-25-92      | 12:00a |
| README   | TX\$ | 9465      | 10-25-92      | 12:00a |
| ERRATA   | TX\$ | 9805      | 10-25-92      | 12:00a |
|          |      | 6 file(s) | 1171826 bytes |        |

ODBC Setup Disk

Volume Label: ODBC

|          |            |        |              |        |
|----------|------------|--------|--------------|--------|
| DBNMP3   | DLL        | 8241   | 10-22-92     | 3:06p  |
| INSTCAT  | SQL        | 93796  | 10-25-92     | 12:00a |
| MSCOMSTF | DLL        | 74528  | 10-25-92     | 12:00a |
| MSDETSTF | DLL        | 24544  | 10-25-92     | 12:00a |
| MSINSSTF | DLL        | 65440  | 10-25-92     | 12:00a |
| MSSHLSTF | DLL        | 14928  | 10-25-92     | 12:00a |
| MSUILSTF | DLL        | 6144   | 10-25-92     | 12:00a |
| ODBC     | DLL        | 44736  | 10-25-92     | 12:00a |
| ODBC     | INF        | 1226   | 10-25-92     | 12:00a |
| ODBCADM  | EXE        | 9136   | 10-25-92     | 12:00a |
| ODBCADM  | HLP        | 4942   | 10-25-92     | 12:00a |
| ODBCINST | DLL        | 6016   | 10-25-92     | 12:00a |
| SETUP    | EXE        | 54464  | 10-25-92     | 12:00a |
| SETUPI   | DLL        | 44032  | 10-25-92     | 12:00a |
| SQLSETUP | DLL        | 11024  | 10-25-92     | 12:00a |
| SQLSRVR  | DLL        | 135792 | 10-25-92     | 12:00a |
| VER      | DLL        | 9008   | 10-22-92     | 3:06p  |
| LANMAN21 | <DIR>      |        | 10-25-92     | 12:00a |
|          | 18 file(s) |        | 607997 bytes |        |

Windows for Workgroups Driver Disk

Volume Label: WFWDRV

|        |           |        |              |       |
|--------|-----------|--------|--------------|-------|
| WFWDRV | EXE       | 23581  | 11-02-92     | 3:11a |
| WFWNET | DR_       | 165600 | 11-02-92     | 3:11a |
|        | 2 file(s) |        | 189181 bytes |       |

[References](#)



## INF: Microsoft Access 1.0 Disk Contents (3.5 inch, 1.44 MB)

Article Number: Q94114

CREATED: 28-DEC-1992

MODIFIED: 27-JAN-1993

### Summary:

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The following lists give the directory contents for each disk shipped with Microsoft Access version 1.0 (3.5 inch, 1.44 MB).

### More Information:

---

Disk 1

Volume Label: DISK1

|          |      |        |          |        |
|----------|------|--------|----------|--------|
| 1        | WMF  | 4470   | 10-25-92 | 12:00a |
| 1E       | WMF  | 4022   | 10-25-92 | 12:00a |
| BTRVISAM | DL\$ | 57918  | 10-25-92 | 12:00a |
| COMMDLG  | DL\$ | 46406  | 10-09-92 | 10:02a |
| COMMDLG  | DL_  | 89248  | 10-25-92 | 12:00a |
| CTL3D    | DL\$ | 7524   | 08-16-92 | 7:35p  |
| DBSISAM  | DL\$ | 135919 | 10-25-92 | 12:00a |
| DDEML    | DL\$ | 20305  | 03-10-92 | 3:10a  |
| DETCMD   | DL_  | 24128  | 10-25-92 | 12:00a |
| MSACCESS | IN\$ | 519    | 10-25-92 | 12:00a |
| MSACCESS | RE\$ | 552    | 10-25-92 | 12:00a |
| MSAIN100 | DL\$ | 71625  | 10-25-92 | 12:00a |
| MSAJU100 | DL\$ | 38945  | 10-25-92 | 12:00a |
| OLECLI   | DL\$ | 41083  | 10-09-92 | 10:02a |
| OLESVR   | DL\$ | 13129  | 10-09-92 | 10:02a |
| ORDENTRY | TX\$ | 2281   | 10-25-92 | 12:00a |
| ORDENTRY | HL\$ | 14224  | 10-25-92 | 12:00a |
| ORDENTRY | MD\$ | 200396 | 10-25-92 | 12:00a |
| PIM      | HL\$ | 8119   | 10-25-92 | 12:00a |
| SETUP    | EXE  | 21472  | 10-25-92 | 12:00a |
| SETUP    | INI  | 149    | 11-25-92 | 10:51a |
| SHARE    | EX\$ | 8112   | 10-09-92 | 10:02a |
| SHELL    | DL\$ | 23296  | 10-09-92 | 10:02a |
| SMALLB   | FO\$ | 9687   | 03-06-92 | 7:16p  |
| SMALLE   | FO\$ | 11236  | 03-06-92 | 7:16p  |
| SMALLF   | FO\$ | 9376   | 03-06-92 | 7:16p  |
| STFSETUP | EX_  | 477376 | 10-25-92 | 12:00a |
| STFSETUP | IN_  | 56427  | 10-25-92 | 12:00a |
| VER      | DL\$ | 5653   | 10-09-92 | 10:02a |
| VER      | DL_  | 9008   | 10-25-92 | 12:00a |
| WORKGRP  | IN_  | 1393   | 10-25-92 | 12:00a |

31 file(s) 1413998 bytes

Disk 2

Volume Label: DISK2

|          |      |         |          |        |
|----------|------|---------|----------|--------|
| 2        | WMF  | 8022    | 10-25-92 | 12:00a |
| 2E       | WMF  | 6870    | 10-25-92 | 12:00a |
| MSACCESS | HL\$ | 1189376 | 10-25-92 | 12:00a |

|          |      |           |               |        |
|----------|------|-----------|---------------|--------|
| PDXISAM  | DL\$ | 106830    | 10-25-92      | 12:00a |
| REGEDIT  | EX\$ | 18176     | 10-09-92      | 10:02a |
| WBTRCALL | DL\$ | 30679     | 10-25-92      | 12:00a |
|          |      | 6 file(s) | 1359953 bytes |        |

Disk 3

Volume Label: DISK3

|          |      |           |               |        |
|----------|------|-----------|---------------|--------|
| 3        | WMF  | 8950      | 10-25-92      | 12:00a |
| 3E       | WMF  | 8470      | 10-25-92      | 12:00a |
| MSABC100 | DL\$ | 187802    | 10-25-92      | 12:00a |
| MSAES100 | DL\$ | 16899     | 10-25-92      | 12:00a |
| MSAFIN   | DL\$ | 18553     | 10-25-92      | 12:00a |
| WIZARD   | MD\$ | 174297    | 10-25-92      | 12:00a |
| MSACCESS | EX\$ | 790199    | 10-25-92      | 12:00a |
|          |      | 7 file(s) | 1205170 bytes |        |

Disk 4

Volume Label: DISK4

|          |      |            |               |        |
|----------|------|------------|---------------|--------|
| 4        | WMF  | 8246       | 10-25-92      | 12:00a |
| 4E       | WMF  | 7766       | 10-25-92      | 12:00a |
| ANALYZER | MD\$ | 49740      | 10-25-92      | 12:00a |
| MSAJT100 | DL\$ | 338672     | 10-25-92      | 12:00a |
| NEWCUST  | DB\$ | 1212       | 10-25-92      | 12:00a |
| NWIND    | MD\$ | 555226     | 10-25-92      | 12:00a |
| PIM      | MD\$ | 109267     | 10-25-92      | 12:00a |
| SYSTEM   | MD\$ | 98863      | 10-25-92      | 12:00a |
| UTILITY  | MD\$ | 47055      | 10-25-92      | 12:00a |
| WINHELP  | EX\$ | 147911     | 10-09-92      | 10:02a |
| WINHELP  | HL\$ | 28161      | 10-09-92      | 10:02a |
|          |      | 11 file(s) | 1392119 bytes |        |

Disk 5

Volume Label: DISK5

|          |      |           |               |        |
|----------|------|-----------|---------------|--------|
| 5        | WMF  | 4662      | 10-25-92      | 12:00a |
| 5E       | WMF  | 4150      | 10-25-92      | 12:00a |
| CBTLIB4  | DL\$ | 11179     | 10-25-92      | 12:00a |
| CUECARD  | EX\$ | 60269     | 10-25-92      | 12:00a |
| CUECARDS | DL\$ | 2047      | 10-25-92      | 12:00a |
| CUECARDS | LE\$ | 887544    | 10-25-92      | 12:00a |
| GRAPH    | EX\$ | 364877    | 10-09-92      | 10:02a |
| MSGRAPH  | HL\$ | 110291    | 10-09-92      | 10:02a |
|          |      | 8 file(s) | 1445019 bytes |        |

Disk 6

Volume Label: DISK6

|          |      |         |          |        |
|----------|------|---------|----------|--------|
| 6        | WMF  | 5846    | 10-25-92 | 12:00a |
| 6E       | WMF  | 5366    | 10-25-92 | 12:00a |
| MSACCES2 | HL\$ | 1133393 | 10-25-92 | 12:00a |
| PSSKB    | TX\$ | 7951    | 10-25-92 | 12:00a |

README TX\$ 9465 10-25-92 12:00a  
ERRATA TX\$ 9805 10-25-92 12:00a  
6 file(s) 1171826 bytes

ODBC Installation Diskette

Volume Label: ODBC

DBNMP3 DLL 8241 10-22-92 3:06p  
INSTCAT SQL 93796 10-25-92 12:00a  
MSCOMSTF DLL 74528 10-25-92 12:00a  
MSDETSTF DLL 24544 10-25-92 12:00a  
MSINSSTF DLL 65440 10-25-92 12:00a  
MSSHLSTF DLL 14928 10-25-92 12:00a  
MSUISTF DLL 6144 10-25-92 12:00a  
ODBC DLL 44736 10-25-92 12:00a  
ODBC INF 1226 10-25-92 12:00a  
ODBCADM EXE 9136 10-25-92 12:00a  
ODBCADM HLP 4942 10-25-92 12:00a  
ODBCINST DLL 6016 10-25-92 12:00a  
SETUP EXE 54464 10-25-92 12:00a  
SETUPI DLL 44032 10-25-92 12:00a  
SQLSETUP DLL 11024 10-25-92 12:00a  
SQLSRVR DLL 135792 10-25-92 12:00a  
VER DLL 9008 10-22-92 3:06p  
LANMAN21 <DIR> 10-25-92 12:00a  
18 file(s) 607997 bytes

Windows For Workgroups Driver Diskette

Volume Label: WFWDRV

WFWDRV EXE 23581 11-02-92 3:11a  
WFWNET DR\_ 165600 11-02-92 3:11a  
2 file(s) 189181 bytes

[References](#)

## INF: How to Retrieve Information From the Clipboard

Article Number: Q94162  
CREATED: 29-DEC-1992  
MODIFIED: 12-JAN-1993

### Summary:

---

There is no inherent command within Microsoft Access to retrieve information from the clipboard. To retrieve information from the clipboard, you need to define an Access Basic function that calls several Windows API functions. This article defines a function that retrieves text from the clipboard.

### More Information:

---

Add the code defined below to an Access Basic module. Make sure that the declare functions are all listed on one line and that the MsgBox procedure is also defined on one line. Since you may have some of the Windows API functions defined in an underlying library, some of them might not be needed. If this is the case, remove or comment the declarations from your code.

To call the function you can make a string assignment to the returned value, such as:

```
ReturnString$ = ClipBoard_GetData ()
```

Sample Code:

```
Option Explicit
' Note: Each command should be entered on one line. The line
' continuation character '_' only improves the readability of the code.

Declare Function OpenClipboard% Lib "User" (ByVal hwnd%)
Declare Function GetClipboardData% Lib "User" (ByVal wFormat%)
Declare Function GlobalAlloc% Lib "Kernel" (_
    ByVal wFlags%, ByVal dwBytes&)
Declare Function GlobalLock& Lib "Kernel" (ByVal hMem%)
Declare Function lstrcpy& Lib "Kernel" (_
    ByVal lpString1 As Any, ByVal lpString2 As Any)
Declare Function GlobalUnlock% Lib "Kernel" (ByVal hMem%)
Declare Function CloseClipboard% Lib "User" ()
Declare Function GlobalSize& Lib "Kernel" (ByVal hMem%)

Global Const GHND = &H42
Global Const CF_TEXT = 1
Global Const MAXSIZE = 4096

Function ClipBoard_GetData()
    Dim hClipMemory%
    Dim lpClipMemory&
    Dim MyString$
    Dim Junk&
    Dim X%
```

```

If OpenClipboard(0&) = 0 Then
    MsgBox "Could not open the clipboard. Another _
        application could have it open"
    Exit Function
End If

'-----
' Obtain the handle to the global memory
' block that is referencing the text.
'-----
hClipMemory% = GetClipboardData(CF_TEXT)
If IsNull(hClipMemory%) Then
    MsgBox "Could not allocate memory"
    GoTo OutOfHere
End If

'-----
' Lock clipboard memory so we can reference
' the actual data string
'-----
lpClipMemory& = GlobalLock(hClipMemory)

If Not IsNull(lpClipMemory&) Then
    MyString$ = Space$(MAXSIZE)
    Junk& = lstrcpy(MyString$, lpClipMemory)
    X% = GlobalUnlock(hClipMemory)

    'peel off the null terminating character
    MyString$ = Mid(MyString$, 1, InStr(MyString$, Chr$(0)) - 1)
Else
    MsgBox "Could not lock memory to copy string from."
End If

OutOfHere:

X% = CloseClipboard()
Clipboard_GetData = MyString$

End Function

```

Reference(s) :

"Programming Windows by Charles Petzold", Second Edition, pg 780-781.

[References](#)

## **PRB: Back and Rewind Buttons Disabled in Wizards**

Article Number: Q94174  
CREATED: 29-DEC-1992  
MODIFIED: 29-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

When you use the Chart Wizard to create a Form the 'FastForward' button is disabled after going back one or more screens.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Behavior  
-----

1. Create a new Form using the Form Wizard. Choose the Graph Wizard.
2. Proceed to the very last Graph Wizard screen. This screen gives you the option to Open or Design your form.
3. Select the Back button and go back any number of screens.

The 'FastForward' button will be grayed. This button should take you to the last screen of the Wizard.

### [References](#)

## PRB: Date/Time Formats Not Used In List or Combo Box Controls

Article Number: Q94175

CREATED: 29-DEC-1992

MODIFIED: 19-JAN-1993

### Summary:

---

### SYMPTOMS

---

A list or combo box based on a Date/Time field does not display the date or time format assigned to the underlying field. This is particularly noticeable in list or combo box control on a form.

### CAUSE

---

Microsoft Access does not yet provide a Format property for a list or combo box even though the underlying table field has a defined Format property.

### RESOLUTION

---

Use the Format() function in an expression in a query to format the data. Then base the list or combo box on the query field instead of the underlying table field. In other words, in Query Design view, assign an expression to a field in the QBE (Query by Example) grid. Use the Format() function in the expression to format the Date/Time field.

For example, define a query named QueryTest. Then instead of entering the name of the underlying Time/Date field ([Event Date]) as the field on the QBE grid, enter this expression:

```
Event Day: Format([event date],"mmm d", "yyyy")
```

Base the list or combo box on this query field to display [Event Date] with the desired format.

### STATUS

---

This behavior is by design.

### More Information:

---

#### Steps to Reproduce Behavior

---

1. Create a new table containing these two fields:

| Field Name | Data Type |
|------------|-----------|
| Event ID   | Counter   |
| Event Date | Date/Time |

2. Assign a Format property to [Event Date] as follows:

| Event Date | Field Properties |
|------------|------------------|
| Format     | mmm d, yyyy      |

3. Save the table naming it Events. Switch to Datasheet view. In the first record enter 8/11/92 in the Event Date field. Add a few more

records with any valid dates.

At this point the first record's date displays correctly as August 11, 1992.

4. Create a new form, and base it on the Events table. Add a list box control to the form. Set the properties for the list box as follows:

Object:Listbox

-----

Control Name: Event ID  
Control Source: Event ID  
Row Source Type: Table/Query  
Row Source: Events  
Column Count: 2  
Column Heads: Yes  
Column Widths: 0;1  
Bound Column: 1

5. Switch to Form view. As you can see, the date in the list box control is 8/11/92 not August 11, 1992. Microsoft Access ignores the Format property set on the underlying field. The same thing happens with time formats.

## [References](#)



## **PRB: From Objects Not Placed on Grid by Wizard.**

Article Number: Q94176  
CREATED: 29-DEC-1992  
MODIFIED: 29-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

When using the Form Wizard, objects are not aligned to the grid even though Snap To Grid is on.

### **CAUSE**

---

Wizards are designed to place objects on the form and position them in the appropriate manner. Snap To Grid is a feature to help the user place controls on forms. Since the user is not positioning the objects manually, there is no need for Wizards to use the Snap To Grid feature.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

#### Steps to Reproduce Behavior

-----

1. Open NWIND.MDB.
2. Use Form Wizard to create a new Single Column form based on the Employee table.
3. Place all fields on the form.
4. Pick Standard style.
5. Open in design mode.

Results: The form objects are NOT aligned to the grid, even though the Snap To Grid option is checked.

#### [References](#)

## **PRB: Can't Create Two Relationships Between Same Tables**

Article Number: Q94189  
CREATED: 29-DEC-1992  
MODIFIED: 29-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

If you try to create two relationships between the same two tables, Microsoft Access will automatically delete the first relationship.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

#### Steps To Reproduce Behavior

-----

1. Create two tables that share a common field:

Table: Table1

-----

Field Name: Test [Primary key]  
Date Type: Text

Table: Table2

-----

Field Name: Test  
Date Type: Text

2. Form the Edit Menu choose Relationships and create a relationship between the Table1 and Table2 on the Test field with the Enforce Referential Integrity option checked. Choose Add.
3. Create another relationship between the two tables. Choose Add.

Creating the second relationship deletes the first relationship.

#### [References](#)

## **PRB: Arrow Keys Inconsistent Between Forms and Datasheets**

Article Number: Q94190  
CREATED: 29-DEC-1992  
MODIFIED: 29-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

If you set arrow key behavior to Next Field, pressing an arrow key at the end of a field in datasheet view will move you to the next field. In form view however, pressing an arrow key at the end of a control has no effect. It will not move the focus to the next control.

### **CAUSE**

---

This behavior is by design

### **More Information:**

---

It is possible to set certain keyboard attributes, such as arrow key behavior (from the View menu choose Options, then select Keyboard). You can set the arrow key behavior to either Next field or Next Character. When set to Next Field, the arrow key behavior will vary between datasheet and form view. The difference in behavior depends on the mode of the Microsoft Access text editor. For more information on text editor, search the Knowledge Base for the following key words:

key AND behavior AND edit AND box

If the editor is in "Enter" mode (the entire field or control is highlighted), pressing an arrow key in either datasheet view or form view moves you to the next field or control and remains in "Enter" mode. When you reach the last field or control, you will move to the next record.

If the editor is in "Edit" mode (text has been entered), pressing an arrow key at the end of a field in datasheet view will move you to the next field and returns to "Enter" mode. In form view however, pressing an arrow key at the end of a control has no effect. This behavior is by design, and is in place to ensure that pressing an arrow key on the last control in "Edit" mode would not move to the next record.

### **[References](#)**

## INF: Query Error Caused by Colon in Field Name

Article Number: Q94191

CREATED: 29-DEC-1992

MODIFIED: 19-JAN-1993

### Summary:

---

### SYMPTOMS

---

A query results in one of the following error messages:

Query must have at least one output field.

or

Can't set criteria unless you've specified a field.

### CAUSE

---

The query criteria includes a field name that ends in a colon (for example, `FieldName:)`).

### RESOLUTION

---

When a field name includes a colon, you must enclose the field name in brackets (for example, `[FieldName:]`).

### STATUS

---

This behavior is by design.

### More Information:

---

In a query's Design view, you can rename a field to be more descriptive. Place the insertion point in front of the first letter of the field name in the QBE grid. Then type the new name followed by a colon. Do not delete the underlying field name. Now, in Datasheet view, you will see the descriptive label instead of the underlying field name.

Using this technique to change a field name in a query's Design view automatically changes the heading in the query's Datasheet view, and it changes the field name in a form or report based on the query. But the underlying field name in the table does not change.

The error messages shown in SYMPTOMS occur because without brackets around the field name, Microsoft Access interprets the colon in the field name as a request to add a label (rename) that field.

#### Steps to Reproduce Behavior

---

1. Create a new table named Test with one field named `FullName:.`
2. Save the table as Table1.
3. Create a query based on Table1.
4. Drag the field `FullName:` to the query grid.
5. Run or view the results of the query.

6. You will receive this error:

Query must have at least one output field.

7. Set the criteria for FullName: to a\* or any other criteria.

8. You will receive this error:

Can't set criteria unless you've specified a field.

You can prevent the error messages in steps six and eight by enclosing the field name and colon in brackets (for example, [FullName:]).

Reference(s):

For more information, search for "Renaming a Field in a Query" using the Microsoft Access Help menu.

[References](#)

## **PRB: Incorrect Characters in Crosstab Query Column Headers**

Article Number: Q94192  
CREATED: 29-DEC-1992  
MODIFIED: 29-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

If the data in a field used as a column header in a crosstab query contains a decimal, an exclamation mark, or square bracket characters, these characters are changed to underscore characters in the column heading. This does not happen if the same data is used as row headers.

### **CAUSE**

---

Since queries can be used as input to other queries, forms, or reports, the column headings must be formatted as field names. Since field names cannot contain ".", "!", "[", or "]", these characters are converted to underscore characters in the column headings of the Crosstab query.

### **STATUS**

---

This behavior is by design.

### **[References](#)**

## **INF: Attaching to FoxPro Data**

Article Number: Q94193  
CREATED: 29-DEC-1992  
MODIFIED: 29-DEC-1992

### **Summary:**

---

Microsoft Access Version 1.0 is positioned as not being able to Attach to FoxPro data, but able to import it. There is an exception to this rule which would allow a user to attach, rather than import, FoxPro data.

### **More Information:**

---

FoxPro uses a DBF file structure, similar to that of dBASE. However, Microsoft Access cannot attach to most FoxPro files because of differences memo and index structure. Subsequently, you *can* attach a FoxPro table as a dBASE IV table if it meets the following conditions:

- \* It does not have any memo fields in its structure
- \* It is Attached without any FoxPro index files

If one of these conditions is not true, then the FoxPro table must be imported rather than attached.

### **[References](#)**

## INF: Importing DataEase data files

Article Number: Q94194

CREATED: 29-DEC-1992

MODIFIED: 19-JAN-1993

### Summary:

---

Microsoft Access does not import DataEase data files directly, but you can export your DataEase data to a formatted disk file that Microsoft Access can import. The information in this article applies to DataEase versions 4.2, 4.5 and 4.53 a character based relational database system.

To export DataEase data in DataEase, create a DQL report, specify the Format as export, and set the Print Style to print to a disk file. Choose one of the following export formats to create a file Microsoft Access can import:

|                 |                                         |
|-----------------|-----------------------------------------|
| Lotus           | (creates a .WKS file)                   |
| Variable Length | (creates a delimited ASCII text file)   |
| Fixed Length    | (creates a fixed-width ASCII text file) |

### More Information:

---

Export the DataEase data in DataEase. Then import that file in Microsoft Access.

#### Export Using DataEase

-----

To create a formatted disk file in DataEase 4.x, create a DQL report using the following steps. For more detailed information about creating reports, please refer to the DataEase documentation.

1. Define the report specifying the fields you want to include in the output.
2. Specify the report Format as Export by choosing either Define Format or Modify Format under either DQL Advanced Processing or Query by Example - Quick Reports.

Select 7. Export under Define Format or Modify Format. You should see the following list of the export formats DataEase supports.

- \* 1. Lotus (wks)
- 2. GrafTalk
- 3. MultiMate
- 4. WordPerfect
- 5. Mail-Merge
- \* 6. Variable Length
- \* 7. Fixed Length
- 8. DIF

Choose 1, 2, or 6. Depending on your choice, DataEase may ask you if you want to include field names in the exported file.



3. Specify the Print Style for the report. Enter the Report Destination as option #3 Disk to print to a disk file. Then enter a valid file name in the Filename field.

#### Import Using Microsoft Access

-----

1. Open the database.
2. From the File menu, choose Import.
3. In the Data Source box, select the import format that matches the export format you chose in DataEase.

#### Choosing Export/Import Format

-----

Here are some things to consider when choosing an export/import format.

Microsoft Access can import Lotus (.WKS) files and create a table with field names if you included the field names when exporting in DataEase. During the import process, Microsoft Access asks you if the first row contains field names. Most DataEase data types should convert to appropriate Microsoft Access field types.

If you choose the Variable Length format when exporting, DataEase will ask you to enter the field separator. Enter a comma (,). Microsoft Access recognizes the comma as the default field separator.

If you choose the Fixed Length format when exporting in DataEase, you will need to create an Import Specification file in Microsoft Access prior to importing the file.

For additional information registered DataEase users can contact DataEase International HotLine Support at 1-203-374-2825.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, Chapter 4, "Importing, Exporting, and Attaching," pages 72-81

#### [References](#)

## **PRB: Unable to use Edit...Paste in Property Sheet**

Article Number: Q94218

CREATED: 30-DEC-1992

MODIFIED: 30-DEC-1992

### **Summary:**

---

### **SYMPTOMS**

---

You are unable to paste information into a property sheet using the Edit menu's Paste command. Instead, you keep creating a new label control on your form or report.

### **CAUSE**

---

The user is using the menu commands which do not apply to pop-up windows

### **STATUS**

---

This behavior is by design.

### **RESOLUTION**

---

Use equivalent keyboard actions rather than selecting commands from the Microsoft Access menu bar. In this case, use CTRL+V or SHIFT+INSERT to paste information into a pop-up window.

### **More Information:**

---

Property sheets are actually pop-up windows. When you use menu commands, Microsoft Access returns focus (from the pop-up window) to the parent window. When you use equivalent keyboard actions, Microsoft Access retains focus on the current edit control (in this case the property sheet).

Therefore, selecting the Paste command from the Edit menu will paste a new label in the 'parent' form or report window.

Steps to reproduce behavior:

-----

1. In the sample database Northwind Traders (NWIND.MDB), create a form based on the Orders table.
2. In this form, create a combo box bound to the Customer ID.
3. Go to the Customer List query, and copy the SQL statement to the clipboard.
4. Return to the form and select the RowSource property for the combo box.
5. Try to paste the SQL code into the RowSource property.

If you use CTRL+V or SHIFT+INSERT, Microsoft Access pastes the information from the clipboard into the property sheet. If you select Paste from the Edit command menu, Microsoft Access creates a new label on the form.

Reference(s) :

Microsoft Access On-Line Help, search on "pop-up forms" and "keyboard: editing keys"

[References](#)

## **PRB: GP Fault Using an Out of Date ODBC Driver**

Article Number: Q94219  
CREATED: 30-DEC-1992  
MODIFIED: 05-JAN-1993

### **Summary:**

---

### **SYMPTOMS**

---

Microsoft Access displays the following error message when using an out of date ODBC.DLL driver. :

General Protection Fault (GPF) in ODBC.DLL

### **CAUSE**

---

When Microsoft Access initiates an ODBC connection, ODBC does not check the version of the ODBC driver. The ODBC setup program will only replace an older version of the ODBC.DLL with a newer version if the file resides in the \WINDOWS\SYSTEM subdirectory. If the file is found elsewhere, ODBC setup places a copy of ODBC.DLL in the \WINDOWS\SYSTEM subdirectory. This could cause a problem if the directory where the older .dll resides is found in the path.

### **RESOLUTION**

---

Rename or delete the old ODBC.DLL and run the ODBC setup program from the setup disks that come with Microsoft Access. This will install a correct version of ODBC.DLL.

### **References**

SQL

## **INF: BACK Button Disabled After Selecting Wizard Type**

Article Number: Q94220  
CREATED: 30-DEC-1992  
MODIFIED: 30-DEC-1992

### **Summary:**

---

When you use either the Forms or Reports wizards in Microsoft Access version 1.0 after you select the type of Wizard to use (Single Column, Tabular, Graph, etc.), and then select OK to continue, the Back button is disabled. This means that you cannot go back to reselect a different type of Wizard. The only thing you can do is to select Cancel and start the Wizard process all over again.

This behavior is by design.

### [References](#)

## **INF: Access Table Structure is Variable Length**

Article Number: Q94221  
CREATED: 30-DEC-1992  
MODIFIED: 30-DEC-1992

### **Summary:**

---

Microsoft Access will set the field length of a text field to the length of the entered text, if the text entered is shorter than the maximum field size.

### **More Information:**

---

When you set Field Size in the Field Properties of a table in design mode, you are setting the maximum length for the field. If text entered into that field is shorter than the specified maximum length, then the length of that field equals the length of the text that has been entered. This means whether you design a text column as 20 characters or 255 characters, it will only take up the amount needed to store the field. The difference between the two is that one is limited to 20 characters on entry while the other will allow up to 255 characters.

Reference(s) :

"Microsoft Access Users Guide," version 1.0, chapter 3, page 38.

### **[References](#)**

## **PRACC0193: Selecting Options in Find... Dialog Box under Edit**

Article Number: Q94222  
CREATED: 30-DEC-1992  
MODIFIED: 19-JAN-1993

### **Summary:**

---

PROBLEM ID: 6459

### **SYMPTOMS**

---

There are three known problems with the Find... dialog box under the Edit menu in Microsoft Access:

1. The check boxes for Match Case and Search Fields as Formatted work correctly when selected with a mouse, but mistakenly allow both boxes to be selected when using the plus (+) and minus (-) keys to select or clear the check boxes.
2. There is a slight painting problem when you select the All Fields option button under Search In. The default value is false for the Match Case and Search Fields as Formatted check boxes, but after you select the All Fields option button, Microsoft Access dims the Search Fields as Formatted check box caption and selects it.
3. After experiencing the painting problem and seeing the dimmed X in the Search Fields as Formatted check box, if you again select Current Field under Search In, Microsoft Access incorrectly selects the Search Fields as Formatted check box. This occurs whether you use the mouse or the keyboard to select Current Field.

### **STATUS**

---

Microsoft has confirmed this to be a problem in Microsoft Access version 1.0. We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

### **[References](#)**

## **PRB: Design Can Occur While Machine is Attempting Browse**

Article Number: Q94389

CREATED: 06-JAN-1993

MODIFIED: 06-JAN-1993

### **Summary:**

---

### **SYMPTOMS**

---

If you open a table in Microsoft Access in datasheet view and enter data, you may receive the following error message:

Control bound to unknown column <controlname>.

### **CAUSE**

---

The only way that this could occur is if another user opened the table in design mode at the same time that you opened the table in datasheet mode. The other user would have to delete the field, or control, and save the modification to the table before the table is opened on your machine.

### **RESOLUTION**

---

This behavior is by design.

### **More Information:**

---

This behavior is very hard to reproduce. Timing in opening the table on the two machines is critical.

#### Steps to Reproduce Behavior

-----

1. Simultaneously open a table in design view on one machine and datasheet view on a second machine.
2. If timed correctly, the table will open in design view first. Delete one of the fields in the table and close the table before the table opens in datasheet view on the second machine.
3. On the machine that opens the table in datasheet view, the deleted field should be listed. Attempt to enter data in that field. The error message should appear.

### [References](#)



## **PRB: Press ENTER when Database Window is Minimized Opens a Doc**

Article Number: Q94390  
CREATED: 06-JAN-1993  
MODIFIED: 06-JAN-1993

### **Summary:**

---

### **SYMPTOMS**

---

If no documents are open and you have the Database window minimized when you press ENTER, the object highlighted in the Database window will open. However, if there is an object opened minimized or not, nothing happens when you press ENTER on the Database window icon.

### **STATUS**

---

Microsoft has confirmed this to be a problem in Microsoft Access version 1.0. We are researching this problem and will post new information here as it becomes available.

### **More Information:**

---

Two ways to restore the Database window.

- 
1. Double click on the icon with the mouse.
  2. Use the "Alt" + "-" to bring the Database window's icon menu up and then press ENTER.

### **[References](#)**

## **PRB: Cannot Use "y/n", "t/f" in Yes/No Field**

Article Number: Q94391  
CREATED: 06-JAN-1993  
MODIFIED: 06-JAN-1993

### **Summary:**

---

### **SYMPTOMS**

---

You receive the following error message:

The value you entered isn't appropriate for this field.

### **CAUSE**

---

You may be entering a small case "y" and "n" into a Yes/No boolean field

### **RESOLUTION**

---

You need to enter a capital "Y" or "N".

### **STATUS**

---

Microsoft is researching this problem and will post new information here it becomes available.

### [References](#)

## **PRB: Border properties ignored with SpecialEffect**

Article Number: Q94392  
CREATED: 06-JAN-1993  
MODIFIED: 06-JAN-1993

### **Summary:**

---

### **SYMPTOMS**

---

The following properties are ignored when you set the SpecialEffects of control to Sunken or Raised:

BorderColor  
BorderWidth  
BorderStyle

### **STATUS**

---

This is behavior by design.

### **[References](#)**

## **PRB: Welcome to Microsoft Access Screen Disables Status Bar**

Article Number: Q94393  
CREATED: 06-JAN-1993  
MODIFIED: 06-JAN-1993

### **Summary:**

---

### **SYMPTOMS**

---

When you start Microsoft Access with the 'Welcome to Microsoft Access' screen, the status bar will not show whether the Caps and Num locks are on or off.

### **RESOLUTION**

---

If you turn off the 'Welcome to Microsoft Access' screen the status bar functions normally. Another work around is to close the screen, then switch the Num and Cap locks off then on. This will reinitialize the status bar.

### **More Information:**

---

Turn ON the Caps and Num lock keys. Start Microsoft Access with the 'Welcome to Microsoft Access' screen enabled. Notice that the status bar doesn't show that the Caps and Num locks are on.

### [References](#)

## **PRB: Control Menu Move Command Requires Keyboard Input**

Article Number: Q94394  
CREATED: 06-JAN-1993  
MODIFIED: 06-JAN-1993

### **Summary:**

---

### **SYMPTOMS**

---

After choosing the move command from the Control menu of any non-standard window, you are unable to move the window's location by using the mouse.

### **CAUSE**

---

There are two non-standard Microsoft Access windows: the Palette and Toolbox windows. Like other windows, you can move the window location by dragging the title bar of the window to the new location. Unlike other windows, dragging the title bar will have no effect if you choose the Move command from the window's Control menu.

### **RESOLUTION**

---

After choosing the move command from the Control menu of any non-standard window, you must use the arrow keys on the keyboard to complete moving the window.

### **More Information:**

---

Steps to Reproduce Behavior:

- 
1. Open the sample database Northwind Traders (NWIND.MDB).
  2. Using the mouse, drag the title bar of the Database window to a new location on your screen.
  3. Release the mouse button. You successfully moved the Database window.
  4. Press ALT+MINUS to open the Database window's Control menu.
  5. Choose Move.
  6. Repeat steps 2 and 3 above.
  7. In order to move this Window, you need to use the arrow keys on your keyboard.
  8. Now, open the Categories form in Design view. Repeat steps 2-7 above on either the Toolbox window or the Palette window (Available from the form's View menu).

Additional Reference(s):

"Microsoft Access Getting Started Guide," version 1.0, page 78

### **References**

palette tool box



## **PRB: Trailing CR/LF's Stripped From Text Box When Retrieved**

Article Number: Q94395  
CREATED: 06-JAN-1993  
MODIFIED: 06-JAN-1993

### **Summary:**

---

### **SYMPTOMS**

---

Trailing CR/LF's are stripped out when retrieving data from a text box. Although it is possible to stuff CR/LF's into a text box, when attempting to retrieve the data, the trailing CR/LF's are truncated.

### **STATUS**

---

We are researching this problem to be considered for inclusion in a future release.

### **More Information:**

---

#### Steps to Reproduce Behavior

-----

1. Open the Customers Form in the sample database Northwind Traders (NWIND.MDB).
2. Open the Immediate window and position it on the screen so that it and the Customers Form are both in view.
3. Type the following command in the Immediate window:

```
Forms!Customers.[Contact Name] = "Chris" & Chr$(13) & Chr$(10)
```

At this point the Contact Name control on the form should be updated and should contain the text 'Chris' with a blank line below it. This shows that the CR/LF is in the text box.

4. Type the following command in the Immediate window.

```
MyValue = Forms!Customers.[Contact Name]
```

The variable MyValue will contain the text 'Chris', but there will be no CR/LF at the end of the text. This can be tested by executing the following command from the Immediate window:

```
Print MyValue & "*" 
```

This will return the value 'Chris\*' which shows that there is no CR/LF at the end of MyValue.

### [References](#)

## **INF: How to Show Field in Datasheet but not in Form View**

Article Number: Q94396  
CREATED: 06-JAN-1993  
MODIFIED: 06-JAN-1993

### **Summary:**

---

There is no inherent command to display a field in datasheet mode, yet make it invisible in form view. With several tricks of changing the color characteristics and the size, you can create a control that will literally be invisible in form view, yet be visible in datasheet view.

### **More Information:**

---

To create a control that is visible in datasheet view, yet invisible in form view, you need to set the following properties of the control:

```
BorderStyle: Clear  
Width: 0  
Height: 0
```

You will also have to remove the caption box if one exists with the control.

Note: The drawback of this method is that although you cannot see the control, the control still has a tab order. Because of this, a user can have the focus set to the control immediately before this invisible control and press TAB. The focus will move to the control, yet the user will not see anything making it look as though the cursor has disappeared. Pressing TAB again or setting focus to another control with the mouse will cause the cursor to re-appear.

### [References](#)



## INF: Adding a Dynamic Counter to a Query to Count Records

Article Number: Q94397  
CREATED: 6-JAN-1993  
MODIFIED: 23-FEB-1993

### Summary:

---

You can identify the position of a record by using a dynamic counter value in a query field. Microsoft Access has no intrinsic function to do this, but you can do it by using the user-defined function.

### More Information:

---

There are two steps to the process:

1. Create a user-defined function named QCntr() to increment the counter for each new record. Make the function look something like this:

```
Declarations:
Global Cntr
Function QCntr(x)
    Cntr = Cntr + 1
    QCntr = Cntr
End Function
```

2. Call the function in the query field by putting QCntr() in an expression. Use the following as a guide:

```
Field:   Expr: QCntr([Field])
```

Here [Field] is any field from the underlying table or query. [Field] is passed to the function to force evaluation of the function for every record in the query's dynaset. It doesn't matter which field you use as long as it has a valid field name.

### [References](#)

## **PRB: Unable to Import Fixed-Width Text File**

Article Number: Q94417  
CREATED: 06-JAN-1993  
MODIFIED: 18-JAN-1993

### **Summary:**

---

#### **SYMPTOMS**

---

You cannot import any portion of a fixed-width text file.

#### **CAUSE**

---

By design, each record in a fixed-width text file must be separated from the next by a carriage return and line feed and all records must contain the same number of characters.

#### **RESOLUTION**

---

Modify the text file to ensure that all records meet these requirements:

1. Each record is on a different line.
2. Each record contains the same number of characters.

### **More Information:**

---

Microsoft Access cannot import fixed-width text records that are not delimited by a carriage return or line feed.

Mainframe users may be familiar with long strings of data where the first x number of characters are the first record, the next x number of characters are the second record, and so on. In order to import these records into Microsoft Access, you must ensure that each record is on its own line with a carriage return and line feed at the end of each record.

For example, consider the following string of characters:

```
lastnamefirstnameagelastnamefirstnameagelastnamefirstnameage
```

You cannot import these records into Microsoft Access without modification. If you try to import the above string as a fixed-width text file, you will either create an empty table or you will be unsuccessful and need to repair your database.

To modify the file, use Access Basic and follow these steps:

1. Read in the file in Binary mode with a fixed length string that is the same length as the record.
2. Write each string to a new file that is opened for sequential output.
3. Repeat steps 1 and 2 until you reach the end of file.

Microsoft Access can import the following records:

```
lastnamefirstnameage  
lastnamefirstnameage  
lastnamefirstnameage
```

To import a file containing records like these, follow these steps:

1. Choose Imp/Exp Setup from the File menu.
2. Change the Text Delimiter from " to {none}.
3. Input the following settings for Field Information:

| Field Name | Data Type | Start | Width |
|------------|-----------|-------|-------|
| Last       | Text      | 1     | 8     |
| First      | Text      | 9     | 9     |
| Age        | Number    | 17    | 3     |

4. Choose OK, and save this specification as TEST.
5. From the File menu, choose Import.
6. Select Text (Fixed-Width). Then choose OK.
7. Select the text file you want to import. Then choose Import.
8. In the Import Text Options dialog box, select the TEST specification. Then choose OK.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, Chapter 4, "Importing, Exporting, and Attaching," pages 75-81.

[References](#)

## **INF: Printing Microsoft Access Reports on HP Laserjet**

Article Number: Q94418  
CREATED: 06-JAN-1993  
MODIFIED: 18-JAN-1993

### **Summary:**

---

When you print to an Hewlett-Packard Laserjet II, set the option Print TrueType As Graphics in Print Setup. This is necessary because the HP Laserjet II printer driver does not support printing True Type graphics.

To set the option, choose Print Setup from the File menu. Choose the Options button. Then choose the box in the bottom left hand corner, Print True Type as Graphics.

### **More Information:**

---

Before setting the Print Option, you might see the following problems when printing Microsoft Access reports on a Hewlett-Packard Laserjet II:

1. Microsoft Access displays white text on a black line in the report preview, but it prints a solid black line.
2. Microsoft Access begins to print reports containing lines (graphics) with the text aligned correctly, but subsequently prints the line and then prints the text shifted to the far right.

For additional information, query on the following words in the Microsoft Knowledge Base:

TRUETYPE and GRAHPICS and LASERJET

### **[References](#)**

## **PRB: Exclusively Locked Error When Attaching to Btrieve Table**

Article Number: Q94419  
CREATED: 06-JAN-1993  
MODIFIED: 18-JAN-1993

### **Summary:**

---

### **SYMPTOMS**

---

When attaching a Btrieve table, you get the following error message when you choose FILE.DDF:

Table <tablename> is exclusively locked.  
or  
Couldn't open file <filename>.

### **CAUSE**

---

When attaching a table, Microsoft Access needs to open the target Btrieve table exclusively for a moment. If any other user has the target table open at the same time Microsoft Access is attempting to attach it, you will see one of these error messages.

### **RESOLUTION**

---

Find an available time when no other user is using the target Btrieve table. Once Microsoft Access attaches the Btrieve table successfully, you will no longer receive the error messages.

### [References](#)

## PRB: Corrupt Error Message When Attaching Btrieve Table

Article Number: Q94420

CREATED: 6-JAN-1993

MODIFIED: 19-FEB-1993

### Summary:

---

### SYMPTOMS

---

When trying to attach to a Btrieve table, you receive this error:

```
<tablename> is corrupted or isn't a Microsoft Access database.
```

### CAUSE

---

When Microsoft Access attaches a Btrieve table, it compares information in the Xtrieve dictionary file (FILE.DDF) with information in the TBLNAME.DAT file. The most common cause of the above error message is a difference in the index information.

### RESOLUTION

---

To prevent the error message, redefine the Btrieve index to make it exactly the same length as the length of the field it indexes.

### More Information:

---

In the Btrieve file format, the length of the index may not match the length of the field. This is valid in the Btrieve file format. The Xtrieve dictionary file (FILE.DDF) ignores these indexes, but Microsoft Access interprets them as invalid and returns the error message.

You can correct the problem by turning the invalid indexes into valid indexes by using one of these options:

1. Ask the vendor who created the Btrieve files to change the index so that the length of index matches the length of the indexed field.
2. Use Btrieve to redefine the index so that its length matches that of the indexed field.
3. Use Xtrieve to redefine the index so that its length matches that of the indexed field.
4. Use any third party utility that is available to modify the Btrieve index so that its length matches that of the indexed field.

Here are four examples that require a change to the Btrieve index:

Example #1:

-----

The TBLNAME.DAT file is defined with three columns:

| Column name | Field Length | Index Length          |
|-------------|--------------|-----------------------|
| -----       |              |                       |
| Firstname   | 10           | <= Combined length of |
| Lastname    | 10           | <= 20 characters      |
| Company     | 25           |                       |

Index1 is defined with a length of 20 characters, the combined length of the Firstname and Lastname fields.

Resolution: redefine the Btrieve index into one multiple-segment index giving each segment a defined length of 10 characters.

Example #2:

-----  
The TBLNAME.DAT file is defined with three columns:

| Column name | Field Length | Index Length |
|-------------|--------------|--------------|
| -----       | -----        | -----        |
| Firstname   | 10           | 4 characters |
| Lastname    | 10           |              |
| Company     | 25           |              |

Index2 is defined with a length of 4 characters -- shorter than the defined length of the Firstname field.

Resolution: redefine the Btrieve index on Firstname. Give it a 10-character length to match the size of the Firstname field.

Example #3:

-----  
The TBLNAME.DAT file is defined with three columns:

| Column name | Field Length | Index Length  |
|-------------|--------------|---------------|
| -----       | -----        | -----         |
| Firstname   | 10           | 12 characters |
| Lastname    | 10           |               |
| Company     | 25           |               |

Index3 is defined with a length of 12 characters -- slightly longer than the defined length of the Firstname field.

Resolution: redefine the Btrieve index on Firstname. Give it a 10-character length to match the size of the Firstname field.

Example #4:

-----  
The TBLNAME.DAT file is defined with three columns:

| Column name | Length |
|-------------|--------|
| -----       | -----  |
| Firstname - | 10     |
| Lastname -  | 10     |
| Company -   | 25     |

Index4 is defined on a numeric byte range index. There is no index defined on any field in the table.

Resolution: remove the numeric-byte-range index completely. Then redefine the index on an existing field ensuring that the length of the index matches the length of the indexed field.

## [References](#)



## INF: System Objects Retain System Object Properties

Article Number: Q94597  
CREATED: 11-JAN-1993  
MODIFIED: 11-JAN-1993

### Summary:

---

A system object always retains the original system object attributes. Operations performed on system objects such as Import, Rename, and Copy, all preserve the flags in MSysObjects.

### More Information:

---

Operations such as Import, Rename, and Copy & Paste, do not change the flags in MSysObjects. In order to get a copy of a system table without retaining the system settings you should use a Make Table query.

#### Steps to Reproduce Behavior

-----

1. From the View menu, Choose Options. Set the argument for Show System Object to Yes.
2. Import the MSysAccounts table from the SYSTEM.MDA database.
3. Rename the imported table to Tablefoo.
4. From the View menu, Choose Options. Set the argument for Show System Object to No.

Result: The table Tablefoo disappears from the database container list because it has the attributes of a system object.

#### [References](#)

## PRB: Incorrect Action Query Message Box Text

Article Number: Q94598

CREATED: 11-JAN-1993

MODIFIED: 11-JAN-1993

### Summary:

---

### SYMPTOMS

---

An error message generated by an action query (i.e. Delete, Make Table, Update, or Append queries) may contain the following incorrect message box text:

```
Errors were encountered: The contents of fields in <number> record(s)
were deleted, <number> record(s) were lost due to key violations
and <number> record(s) were locked and couldn't be modified. Proceed
anyway?
```

### CAUSE

---

This problem is caused by the way Microsoft Access handles errors for action queries. Microsoft Access uses the exact same error message for every action query instead of a separate error message for each type of action query.

### STATUS

---

Microsoft has confirmed this to be a problem in Microsoft Access version 1.0. Microsoft is researching this problem and will post new information here as it becomes available.

### More Information:

---

#### Steps to Reproduce Problem

-----

1. Create the following two tables ("Table1" and "Table2").

```
Table: Table1
-----
FieldName: ID [PrimaryKey]
  DataType: Text
FieldName: Name
  DataType: Text
```

```
Table: Table2
-----
FieldName: ID
  DataType: Text
FieldName: Hobby
  DataType: Text
```

2. Create a one-to-many relationship between Table1 and Table2, with ID as the matching field. Enforce Referential Integrity.
3. Add two records to each table.
4. Create the following query based on Table1:

Query: Query1

-----

Field: ID

Field: Name

5. Change Query1 from a Select query to a Delete query by choosing Delete from the Query menu.
6. Run Query1 by choosing Run from the Query menu.
7. Click OK to delete the records.
8. The following error message will then be displayed:

Errors were encountered: The contents of fields in 0 record(s) were deleted, 2 record(s) were lost due to key violations and 0 record(s) were locked and couldn't be modified. Proceed anyway?

This message correctly identifies that there were key violations (because of referential integrity), but incorrectly indicates the loss of 2 records. In actuality the records were not modified, and therefore not lost.

## [References](#)

## INF: Placing the User Login Name on a Form or in the Title Bar

Article Number: Q94599

CREATED: 11-JAN-1993

MODIFIED: 27-JAN-1993

### Summary:

---

This article explains how to use the User() function to display the current user name in a control on a Form or in the title bar of the Microsoft Access window.

### More Information:

---

In Microsoft Access, you can implement security to control user access to the different objects in your database. Then you can use the User() function to display the current user.

#### How to Display User Name in a Control on a Form

---

Use the following procedure to display a user name in a control on a form:

1. Create a form and place an unbound text box control on the form.
2. Enter =User() in the text box ControlSource property.
3. Change to Form view to see the current user name displayed in the control.

#### Display user name in Microsoft Access Window Title Bar

---

Use the following procedure to display a user name in the title bar of the Microsoft Access window:

1. Create a new module.
2. Enter the following Access Basic code, but do not enter the underline character ( \_ ) that appears on the end of a line; the underline character indicates line continuation. Enter the entire continued line as one line of text -- without the underline continuation character.

```
'=====
'Declarations section of the module
'=====
Option Explicit

Declare Function SendMessage& Lib "User" ( _
    ByVal hwnd%, ByVal message%, ByVal wParam%, lParam As Any)
Declare Function GetActiveWindow% Lib "User" ()

Const WM_SETTEXT = &HC

DIM stTitle$
DIM x%
```

```
'=====
'The following function places the user name in the title bar.
'=====

Function SetDatabase windowWindowTitle ()
    stTitle$ = "User = " + User()
    x% = SendMessage(GetActiveWindow(), WM_SETTEXT, 0, ByVal stTitle$)
End Function

'=====
'End of code section
'=====
```

4. Save the module.
5. Create a new macro (ShowUser). Give it the RunCode action with the following function name as the action argument:  
  
    SetDatabase windowWindowTitle()  
  
    Save the macro and name it ShowUser.
6. From the Run menu, choose Compile All.
7. Restart Microsoft Access and run the ShowUser macro. You should see the window title change from Microsoft Access to User = username

Reference(s) :

For more information, search for "User," then "User Function" using the Microsoft Access Help menu.

[References](#)

## PRB: 'Invalid Database Object' Occurs Inexplicably

Article Number: Q94600

CREATED: 11-JAN-1993

MODIFIED: 25-JAN-1993

### Summary:

---

### SYMPTOMS

---

When you are trying to use a database object (Database, QueryDef, Table, Dynaset, Snapshot) within Access Basic, you may receive the following error:

```
Invalid Database Object.
```

### CAUSE

---

The problem occurs if you are within a transaction, you call another function or procedure which dimensions the database, and then leave the function or procedure which implicitly close the object that was opened \*within the transaction\*.

In this case Microsoft Access will try to close it and since it was opened within a transaction, Microsoft Access will roll back ALL levels of nested transactions.

If any other database objects were opened within the transaction, rolling back has the effect of closing them. This means that any references to an object opened within a transaction after another object was forced to be implicitly closed will result in 'Invalid database object'.

This problem will not occur if you always close database objects before they go out of scope. The problem only occurs if you Microsoft Access implicitly close them.

### RESOLUTION

---

1. You should always try to open database objects outside of transactions
2. You should always explicitly close database objects.

### More Information:

---

Steps to Reproduce Behavior

-----  
The following code fragment will illustrate the problem.

```
Sub Foo()  
    Dim MyDB As Database, MyTable As Table  
  
    Set MyDB = CurrentDB()  
    BeginTrans  
        Set MyTable = MyDB.OpenTable("Table1")  
        Call Bar
```

```
        Debug.Print MyTable.RecordCount "Invalid database object."  
        MyTable.Close  
        CommitTrans  
        MyDB.Close  
    End Sub
```

```
Sub Bar()  
    Dim MyDB2 as Database  
    Set MyDB2 = CurrentDB()  
End Sub
```

MyDB loses scope, implicitly does roll back and close of MyDB with effect of also closing MyDB in the Foo function.

To circumvent the problem, change the procedure Bar to:

```
Sub Bar()  
    Dim MyDB2 as Database  
    Set MyDB2 = CurrentDB()  
    MyDB2.Close  
End Sub
```

Reference(s) :

[References](#)

## **PRB: Access Microsoft Graph Wizard Does Not Run or Syntax Error**

Article Number: Q94601  
CREATED: 11-JAN-1993  
MODIFIED: 11-JAN-1993

### **Summary:**

---

### **SYMPTOMS**

---

If you choose the Microsoft Graph icon from the toolbox the Graph Wizard does not run or you get the following error message:

Syntax Error

### **CAUSE**

---

This is caused by an incorrect List Separator in your International section of your WIN.INI file.

### **RESOLUTION**

---

From your Main group in Windows choose the Control Panel icon. Choose the International icon from Control Panel. Change the List Separator to the default value, a comma ",". Microsoft Graph should now run correctly. Note that different List Separator entries will cause different results.

### **More Information:**

---

Steps to Reproduce:

-----

1. Select the Control Panel from your Main group.
2. Choose the International icon.
3. Change the List Separator. Different settings will cause different results. For example MINUS(-) will not open graph or give an error message. A SPACE will give a Syntax Error.
4. Create a new form.
5. Choose the graph from the toolbox.
6. Select an area on your form and click your mouse to insert the graph. The border will briefly appear, but then disappear without opening the graph wizard or you will receive the syntax error message.

### **[References](#)**



## **PRB: Paste Not Allowed After Record Copied to Clipboard**

Article Number: Q95323  
CREATED: 7-FEB-1993  
MODIFIED: 5-MAR-1993

### **Summary:**

---

ISSUE ID: 10920

### **SYMPTOMS**

---

If two users are simultaneously modifying the same record in the same table, the user attempting to save the record last will receive the following error message:

Data has changed; Operation Stopped

Once you choose OK to exit this message, you will receive the following error message:

This record has been changed by another user since you started editing it. If you save the record you will overwrite the changes the other user made. Copying the changes to the clipboard will let you look at the values the other user entered, and then paste your changes back in if you decide to make changes.

You will be given the option to copy the changes the other user made to the clipboard. You will then be able to see the contents in the clipboard, however, the Paste function will be greyed out inside of Microsoft Access.

### **CAUSE**

---

Microsoft Access does not support pasting records when the focus is in a control. This behavior is by design.

### **RESOLUTION**

---

You can choose Paste Append to append the record to the table, or if you select the record you wish to paste to, you will then be given the option of Paste or CTRL-V

### **[References](#)**

## **PRB: Current Record Doesn't Change Immediately on Replace All**

Article Number: Q95324  
CREATED: 7-FEB-1993  
MODIFIED: 5-MAR-1993

### **Summary:**

---

ISSUE ID: 11582

### **SYMPTOMS**

---

When a Replace All is performed on records and the focus is on a field in a record, that record will not be changed until all other records have been replaced.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

The record that has the focus reflects a change resulting from the Replace All command after all other records in the dynaset have been updated.

#### Steps to Reproduce Behavior

1. Open the sample database Northwind Traders (NWIND.MDB).
2. Create a query based on the Orders table.

Query: QueryTest

-----  
Field Name: Ship City  
First Criteria Line: ="seattle"

3. Execute the query and put the cursor in the first field between the "e" and "a".
4. Choose Replace from the Edit menu. Enter LE in Find What, Enter LEFOO in Replace With, Choose Current under Search In, Do not select Match Case or Match Whole Field.
5. Choose Replace All and notice that the first field does not display a change until all other records have been changed.

#### [References](#)

## INF: Use Append Query to Set Initial Value of Counter Field

Article Number: Q94821

CREATED: 19-JAN-1993

MODIFIED: 27-JAN-1993

### Summary:

---

You can change the starting value of a Counter field to a number other than one by using the append action query.

### More Information:

---

By design, Microsoft Access always begins a Counter field with the number one. You cannot edit a Counter field or change its starting value unless you use this procedure:

1. Create a new table containing a single Number field. Give the Number field a name identical to the name of the Counter field in the original table.

For example, say the name of the original table is Receiving, and it contains two fields with this structure:

```
Table: Receiving
-----
FieldName: ID Number
Data Type: Counter

FieldName: Name
Date Type: Text
```

You need to create a new table containing a single Number field. Save it and name the new table Sending. Here is the structure:

```
Table: Sending
-----
FieldName: ID Number
Data Type: Number
FieldSize: Long Integer
```

2. Open the new table (Sending) and add a record by inserting a value in the Number field. The value you enter needs to be one less than the starting value you want for the Counter field. For example, if you want to start the counter at 100, enter 99 in the Number field.
3. Create an append action query to append the single record from the new table (Sending) to the original table (Receiving) using the following as a guide:

```
Query: AppendCounter
-----
FieldName: ID Number
Table: Sending
AppendTo: ID Number
```

4. After you append the single record, delete the new table (Sending). Then

delete the appended row from the original table (Receiving). Now you are ready to add a new record to the original table.

NOTE: Do not compact the database before adding a new record to the original table, or Microsoft Access will reset the Counter value to one.

Reference(s) :

For more information on append action queries and Counter fields, search on the following words here in the Microsoft Knowledge Base:

counter and append

For more information on customizing Counter fields, search on the following words here in the Microsoft Knowledge Base:

counter and custom

Also see the "Microsoft Access User's Guide," version 1.0, Chapter 7, "Designing Action Queries and Parameter Queries," page 174.

[References](#)

## **INF: Add Database Analyzer to Access Help Menu**

Article Number: Q94822  
CREATED: 19-JAN-1993  
MODIFIED: 19-JAN-1993

### **Summary:**

---

To add the Database Analyzer to your menu bar you can add the following lines to your MSACCESS.INI in your Windows directory.

```
[Menu Add-ins]
&Database Analyzer==StartAnalyzer()
```

You will see Database Analyzer as a choice on the Help menu. When you choose this menu option the Database Analyzer will automatically be run. You will see this menu option in any database you open.

For more information on adding items to the Help Menu, please search the Knowledge Base for:

MSACCESS.INI and MENU

For additional information on the Database Analyzer, please, refer to a text file in your Access directory. The name of the text file is PSSKB.TXT. You will want to go to the last question in this document, Question 23. This will describe how to enable the Database Analyzer and other information on this utility.

### **[References](#)**

## INF: Error Message May be Due to International Setting

Article Number: Q94825  
CREATED: 19-JAN-1993  
MODIFIED: 5-MAR-1993

### Summary:

---

### SYMPTOMS

---

When entering an expression that requires a list separator in the QBE grid field or criteria cells, or as the ControlSource for a text box in a Form or Report, you may receive the following error message:

Syntax error.

If a similar expression is entered as an Action Argument for a Macro action, you may receive the message:

Can't parse expression: 'Expression that was entered.'

### CAUSE

---

Many functions in Access require a list separator. For example, the correct syntax for the DatePart function is:

```
DatePart(interval,date)
```

If you are receiving a Syntax error or Can't parse expression message when trying to use a function in Microsoft Access, a possible cause of this may be an incorrect setting in your WIN.INI file for the "slist" setting in the [INTL] section. This setting specifies the character used to separate items in a list. In U.S. English, the most common separator is a comma.

### RESOLUTION

---

You need to change your list separator in your WIN.INI file to a the character you are using in your expression, or change the character in your expression to the list separator in your WIN.INI file.

### More Information:

---

The following is an example of what one might find in the WIN.INI file:

```
[INTL]  
slist=;
```

You will want to change this setting back to the default as in the following:

```
[INTL]  
slist=,
```

To change this setting from the Windows user interface, change the List Separator from the International settings dialog of the Control Panel.

## [References](#)

## **PRACC9301: Incorrect RowSourceType for Combo Box can GP Fault**

Article Number: Q94826  
CREATED: 19-JAN-1993  
MODIFIED: 4-MAR-1993

### **Summary:**

---

PROBLEM ID: 425

### **SYMPTOMS**

---

If RowSourceType for a combo box or list box is set to something other than a valid value, when switching from Form Design to Form Browse view a GP Fault may occur.

### **CAUSE**

---

Valid values for the RowSourceType property are Table/Query, Value List, and Field List. If RowSourceType is set to Table/Query, an SQL Select statement is a valid value for the RowSource property.

If a SQL Statement is incorrectly entered into RowSourceType, a GP Fault may occur. This problem has also been reproduced when the information in RowSourceType was random characters, but not in all cases.

### **RESOLUTION**

---

Be sure that RowSouceType is set to a valid value: Table/Query, Value List, or Field List.

### **STATUS**

---

We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

### **More Information:**

---

Steps to Reproduce Problem

-----  
In the sample database NWIND, create a new, unbound, blank form and place a combo box on the form.

1. If RowSourceType is set to "Select [employee id] from employees;", when switching from design view to forms browse view, a dialog box is displayed which says:

'select [employee id] from employees;' isn't a valid setting for RowSourceType property.

Selecting OK at this point would switch to browse view. (If using a list box, #Error is displayed in the list box.)

2. If the Where clause [employee id] = 7 is added to the SQL statement in RowSourceType, the result is the same.
3. If the Where clause is changed to [employee id] = forms!form10!xx, then a GP Fault occurs with the message:



Application Error MSACCESS caused a General Protection  
Fault in module MSACCESS.EXE at 009A:09F6.

xx as referred to in the Where clause is not a control on the form.

Reference(s) :

Microsoft Access User's Guide, Chapter 9, pages 242-244.

For more information, search Microsoft Access Help on "RowSource" and then  
"Filling a List box or combo box Using an SQL Statement"

[References](#)

## INF: Definitions for Settings in WIN.INI Btrieve Section

Article Number: Q94827  
CREATED: 19-JAN-1993  
MODIFIED: 27-JAN-1993

### Summary:

---

Microsoft Access uses the Btrieve section of the WIN.INI file when it uses Btrieve files. After you install Microsoft Access, the WIN.INI file contains the following default settings in the [btrieve] section:

```
[btrieve]
options=/m:64 /p:4096 /b:16 /f:20 /l:40 /n:12 /t:C:\ACCESS\BTRIEVE.TRN
```

### More Information:

---

The following gives the definition for each switch:

|    |                        |
|----|------------------------|
| /m | Memory Size            |
| /p | Page Size              |
| /b | Pre-Image Buffer Size  |
| /f | Open Files             |
| /l | Multiple Locks         |
| /n | Files in a Transaction |
| /t | Transaction Filename   |

For more information on these options, see Novell's manual "Btrieve for Windows Installation and Operation."

### [References](#)

## **PRB: Empty Table List When Attaching Btrieve Table**

Article Number: Q94828  
CREATED: 19-JAN-1993  
MODIFIED: 27-JAN-1993

### **Summary:**

---

### **SYMPTOMS**

---

While attaching a Btrieve table, you select the Xtrieve dictionary file (FILE.DDF) in the Select File dialog box. When you choose OK, Microsoft Access should open the dictionary file and display the tables you can import or attach, but the list is empty.

### **CAUSE**

---

The most likely cause is that you are missing the FIELD.DDF that Microsoft Access requires to attach a Btrieve table.

### **RESOLUTION**

---

Microsoft Access requires the following .DDF files in order to be able to attach a Btrieve table: FILE.DDF, INDEX.DDF, and FIELD.DDF. Make sure you have all three of .DDF files before attempting to attach a Btrieve table.

### **More Information:**

---

When Microsoft Access cannot find the FIELD.DDF file, it creates a new dummy FIELD.DDF in the same directory as the FILE.DDF and gives it a size of 6144 bytes (6K). Check for this file. If you find a 6144-byte FIELD.DDF file, you will know for sure that you are indeed missing the required FIELD.DDF file. Use Xtrieve or a third party utility to create the required .DDF files.

### **[References](#)**

## **PRB: Btrieve Files Created with 6.0 Btrieve NLM not Supported**

Article Number: Q94829  
CREATED: 19-JAN-1993  
MODIFIED: 19-JAN-1993

### **Summary:**

---

### **SYMPTOMS**

---

Whenever a user attempts to attach to a Btrieve FILE.DDF file, the following error message is displayed:

Disk or Network error

### **RESOLUTION**

---

The above error message will be returned if the user is attempting to attach to a Btrieve file created with the 6.0 Btrieve NLM version. Microsoft Access does not support Btrieve files created with this networked version of Btrieve. Microsoft Access only supports Btrieve files created with 5.x of Btrieve.

### [References](#)

## INF: Creating Result Equivalent to SQL UNION Operator Result

Article Number: Q94830

CREATED: 19-JAN-1993

MODIFIED: 5-MAR-1993

### Summary:

---

The SQL UNION operator is not supported in Microsoft Access. However, you can obtain an equivalent result (a UNION product) by using the following two-step process to create two queries, a make-table query and an append query.

### More Information:

---

The product of a UNION includes all records from two related tables -- those that match on the related key field and those that don't match on the related key field.

For example, say you have two tables, Table A and Table B. Table A contains the following fields and records:

| Key1 | Field A  |
|------|----------|
| 1    | Seattle  |
| 2    | Portland |
| 4    | Chicago  |

Table B contains the following fields and records:

| Key2 | Field B    |
|------|------------|
| 1    | Washington |
| 3    | Oregon     |
| 5    | Illinois   |

The UNION product of the two tables would look like this:

| Key | Field A  | Field B    |
|-----|----------|------------|
| 1   | Seattle  | Washington |
| 2   | Portland |            |
| 3   |          | Oregon     |
| 4   | Chicago  |            |
| 5   |          | Illinois   |

Use the following two-step process to obtain a UNION product in Microsoft Access:

Step One: Collect the Records that Have a Matching Key Value

---

1. Create a query, and add the two tables (Table A and Table B) to the query grid.
2. Join the two tables by using the mouse to connect Key1 in Table A to Key2 in Table B.

3. Double-click the join line between the two tables to bring up the Join Properties dialog box. Select the second option, "Include ALL records from 'Table A' and only those records from 'Table B' where the joined fields are equal."
4. Add three fields to the query grid: Key1 from Table A, Field A from Table A, and Field B from Table B. You can use the mouse to drag these fields onto the query grid.
5. Choose Make Table... from the Query menu. The Query Properties dialog box appears. The default selection is Current Database under Make New Table. Enter an appropriate table name (for example, UNION Result) for the result table, and choose the OK button.
6. Run the query to create the new table (UNION Result). It will contain the following fields and records:

| Key1 | Field A  | Field B    |
|------|----------|------------|
| 1    | Seattle  | Washington |
| 2    | Portland |            |
| 4    | Chicago  |            |

#### Step Two: Add the Rest of the Records to the Result

To complete the UNION, you need to add the records in Table B that do not have a matching key field value in Table A.

1. Create another new query. Add two tables (Table B and UNION Result) to the query grid.
2. Join the two tables by using the mouse to connect Key2 in Table B to Key1 in the UNION Result table.
3. Double-click the join line between the two tables to bring up the Join Properties dialog box. Select the second option, "Include ALL records from 'Table B' and only those records from 'UNION Result' where the joined fields are equal."
4. Add three fields to the query grid: Key2 from Table B, Field B from Table B, and Key1 from UNION Result. You can use the mouse to drag the fields onto the query grid. You don't need Field A from UNION Result because UNION Result already contains all the rows from Table A.
5. Choose Append... from the Query menu. The Query Properties dialog box appears. Ensure that UNION Result is in the Table Name field under Append To. Then click the OK button.
6. Verify that the query grid now has a line labeled Append To. Choose Table Names from the View menu to show table names on the query grid. Now the query grid should look something like this:

|            |         |         |              |
|------------|---------|---------|--------------|
| Field:     | Key2    | Field B | Key1         |
| Table:     | Table B | Table B | UNION Result |
| Sort:      |         |         |              |
| Append To: | Key1    | Field B |              |

Criteria:

Is Null

Note that the Key1 field from the UNION Result table is not appended to anything and it has an Is Null restriction on it. This ensures that no records from UNION Result are duplicated and appended to it when you run the append query.

7. Run the append query. then the UNION Result table will look like this:

| Key1 | Field A  | Field B    |
|------|----------|------------|
| 1    | Seattle  | Washington |
| 2    | Portland |            |
| 3    |          | Oregon     |
| 4    | Chicago  |            |
| 5    |          | Illinois   |

As you can see, record 1 has a match on the joined fields, but all the other records are represented only once. This is the correct UNION product. If the Key1 values in UNION Result are not in ascending order, it is because there is no primary key on that column.

#### [References](#)

## PRB: Cannot Process Close Action in Report's OnOpen Property

Article Number: Q94926  
CREATED: 25-JAN-1993  
MODIFIED: 25-JAN-1993

### Summary:

---

### SYMPTOMS

---

You receive the following error message when you attempt to process a Close Action in a macro that is assigned to the OnOpen property of a report:

Can't run this action while processing a report event.

### STATUS

---

This behavior is by design.

### RESOLUTION

---

Do not assign a Close Action in a macro that is assigned to the OnOpen property of a report.

### More Information:

---

Steps to Reproduce Behavior:

- 1. Create a new macro called CloseForm:

| Macro Name | Action |
|------------|--------|
| -----      |        |
| CloseForm  | Beep   |
|            | Close  |

CloseForm Actions

-----  
Close  
Object Type: Form  
Object Name: Form1

2. Create another new macro called CloseReport:

| Macro Name  | Action |
|-------------|--------|
| -----       |        |
| CloseReport | Beep   |
|             | Close  |

CloseReport Actions

-----  
Close  
Object Type: Report  
Object Name: Report1

3. Create a new form, and assign the CloseForm macro to the form's OnOpen property. Save this form as Form1.  
4. Switch to Form view.



5. Create a new report, and assign the CloseReport macro to the report's OnOpen property. Save this report as Report1.
6. Switch to Print Preview.
7. You will hear a beep, then receive the following error message:

Can't run this action while processing a report event.

Notice that you received this error message with the report, but not when using the Close action with the OnOpen property of a form.

## [References](#)

## INF: Converting Twips to Pixels

Article Number: Q94927  
CREATED: 25-JAN-1993  
MODIFIED: 25-JAN-1993

### Summary:

---

Since Access stores dimension/location properties as Twips, it may be necessary to convert to pixels in certain cases such as when calling a Windows API function. This article describes how to do this.

This article assumes that you are familiar with Access Basic and how to create and use Access Basic procedures.

### More Information:

---

The ConvertTwipsToPixels() function below can be used to convert Twips to Pixels. Note that pixels are not always square, the height and width are not the same, so it is necessary to pass in the desired "direction" to use (horizontal or vertical).

To add this function to your application do the following:

1. Create a new module and type the following Windows API declarations and Constants into the <Declarations> section. The '\_' is a line continuation character only for this editor. You need to combine the lines so that they are entered as one line of text.

```
Option Explicit
Declare Function GetDC% Lib "User" (ByVal hw%)
Declare Function ReleaseDC% Lib "User" (ByVal hw%, ByVal hDC%)
Declare Function GetDeviceCaps% Lib "GDI" (ByVal hDC%, _
   ByVal iCapability%)

Const WU_LOGPIXELSX = 88
Const WU_LOGPIXELSY = 90
```

2. Add the following function:

```
Function ConvertTwipsToPixels (nTwips%, nDirection%) As Integer
    Dim hDC%           'handle to device
    Dim nPixelsPerInch%
    Const nTwipsPerInch = 1440
    hDC% = GetDC(0)
    If (nDirection% = 0) Then           'Horizontal
        nPixelsPerInch% = GetDeviceCaps(hDC%, WU_LOGPIXELSX)
    Else                                 'Vertical
        nPixelsPerInch% = GetDeviceCaps(hDC%, WU_LOGPIXELSY)
    End If
    hDC% = ReleaseDC(0, hDC%)
    ConvertTwipsToPixels = (nTwips% / nTwipsPerInch%) * nPixelsPerInch
End Function
```

3. To call this function, pass the number of Twips you want to convert, and another parameter indicating whether the horizontal or vertical measurement (0 for Horizontal, non-zero for Vertical). The following

would be a sample call:

```
OldTwips = 2377  
NewPixels = ConvertTwipsToPixels(OldTwips, 0)
```

## [References](#)

## **PRB: Error Message: Not Enough Memory to Run Setup**

Article Number: Q94928  
CREATED: 25-JAN-1993  
MODIFIED: 4-MAR-1993

### **Summary:**

---

### **SYMPTOMS**

---

You receive an error message pertaining to an out of memory condition when you run the Microsoft Access setup program. This error occurs even if there is sufficient disk space on the drive you are installing Microsoft Access to and there is a valid SET TEMP statement in the AUTOEXEC.BAT file. One of the following error messages may be generated:

Insufficient Memory

or

Not enough memory to run setup.exe

### **CAUSE**

---

One reason for this could be caused by an incorrect CMOS setting for the floppy drive that Microsoft Access is being installed from.

### **RESOLUTION**

---

The CMOS setting should be modified to correctly configure the floppy drive. If necessary contact your dealer or hardware manufacturer if you need need assistance changing these settings.

### **More Information:**

---

If you are installing from a 1.2meg floppy drive and the CMOS setting is set to 360K, you will get one of the above error messages.

### **[References](#)**

## **INF: Exporting Queries to ASCII**

Article Number: Q94929  
CREATED: 25-JAN-1993  
MODIFIED: 25-JAN-1993

### **Summary:**

---

Microsoft Access does not have a documented feature to export the results of a query to ASCII text files. This feature is, however, available through the use of the TransferText Macro action.

The TransferText Macro action does not specify the use of query names in the TableName parameter of the action. The parameter does not use a combo box for table name choices, so the user is not limited to using table names. By using the name of a query in the TableName parameter of a TransferText action, the results of a query can be exported to text files. This feature is undocumented. For specific instructions on using the TransferText Macro action, search help on TransferText.

### [References](#)

## INF: How to Manipulate the Microsoft Access Window

Article Number: Q94930  
CREATED: 25-JAN-1993  
MODIFIED: 25-JAN-1993

### Summary:

---

To manipulate the Microsoft Access window, you must call two Windows API functions, FindWindow and ShowWindow.

### More Information:

---

The sample code below described how to size the Microsoft Access window using the ShowWindow API function.

For more information about the FindWindow function, query on the Microsoft Knowledge Base for the following key words:

FINDWINDOW and WACCESS

The function ShowWindow requires two arguments, the handle(hWnd%) of the window that you would like to manipulate, and a constant(nCmdShow%) specifying how to you would like to show this specific window. The constants for the functions are defined as:

SW\_HIDE.....Hides the window and passes activation to another window.

SW\_MINIMIZE.....Minimizes the specified window and activates the top-level window in the system's list.

SW\_RESTORE.....Activates and displays a window. If the window is minimized or maximized, Windows restores it to its original size and position (same as SW\_SHOWNORMAL).

SW\_SHOW.....Activates a window and displays it in its current size and position.

SW\_SHOWMAXIMIZED....Activates a window and displays it as a maximized window.

SW\_SHOWMINIMIZED....Activates a window and displays it as an icon.

SW\_SHOWMINNOACTIVE..Displays a window as an icon. The window that is currently active remains active.

SW\_SHOWNA.....Displays a window in its current state. The window that is currently active remains active.

SW\_SHOWNOACTIVATE...Displays a window in its most recent size and position. The window that is currently active remains active.

SW\_SHOWNORMAL.....Activates and displays a window. If the windows minimized or maximized, Windows restores it to

its original size and position (same as  
SW\_RESTORE).

To duplicate the example below, create a new module and paste the  
Option, Declare and Global statements into the Global Declaration  
section window. Add the MaxAccess function. Show Microsoft Access as  
a restored window. In the Immediate window, type:

```
?MaxAccess()
```

At this point, Microsoft Access should be maximized.

Code Example

-----

The '\_' is a line continuation character only for this editor.  
You need to combine the lines so that they are entered as one line of  
text.

```
Option Compare Database    'Use database order for string comparisons
Option Explicit
Declare Function FindWindow% Lib "User" (ByVal lpClassName As Any,
    ByVal lpWindowName As Any)

Declare Function ShowWindow% Lib "User" (ByVal hWnd%, ByVal nCmdShow%)

Global Const SW_HIDE = 0
Global Const SW_MINIMIZE = 6
Global Const SW_RESTORE = 9
Global Const SW_SHOW = 5
Global Const SW_SHOWMAXIMIZED = 3
Global Const SW_MINIMIZE = 6
Global Const SW_SHOWMINNOACTIVE = 7
Global Const SW_SHOWNA = 8
Global Const SW_SHOWNOACTIVATE = 4
Global Const SW_SHOWNORMAL = 1

Function MaxAccess ()
    Dim AccessClassName$
    Dim AccessHwnd%
    Dim X%

    AccessClassName$ = "OMain"
    AccessHwnd% = FindWindow(AccessClassName$, 0&)
    X% = ShowWindow%(AccessHwnd%, SW_SHOWMAXIMIZED)
End Function
```

Reference(s):

"Microsoft Windows 3.1 Programmer's Reference", Volume 2, page 908

[References](#)

## INF: Creating Custom Navigation (VCR) Buttons on a Form

Article Number: Q94931

CREATED: 25-JAN-1993

MODIFIED: 08-FEB-1993

### Summary:

---

You can use the Go To command on the Records menu, the Up and Down Arrow keys, Page Up and Page Down, or the vertical scroll bar to move between records in a datasheet or form. However, the most efficient way to move between records in large databases is with the navigation buttons in the horizontal scroll bar lower-left corner of the window. These navigation buttons are also known as VCR buttons.

You can replace the VCR buttons with custom navigation buttons. This article describes how to add command buttons to the form that to go to the first, last, next, and previous actions.

This article assumes that you are familiar with Access Basic and how to create and use Access Basic procedures.

### More Information:

---

Use the following steps to create custom first, last, next, and previous buttons on a form to replace the VCR buttons:

1. Create four command buttons. Place them on the form in an appropriate place. Make the following changes to the command button properties:

```
Object: command button
-----
ControlName: First
Caption: First
OnPush: =GotoRecord("First")

Object: command button
-----
ControlName: Last
Caption: Last
OnPush: =GotoRecord("Last")

Object: command button
-----
ControlName: Next
Caption: Next
OnPush: =GotoRecord("Next")

Object: command button
-----
ControlName: Previous
Caption: Previous
OnPush: =GotoRecord("Previous")
```

3. Open a new module or a previously created module and enter this code:

' Note: Enter each command on one line. The underline ( \_ ) is a line



' continuation character used to improve readability of the code. Do not  
' enter it when entering the command.

'\*\*\*\*\*  
'Declarations section of the module.  
'\*\*\*\*\*

Option Explicit

'=====

' Create the following GotoRecord() function in the Module

'=====

```
Function GotoRecord (ByVal Direction As String) As Variant
    Dim Choice, HoldChoice As Integer
    Dim MyForm As Form
```

```
    Direction = UCase(Direction)
```

```
    Select Case Direction
```

```
        Case "FIRST":
```

```
            Choice = 1
```

```
            Forms(Screen.Activeform.Formname)!Next.Enabled = -1
```

```
            Forms(Screen.Activeform.Formname)!Previous.Enabled = -1
```

```
        Case "LAST":
```

```
            Choice = 2
```

```
            Forms(Screen.Activeform.Formname)!Next.Enabled = -1
```

```
            Forms(Screen.Activeform.Formname)!Previous.Enabled = -1
```

```
        Case "PREVIOUS":
```

```
            Choice = 3
```

```
            Forms(Screen.Activeform.Formname)!Next.Enabled = -1
```

```
        Case "NEXT":
```

```
            Choice = 4
```

```
            Forms(Screen.Activeform.Formname)!Previous.Enabled = -1
```

```
        Case Else
```

```
    End Select
```

```
    If Choice <> 0 Then
```

```
        HoldChoice = Choice
```

```
        Choice = Choose(Choice, A_FIRST, A_LAST, A_PREVIOUS, A_NEXT, _  
                        A_NEWREC)
```

```
        On Error GoTo ErrorTrap:
```

```
        DoCmd GoToRecord A_FORM, Screen.Activeform.Formname, Choice
```

```
        Exit Function
```

```
    End If
```

```
ErrorTrap:
```

```
    If HoldChoice = 3 Then
```

```
        DoCmd GoToControl "Next"
```

```
        Forms(Screen.Activeform.Formname)!Previous.Enabled = 0
```

```
    ElseIf HoldChoice = 4 Then
```

```
        DoCmd GoToControl "Previous"
```

```
        Forms(Screen.Activeform.Formname)!Next.Enabled = 0
```

```
    End If
```

```
    Resume Next
```

```
End Function
```

4. Save the function in the module.

Now you can port the four buttons and the function to any form by using the `Screen.ActiveForm.Formname` property, which returns the name of the active form. This makes the `GotoRecord()` function universal. For the function to work correctly, you need to ensure that the control names of the buttons are identical to what is specified in this article.

Reference(s) :

"Microsoft Access Introduction to Programming," version 1.0.

[References](#)

## **PRB: Apply Default Doesn't Change Height or Width of Labels**

Article Number: Q95003  
CREATED: 28-JAN-1993  
MODIFIED: 5-MAR-1993

### **Summary:**

---

ISSUE ID: 11719

### **SYMPTOMS**

---

An existing label control's Height and Width property settings are not affected when you select the control in the Form or Report window's Design view and choose Apply Default from the Layout menu. Instead, the size of the label adjusts to fit the text in that control.

### **STATUS**

---

This behavior is by design. The default height and width only affects the size of a box created for a new label. Labels that already contain text are not affected.

### **More Information:**

---

When creating a new report or form or modifying an existing one, you can change the default properties for any type of control. Default properties are the ones that determine the general appearance and behavior of a control.

To display the default properties for a particular control type in a form or report, switch to Design view and display the toolbox and property sheet. To display the toolbox, choose Toolbox from the View menu. To display the property sheet, click the Properties button on the toolbar, or choose Properties from the View menu. Select any tool in the toolbox to see the default properties for that type of control.

Once you change the default properties for a particular control type, you can choose Apply Default from the Layout menu to apply the new defaults to existing controls of that type on a form or report. For most control types, all properties listed in the default property box will be applied to the selected control. However, for Label controls, the Width and Height settings are not reset to match the defaults. Instead, the size of the label adjusts to fit the existing text in that control.

#### Steps to Reproduce Behavior:

- 
1. Create a new form.
  2. Add a label to the form that says "Label 1."
  3. Display the property sheet and the toolbox.
  4. Select the label control on the toolbox.
  5. Enter the following properties for the default label:

Width: 1 in  
Height: 1 in

BackColor: 255

6. Add another label to the form that says "Label 2".
7. Select the label that you created in step 2 and choose Apply Default from the Layout menu.

The BackColor of Label 1 is set to Red, but the height and width do not change.

8. Select the label that you created in step 6 and choose Apply Default from the Layout menu.

The height and width of Label 2 shrinks to fit the number of characters that you typed in.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, Chapter 12, "Using Special Design Effects on Forms and Reports," page 312, and Chapter 18, "Designing Reports," page 430.

For more information, search for following topics in the Microsoft Access Help menu:

"default properties," then "Changing Default Property Settings for Controls"  
"label properties," then "Label Control Properties"

[References](#)

## **PRB: Referential Integrity Error With Shared Databases**

Article Number: Q95004

CREATED: 28-JAN-1993

MODIFIED: 5-MAR-1993

### **Summary:**

---

ISSUE ID: 14154

### **SYMPTOMS**

---

When sharing databases in Microsoft Access, you may receive the following error message when trying to update a record that another user has just updated:

Data has changed; Operation stopped.

After selecting OK at this message, you will receive another message with the title of Write Conflict that will give you the following options: Save Record, Copy To Clipboard, or Drop Changes. This message is:

This record has been changed by another user since you started editing it. If you save the record, you will overwrite the changes the other user made.

Copying the changes to the clipboard will let you look at the values the other user entered, and then paste your changes back in if you decide to make changes.

If you choose Copy To Clipboard and then try to paste the changes into your table, you will receive the following referential integrity error message:

Can't delete or change record. Since related records exist in table 'Table Name', referential integrity rules would be violated.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

For the symptoms to occur, the table in question must be on the One side of a One-to-Many relationship and Enforce Referential Integrity must be checked. These symptoms will occur regardless of whether or not the relationship is on the field that you are editing.

#### Steps to Reproduce Behavior

-----

1. Open two instances of Access.
2. Open the sample database Northwind Traders (NWIND.MDB) on both instances. Make sure neither instance is opened as Exclusive.
3. In both instances browse the Categories table.
4. In instance one, make a change to the field Category Name in record one but don't commit the change.

5. In instance two, make a change to the field Category Name in record one and commit the change by moving to a field in another record.
6. Return to instance one and attempt to commit the change. You will receive the first two messages listed above.
6. From the 2nd message, choose Copy To Clipboard.
7. Still in instance one, select the first record and choose Paste from the Edit menu (to attempt to paste the changes in from the clipboard).
8. Now try to close the table. You will receive the Referential Integrity error message listed above.

### [References](#)

## **PRACC9303: Can't Scroll Query Grid Using Arrow Keys or Mouse**

Article Number: Q95005  
CREATED: 28-JAN-1993  
MODIFIED: 5-MAR-1993

### **Summary:**

---

PROBLEM ID: 6359

### **SYMPTOMS**

---

When you design a query and the query window is sized so that the right side of the query grid is cut off (shows only part of the right-most field), you can't use the right arrow or drag with the mouse to scroll the query grid.

### **STATUS**

---

Microsoft has confirmed this to be a problem in Microsoft Access version 1.0. We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

### **More Information:**

---

Steps to reproduce behavior  
-----

1. While working with a query in Design view, create an entry by dragging a field to the query grid.
2. Resize the Query window so that the right-most field appears truncated.
3. Click in the field and press the right arrow key. The cursor leaves the screen but the grid doesn't scroll. The same thing happens if you try to drag and scroll in the field.

[References](#)

## **PRB: Query Tool bar and Menus Not Updated Concurrently**

Article Number: Q95006  
CREATED: 28-JAN-1993  
MODIFIED: 5-MAR-1993

### **Summary:**

---

ISSUE ID: 7947

### **SYMPTOMS**

---

When in Query Design view, the Datasheet View and Run buttons on the tool bar remain grayed out until tables or queries are added to the query. The View Datasheet and Query Run menu commands are made available as soon as any cell on the Query Grid is dirtied (even if a table or query has not been added.)

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to reproduce behavior

-----

1. From the Database window, select the Query button and then choose New.
2. Select the Close button from the Add Table dialog without selecting a table or query.
3. Notice that the tool bar and menu options mentioned above are grayed.
4. Select the first cell in the grid, press the spacebar, then press ENTER.
5. The menu options will now be available. (However, if you try to use them at this point they will generate the error

Query input must contain at least one table or query.

6. The tool bar will remain gray until a table or query is added.

### **References**



## INF: How to Reference Control/Fields on Subforms

Article Number: Q95007  
CREATED: 28-JAN-1993  
MODIFIED: 11-MAR-1993

### Summary:

---

Microsoft Access forms allow a developer to create subforms, which is a control that displays an embedded form on a form or report, or an embedded report on a report. To reference a control or field of a subform, you must use the Form property of the parent form. This article documents several ways to reference a control or field on subforms and nested subforms.

### More Information:

---

Microsoft Access allows a parent form to have virtually unlimited subforms. However, a top-level parent form is limited to nesting subforms up to three levels deep.

Referencing a control or field on the subform requires the use of the Form property. For more information on the Form property, search for "Form", then "Form, Report Properties" using the Help menu.

1. The sample code below shows several ways to reference a field/control on a subform and a nest subform. To duplicate an example, create three tables:

Table: Main Table

```
-----  
ID:      Counter  
Field1:  Text
```

Table: Sub Form Table

```
-----  
ID:      Counter  
Field2:  Text
```

Table: Nested SubForm Table

```
-----  
ID:      Counter  
Field3:  Text
```

2. Now create three forms based on the three separate tables:

Form: Nested Sub

```
-----  
ControlSource: Nested Subform Table  
Field: ID  
Field: Field3
```

Form: Sub

```
-----  
ControlSource: Sub Form Table  
Field: ID  
Field: Field2
```

```

Control: Nested Sub    <- subform

Form: Main
-----
ControlSource: Main Table
Field: ID
Field: Field1
Control: Sub          <- subform

```

3. Now add the following code into a module:

```

Function DoIt ()
Dim MyForm As Form
Dim MySubForm As Form
Dim MyControl As Control

'=====
'SUBFORM - The next four examples show how to set the value of
'Field2 on the subform called 'Sub'. This example shows four
'ways to references the control:
' 1. Straight reference using the Forms object.
' 2. Setting the Forms object to a form variable.
' 3. Setting the subform to a form variable.
' 4. Setting the field on the subform to a control variable.
'
'Note: Each example below is based on the previous example.
'Some require that the object on the right side of the
'equation be already initialized. Although variables are
'used, you can substitute this with the proper Forms object.
'The example of nested forms uses the Forms object in all the
'examples.
'=====

'straight reference
'-----
Forms![Main]![Sub].Form!Field2 = "Hello"

'referenced using form property
'-----
Set MyForm = Forms![Main]
MyForm.[Sub].Form.Field2 = "Hello"

'setting subform to a form object
'-----
Set MySubForm = MyForm.[Sub].Form
MySubForm.Field2 = "Hello"

'reference item on subform through control object
'-----
Set MyControl = MySubForm.Field2
MyControl = "Hello"

'=====
'NESTED SUBFORM - The next four examples show the same ideas
'as shown above but for nested subforms instead.
'=====

```

```

'straight reference
'-----
Forms![Main]![Sub].Form![Nested Sub].Form!Field3 = "Hello"

'referenced using form property
'-----
Set MyForm = Forms![Main]![Sub].Form
MyForm.[Nested Sub].Form.Field3 = "Hello"

'setting subform to a form object
'-----
Set MySubForm = Forms![Main]![Sub].Form.[Nested Sub].Form
MySubForm.Field3 = "Hello"

'reference item on subform through control object
'-----
Set MyControl =
    Forms![Main]![Sub].Form![Nested Sub].Form!Field3
MyControl = "Hello"

End Function

```

Reference(s) :

"Microsoft Access User's Guide," version 1, pages 270

[References](#)

## **PRB: Troubleshooting Out of Memory Errors in Queries**

Article Number: Q95008  
CREATED: 28-JAN-1993  
MODIFIED: 11-MAR-1993

### **Summary:**

---

ISSUE ID: 13857

### **SYMPTOMS**

---

When executing a query, you may receive the following error message even though there are sufficient total memory and system resources:

Out of Memory

### **CAUSE**

---

Microsoft Access allocates specific segments of memory for compiling a query. If your query requires more memory than is stored in the segment, you will get an "Out of Memory" message.

### **RESOLUTION**

---

The following items help to avoid an Out of Memory message:

- Reduce the number of columns in the table design.
- Reduce the size of the column names in the table design.
- Reduce the number of columns selected by a query.
- Do not create a query based on another query; run only a single query at a time.

### [References](#)

## **PRB: Trailing Spaces Automatically Truncated During Data Entry**

Article Number: Q95009

CREATED: 28-JAN-1993

MODIFIED: 28-JAN-1993

### **Summary:**

---

#### **SYMPTOMS**

---

Form controls receiving input with a trailing space will ignore the trailing space(s), and thus the data entered may not be valid as a means of comparison. Also, variables in Access Basic which have been assigned a value containing a space character at the end of the text string, will automatically be ignored when used in a conditional statement.

#### **CAUSE**

---

Microsoft Access automatically truncates (or strips) trailing spaces on the data that you enter in form controls. This is to prevent the creation of a record which cannot be referenced because of accidental space character(s) being appended to the end of the text.

#### **RESOLUTION**

---

Omit using text strings which contain trailing spaces. If these trailing spaces are necessary, insert your data in datasheet view of the form. This is by design.

#### **More Information:**

---

Although, both "a" or "a " will be acceptable input in the example below, the data stored in the underlying table will always contain the value "a". The space following the "a" is truncated.

Steps to Reproduce Behavior:

-----

Steps to reproduce in a form:

1. Open a database.
2. Create a form with a single text field.
3. Enter the following in the field validation rule ="a "
4. View the form in Form view.
5. Enter "a" in the field (with no space at the end).

Steps to reproduce in Access Basic:

1. Open a database.
2. Open a new module and choose Immediate window from the view menu.
3. Enter this syntax in the Immediate window, pressing return after each statement:

```
? "a" = "a "
```

or try this:

```
? chr(97) = chr(97) + chr(32)
```

4. Either statement will return a non-zero number indicating the statement is true which means the values are equal.

## [References](#)

## **INF: Arrow Keys and Mouse Don't Scroll Grid in QBE Grid**

Article Number: Q95010  
CREATED: 28-JAN-1993  
MODIFIED: 28-JAN-1993

### **Summary:**

---

When you are designing a Query and the Query window is sized so that the right side of the Query Grid is cut off (ie. shows only part of the right most field cell), using the right arrow or dragging with the mouse will not scroll the grid.

### **More Information:**

---

Steps to reproduce behavior  
-----

1. Open an existing query, such as the Category List query in the sample database Northwind Traders (NWIND.MDB) in Design view.
2. Resize the Query window so that the right most column in the QBE grid with a field name in it is truncated on the screen.
3. Click in the start of the field cell and press the right arrow key. The cursor will leave the screen but the grid will not scroll initially. The same thing will happen if you try to drag and scroll in the field.

### **[References](#)**

## PRB: Troubleshooting "ODBC - couldn't find ODBC.DLL" Error

Article Number: Q95011  
CREATED: 28-JAN-1993  
MODIFIED: 3-MAR-1993

### Summary:

---

### SYMPTOMS

---

You receive the following error message:

ODBC - couldn't find ODBC.DLL

### CAUSES

---

Here are three possible causes:

- The ODBC.DLL file you are using may be old.
- You may have duplicate ODBC.DLL files on your system, and you are using the wrong one.
- The ODBC.DLL file you are using may be damaged or corrupted.

### RESOLUTION

---

The ODBC.DLL file installed by Microsoft Access version 1.0 is dated 10-16-92, has a size of 44736 bytes, and should be installed in the \WINDOWS\SYSTEM directory.

### More Information:

---

There are other situations that may indirectly cause this error message. To troubleshoot for these possibilities:

1. Use File Manager to search for multiple, corrupted, or outdated copies of these files:

| File        | Correct Dates and Sizes                |
|-------------|----------------------------------------|
| DBNMP3.DLL  | dated 9-15-92 (8241 bytes) or later    |
| SQLSRVR.DLL | dated 10-16-92 (135792 bytes) or later |
| NETAPI.DLL  | depends on the network being used      |
| COMMDLG.DLL | dated 10-25-92 (89248 bytes) or later  |

NOTE: The sizes and dates referenced are correct if the files are installed by Microsoft Access version 1.0.

2. Make sure the files listed in step 1 are in their appropriate locations. All files except NETAPI.DLL are usually installed in the \WINDOWS\SYSTEM directory. The NETAPI.DLL file is a network specific driver; it is usually located in the network's program directory, which should be in the path.
3. Use another application, such as Q+E, SAF, or PowerBuilder, on the same machine to attempt to attach to the same data source. If you cannot access the data source from another application, you probably have a network problem with the NETAPI.DLL file or with the server, not with Microsoft Access or ODBC.



4. Attempt to attach another data source, if available, such as another SQL server. If you can attach to another server, the original server may be down, or you may need to reconfigure the entry for that server using the ODBC Administration Utility.
5. Attempt to attach the same data source from a different machine. If you cannot gain access to the SQL server from a different machine, you may have a network-wide problem, or the SQL server may be down or not communicating.
6. Try increasing your ODBC timeout settings in the ODBC section of the MSACCESS.INI file.
7. Check with the system administrator to see if the SQL server is up, available for transactions, and operating properly.
8. Reinstall ODBC after performing a clean boot and renaming the ODBC.DLL, DBNMP3.DLL, and QLSRVR.DLL files.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, Appendix D, "Setting up Microsoft Access on a Network," pages 660-662.

#### [References](#)

## PRB: Error: Unable to Connect to Data Source

Article Number: Q95012

CREATED: 28-JAN-1993

MODIFIED: 5-MAR-1993

### Summary:

---

### SYMPTOMS

---

You receive this error message:

Unable to connect to data source

### CAUSE

---

The SQL server you are trying to access does not have a correct entry in the [SQLSERVER] section of the WIN.INI or the SQL server is down, overloaded, or otherwise unavailable.

### RESOLUTION

---

To correct this situation, verify that the SQL server is up and available and that the entry in the [SQLSERVER] section of the WIN.INI file looks like this:

```
[SQLSERVER]
MY_SERVER=DBNMP3,\\MY_SERVER\PIPE\SQL\QUERY
```

If there are any spaces in this entry or if the server name in the \\MY\_SERVER\PIPE\SQL\QUERY part of the statement is misspelled, you receive this error.

### More Information:

---

It is possible that there are other situations which may indirectly cause this error message. Here are several other things you can check to troubleshoot this problem:

1. Use File Manager to search for multiple, corrupted, or outdated copies of these files:

```
ODBC.DLL - 44736 bytes, dated 10-16-92 or later
DBNMP3.DLL - 8241 bytes, dated 9-15-92 or later
SQLSRVR.DLL - 135792 bytes, dated 10-16-92 or later
NETAPI.DLL - depends on the network being used
COMMDLG.DLL - 89248 bytes, dated 10-25-92 or later
```

NOTE: The sizes and dates referenced are correct if the files were installed by Microsoft Access version 1.0.

2. Make sure the files listed above are in appropriate locations. All files except NETAPI.DLL are usually installed in the Windows System directory. The NETAPI.DLL file is a network specific driver, so it's usually located in the network's program directory, which should be in the path.
3. Use another application, such as Q+E, SAF, or PowerBuilder, on the same computer to attempt to attach to the same data source. If you can't access the data source from another application, there is probably a problem with the network (NETAPI.DLL) or with the server, not with

Microsoft Access or ODBC.

4. Attempt to attach to another data source, if available, such as another SQL server. If you can attach to another server, then the original server may be down or you may need to reconfigure the entry for that server using the ODBC Administration Utility.
5. Attempt to attach to the same data source from another computer. If you can't access the SQL server from another computer, there may be a network wide problem or the server may be down or not communicating.
6. Try increasing the ODBC timeout settings in the ODBC section of the MSACCESS.INI file.
7. Check with the system administrator to see if the SQL server is up, available for transactions, and operating correctly.
8. Reinstall ODBC after performing a clean boot and renaming the ODBC.DLL, DBNMP3.DLL, and SQLSRVR.DLL files.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, Appendix D, "Setting Up Microsoft Access on a Network," pages 660-662.

[References](#)

## **PRB: SQL Data Sources Dialog Box Lists No Data Sources**

Article Number: Q95013  
CREATED: 28-JAN-1993  
MODIFIED: 3-MAR-1993

### **Summary:**

---

### **SYMPTOMS**

---

You attempt to attach, import from, or export to a SQL server table and the SQL Data Sources dialog box is displayed but lists no data sources -- no SQL servers.

### **CAUSE**

---

Here are the most likely causes:

- You did not use the ODBC Administrator application to set up connections to SQL servers.
- The [ODBC Data Sources] section in the ODBC.INI file is missing or blank, or there are multiple copies of the ODBC.INI file and Microsoft Access is using the one that is missing the [ODBC Data Sources] section.

### **RESOLUTION**

---

Verify that there is a single copy of the ODBC.INI file on your computer and that it is in the Windows directory. Also, make sure there is an [ODBC Data Sources] section in the ODBC.INI file and that it contains correct entries for the SQL server you are trying to connect.

### **More Information:**

---

You can rename your ODBC.INI file and use the ODBC Administrator application to set up ODBC to connect to the SQL server(s) you want to use. The ODBC Administrator application will then create a new ODBC.INI file. That should correct the problem.

The contents of your ODBC.INI file should look something like this:

```
[ODBC Data Sources]
MYSERVER=SQL Server
YOURSRVR=SQL Server

[MYSERVER]
Driver=C:\WINDOWS\SYSTEM\SQLSRVR.DLL
Description=SQL Server on server MYSERVER
OemToAnsi=No
Network=dbnmp3
Address=\\MYSERVER\PIPE\SQL\QUERY

[YOURSRVR]
Driver=C:\WINDOWS\SYSTEM\SQLSRVR.DLL
Description=SQL Server on server YOURSRVR
OemToAnsi=No
Network=dbnmp3
Address=\\YOURSRVR\PIPE\SQL\QUERY
```

Reference(s) :

"Microsoft Access User's Guide" version 1.0, Appendix D, pages 660-662.

[References](#)

## INF: Set Focus to a Subform Control Using GoToControl Action

Article Number: Q95014

CREATED: 28-JAN-1993

MODIFIED: 15-FEB-1993

### Summary:

---

You can create a macro to move the focus to a control on a subform by using the GoToControl macro action to move first to the subform, which is a type of a control. Then use the GoToControl action again to move to a particular control on the subform.

### More Information:

---

The macro action GoToControl does not allow you to enter in the full syntax for the ControlName argument as:

```
Forms![orders]![orders subform].form![Product ID]
```

If you enter this syntax you will receive an error as follows:

```
There is no control named 'Forms![orders]![orders  
subform].Form!Product id'.
```

To get around this you need to set up a macro that first sets the focus to the Subform control followed by a second action that sets the focus to a specific control.

In the sample database Northwind Traders (NWIND.MDB), the Orders and Orders Subform forms can be used as an example where we can have a macro set the focus to the Product Id on the Orders Subform.

Create a new macro with two separate GoToControl actions. Then attach the macro to a button on the Orders form.

Actions

-----

GoToControl

Control Name: Orders Subform

GoToControl

Control Name: Product Id

When the button is pressed the focus will move to the Product Id control.

### [References](#)

## **INF: Attaching Clipper Tables to Microsoft Access Databases**

Article Number: Q95044  
CREATED: 31-JAN-1993  
MODIFIED: 03-FEB-1993

### **Summary:**

---

It is possible to attach Clipper .DBF files to a Microsoft Access database. To do so, attach it as a dBASE IV file. Note, however, the index may or may not be updateable.

Clipper provides an alternative indexing method (.NTX) to the dBASE standard (.NDX). The Clipper index format isn't recognized by Microsoft Access, so Microsoft Access cannot update it correctly.

However, if the Clipper application was developed using the dBASE .NDX format, Microsoft Access updates the index correctly.

### [References](#)

## INF: Enforcing Transactions on Attached SQL Server Tables

Article Number: Q95045  
CREATED: 31-JAN-1993  
MODIFIED: 31-JAN-1993

### Summary:

---

Microsoft Access will automatically support transaction processing on attached SQL Server tables using queries. However, explicit transactions in Access Basic require the use of dynasets on attached tables and further require a specific order in the creation of the dynasets and the implementation of transaction processing.

### More Information:

---

Microsoft Access will enforce transaction processing on an attached SQL Server table through the use of a dynaset created on that table. To get more information on how to create a dynaset on an attached SQL Server table, please search help on the 'CreateDynaset' method. The key to making transaction processing work for attached SQL Server tables is to create and close the dynaset on the attached SQL Server table outside the transaction. Below are pseudo-code examples of the incorrect and correct methods of coding this process:

```
***WRONG***
Dim MyDyna As Dynaset
BeginTrans
    MyDyna = CreateDynaset("Table1")
    <misc.code such as Inserts/Updates/Deletes.>
    MyDyna.Close
CommitTrans/Rollback

***RIGHT***
Dim MyDyna As Dynaset
MyDyna = CreateDynaset("Table1")
BeginTrans
    <misc.code such as Inserts/Updates/Deletes.>
CommitTrans/Rollback
MyDyna.close
```

### [References](#)



## INF: Separating Full Names Into Two Fields in a Query

Article Number: Q95046  
CREATED: 31-JAN-1993  
MODIFIED: 31-JAN-1993

### Summary:

---

The following query breaks apart a field containing a full name which is separated by a comma. For example a name would be entered as: Smith, John. The query would return two columns named Last: and First:. The query uses the Left\$ and Right\$ functions and searches for the comma using the InStr function.

```
Query: QueryTest
```

```
-----  
Field Name: Last: Left$([Name],InStr(1,[Name],",")-1)  
Show: True
```

```
Field Name: First: Right$([Name],Len([name])-InStr(1,[Name],",")-1)  
Show: True
```

Variations of the above query may be necessary to adjust for spaces in the name field. For example if the name field contained the following, Smith,John with no spaces, remove the -1 for the first name field.

### [References](#)

## **INF: Using SHARE.EXE and VSHARE.EXE with Microsoft Access**

Article Number: Q95047

CREATED: 31-JAN-1993

MODIFIED: 9-MAR-1993

### **Summary:**

---

MS-DOS, Microsoft Windows, and Windows-based applications use SHARE.EXE to provide a file locking mechanism so that Windows-based tasks can communicate with each other. The tasks use SHARE.EXE to sort out file read/write conflicts. Therefore, it is important that you load SHARE.EXE before starting Windows. Without SHARE.EXE loaded, you may experience data corruption in applications.

Using SHARE.EXE with Microsoft Access allows multiple users to access a database at the same time while protecting them from updating the same record at the same time. If a database is opened exclusively by one user, no other users will be able to use the database until the first user releases it. However, if all users open the database in a shared mode, SHARE.EXE allows all users to read and write to the database simultaneously, with the exception of locked records. For example, if a user has record 100 open on a particular database, that record is considered locked, and no other users will be able to change any data in record 100 until the first user finishes changing it.

For this reason, while it is possible to run Microsoft Access without first loading SHARE.EXE, Microsoft does not recommend it. If you choose not to use SHARE.EXE, you must ensure that only one Windows-based task writes to a database record at any given moment.

### **More Information:**

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MS-DOS uses SHARE.EXE to lock files as requested by applications. SHARE.EXE controls updates and prevents data corruption in files.

An application can request a deny-read lock (exclusive), a deny-write lock, or both. Deny-write locks allow other applications to read data, but prevent two different applications from updating the same file at the same time.

SHARE.EXE also provides byte-range locks. When a range of bytes is locked, other applications cannot read, write, or lock those bytes. Other, unlocked bytes, in the file are not affected. An application can use byte-range locks to place exclusive locks on records for record-level locking.

In single-user environments, SHARE.EXE prevents file contention accidents when multiple instances of a program attempt to write to the same database or database record at the same time. In multiple-user environments such as networks, SHARE.EXE prevents possible database corruption when several different network users attempt to write to the same database or database record at the same time.

#### A Single Exception

-----

The only time you do not have to use SHARE.EXE is when you run

Microsoft Windows for Workgroups in Enhanced mode. Microsoft Windows for Workgroups in Enhanced mode loads and uses a file-sharing program called VSHARE.386, which is a replacement for SHARE.EXE. There is an entry for VSHARE.386 in the SYSTEM.INI file.

In fact, if you plan on running Windows for Workgroups exclusively in Enhanced mode and do not run other applications that require SHARE.EXE, you can save approximately 5K of conventional memory by not loading SHARE.EXE. To do this, remove SHARE.EXE from your AUTOEXEC.BAT file and restart your computer.

SHARE.EXE is likely to be in your AUTOEXEC.BAT file because during the Microsoft Access installation process, the SETUP.EXE program automatically inserts the following MS-DOS command in your AUTOEXEC.BAT file:

```
<MS-DOS directory>\SHARE.EXE /L:500
```

If SHARE.EXE is already present before running Microsoft Windows for Workgroups in Enhanced mode, VSHARE.386 loads in addition to SHARE.EXE, temporarily disabling SHARE.EXE. Then VSHARE.386 takes over file sharing tasks until you exit Microsoft Windows for Workgroups. After you exit Windows for Workgroups, VSHARE.EXE passes file-sharing control back to SHARE.EXE for use by MS-DOS applications that require it.

Microsoft Access runs correctly with either SHARE.EXE or VSHARE.386, but SHARE.EXE limits the number of available locks to the number specified when SHARE.EXE was loaded. The /L parameter specifies the number of share locks; the default is 20. VSHARE.386, on the other hand, dynamically allocates the number of locks available based on the demand for locks. The number of locks available is especially important if the computer running Microsoft Windows for Workgroups acts as a server in a client-server environment.

## [References](#)

## **INF: Use Row Fix-up Technique to Look Up Info Automatically**

Article Number: Q95048  
CREATED: 31-JAN-1993  
MODIFIED: 06-FEB-1993

### **Summary:**

---

You can create a query or form that automatically looks up information in the one-side table of a one-to-many relationship based on an entry in a many-side field. This process is sometimes called row fix-up.

You can use row fix-up to have a query automatically look up information in other tables and display it on a form or report.

In fact, you can look up information by using any one of the following three techniques:

1. Use row fix-up. For more information on row fix-up, see the "More Information" section below.
2. Use multiple DLookup() functions in forms and reports. For more information on the DLookup() function, query on the following words in the Microsoft Knowledge Base:

"DLookup" and "forms" and "reports"

3. Use the Column property of a multiple-column combo box to update a text box control with new information as focus moves from row to row in the combo box. For more information on this, query on the following words in the Microsoft Knowledge Base:

"Column" and "property" and "combo" and "Update"

### **More Information:**

---

Use row fix-up when you want Microsoft Access to automatically look up information in the one-side table based on an entry in a many-side field. The row fix-up technique works in a query or in a form.

The most typical table relationship that can take advantage of row fix-up is a one-to-many relationship. However, row fix-up also works with tables that have a one-to-one relationship.

To take advantage of row fix-up with a one-to-one relationship, make the join a left-outer join with the updatable table on the left. For more information on what is and what is not updatable, search for "Underlying table or query," then "When is a query updatable?" using the Microsoft Access Help menu.

For example, the Categories and Products tables in the sample NWIND database have a one-to-many relationship. Each category may appear several times in the Products table. The Products table contains the field Category ID, which is the foreign key that identifies the category for a product.

When row fix-up updates data, Microsoft Access automatically

recalculates any totals or expressions that are dependent on the updated data.

The following two examples demonstrate how row fix-up works.

#### Example One: Create a Query that Uses Row Fix-Up

---

1. Start Microsoft Access and open the sample NWIND database.
2. Create a new query. Add the Products and Categories tables. Products is the many-side table and Categories is the one-side table. The two tables have a many-to-one relationship based on the Category ID field. In other words, there are many identical Category ID values in Products for each unique Category ID value in Categories.
3. Add the following fields from the Products table:

Product ID  
Product Name  
Category ID

4. Add the following fields from the Categories table:

Category Name  
Description

5. Save the query, and name it Row Fix-up Example.
6. View the results of the query. To verify that the query performs row fix-up, move to the end of the query and start a new record. Enter a valid Category ID value in the Category ID field. At that point, Microsoft Access will automatically look up the values associated with that Category ID value in the Categories table.

This works because the Category ID field located in the query comes from the many-side table (Products). Microsoft Access performs row fix-up on one-side tables when you enter identifying data in the many-side table. When you enter a valid value in the Products table's Category ID field, Microsoft Access knows that Category ID is the key field for the one-side table (Categories), so it looks up the information from Categories based on the Category ID value and displays it in the query -- automatically.

#### Example Two: Create a Form that Uses Row Fix-Up

---

1. Create a new form based on the query created in Example One.
2. Locate the fields from the Products table on one side of the form and those from the Categories table on the other side of the form.
3. Create a combo box bound to the Category ID field. Set the RowSource property to the Categories table. Display a single column, [Category ID] in the Combo Box.
4. Switch to Form view. Now when you enter new records and select a category from the Category ID combo box all related information

about that Category is displayed.

Note that if you had included the PrimaryKey value from the one-side table (Categories), you would not have been allowed to add new records to the query or change the Category ID value. That is why it is necessary to pull the Category ID field from the Products table (the many-side table) rather than from the Categories table (the one-side table). Information displayed from the one-side of the many-to-one relationship is not updatable. For more information on what is and what is not updatable, search for "Underlying table or query," then "When is a query updatable?" using the Microsoft Access Help menu.

To see another example of row fix-up, look at the the Orders Form in the NWIND database. Select different names from the Bill To: combo box and watch the address information update -- automatically.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, Chapter 10, "Creating Forms Based on More than One Table," page 282.

[References](#)

## **PRB: Err Msg: Unable to load communication module**

Article Number: Q95049  
CREATED: 31-JAN-1993  
MODIFIED: 31-JAN-1993

### **Summary:**

---

### **SYMPTOMS**

---

If you receive the following error message:

```
Unable to load communication module.  
Driver has not been properly installed.  
Unable to connect to data source.
```

### **CAUSE**

---

The DBNMP3.DLL file you are using may be old, you may have duplicate DBNMP3.DLL files on your system and the wrong one is being used, or the DBNMP3.DLL file you are using may be damaged or corrupted.

This could also be caused by an incorrect [SQLSERVER] entry in your WIN.INI file. This entry should look like:

```
[SQLSERVER]  
MY_SERVER=DBNMP3,\\MY_SERVER\PIPE\SQL\QUERY
```

If there are any spaces in the above entry, or if DBNMP3 is misspelled, you will receive the error.

### **RESOLUTION**

---

The DBNMP3.DLL file which is installed by Microsoft Access version 1.0 is dated 9-15-92, has a size of 8241 bytes, and should be installed in the \WINDOWS\SYSTEM directory.

### **More Information:**

---

It is possible that there are other situations which may indirectly cause this error message to display. The other things which you will need to check to troubleshoot this problem include:

1. Use File Manager to search for multiple, corrupted, or outdated copies of these files:

```
ODBC.DLL - dated 10-16-92(44736 bytes) or newer  
SQLSRVR.DLL - dated 10-16-92(135792 bytes) or newer  
NETAPI.DLL - depends on the network being used  
COMMDLG.DLL - dated 10-25-92(89248 bytes) or newer
```

NOTE: The sizes and dates referenced are correct if the files are installed by Access version 1.0.

2. Make sure that the files listed above are in their appropriate locations. All of the files except NETAPI.DLL are usually installed in the Windows System directory. The NETAPI.DLL file is a network specific driver and is usually located in the network's program directory, which should be in the path.

3. Use another application, such as Q+E, SAF, or PowerBuilder, on the same machine to attempt to attach to the same data source. If you cannot access the data source from another application then it is probably a problem with the network, such as NETAPI.DLL, or a problem with the server, not with Microsoft Access or ODBC.
4. Attempt to attach to another data source, if available, such as another SQL server. If you can attach to another server, then the original server may be down or you may need to reconfigure the entry for that server using the ODBC Administration Utility.
5. Attempt to attach to the same data source from another machine. If you couldn't access the SQL server from another machine that would indicate a network wide problem or that the server may be down or not communicating.
6. Try increasing your ODBC timeout settings in the ODBC section of the MSACCESS.INI file.
7. Check with the system administrator to see if the SQL server is up, available for transactions, and operating properly.
8. Reinstall ODBC after performing a clean boot and renaming the ODBC.DLL, DBNMP3.DLL, and SQLSRVR.DLL files.

Reference(s) :

"Microsoft Access User's Guide" version 1.0, pages 660-662.

[References](#)



## **PRB: Data Source Not Found, No Default Driver Found Error Msg**

Article Number: Q95050

CREATED: 31-JAN-1993

MODIFIED: 03-FEB-1993

### **Summary:**

---

### **SYMPTOMS**

---

When trying to attach or use an attached SQL Sever table, you receive the following error message:

Data source not found and no default driver specified

### **CAUSE**

---

You may have a missing, damaged, or incorrect ODBC.INI file.

### **RESOLUTION**

---

Verify that there is an ODBC.INI file in your Windows directory and that there is only one copy of the ODBC.INI file available on the machine you are using. Then make sure the entries in the ODBC.INI file are correct for the SQL database server you want to connect.

### **More Information:**

---

The contents of your ODBC.INI file should look something like this:

```
[ODBC Data Sources]
MYSERVER=SQL Server
YOURSRV=SQL Server
```

```
[MYSERVER]
Driver=C:\WINDOWS\SYSTEM\SQLSRVR.DLL
Description=SQL Server on server MYSERVER
OemToAnsi=No
Network=dbnmp3
Address=\\MYSERVER\PIPE\SQL\QUERY
```

```
[YOURSRV]
Driver=C:\WINDOWS\SYSTEM\SQLSRVR.DLL
Description=SQL Server on server YOURSRV
OemToAnsi=No
Network=dbnmp3
Address=\\YOURSRV\PIPE\SQL\QUERY
```

You will receive the error message if there is no section that refers to the SQL server you are trying to attach. For example, you would see the error message if:

1. The [MYSERVER] section was missing.
2. The Driver= line was missing.
3. The .DLL file on the Driver= line was missing the .DLL extension.
4. The .DLL file was missing, damaged, or outdated.

Other Possible Causes

-----

Other situations may indirectly cause this error message. Use the following as a guide to troubleshoot this problem:

1. Use File Manager to search for multiple, corrupted, or outdated copies of these files:

ODBC.DLL - dated 10-16-92 or later with 44736 bytes  
DBNMP3.DLL - dated 9-15-92 or later with 8241 bytes  
SQLSRVR.DLL - dated 10-16-92 or later with 135792 bytes  
NETAPI.DLL - depends on the network being used  
COMMDBG.DLL - dated 10-25-92 or later with 89248 bytes

NOTE: The sizes and dates referenced are correct if the files were installed by Microsoft Access version 1.0.

2. Make sure all the files listed in step 1 are in appropriate locations. All except NETAPI.DLL are usually installed in the Windows System directory. NETAPI.DLL is a network specific driver; it is usually located in the network's program directory, which should be on the path.
3. Use another application (such as Q+E, SAF, or PowerBuilder) on the same machine to attempt to attach the same data source. If you cannot access the data source from another application, you probably have a problem with the network, not with Access or ODBC. For example, you may have a problem with NETAPI.DLL or with the server.
4. Try to attach another data source, such as another SQL Server table from a different database server. If you can do it, the original server may be down, or you may need to reconfigure the entry for that server by using the ODBC Administration Utility.
5. Try to attach the same data source from a different computer. If you cannot gain access to the SQL server from another computer, you may have a network-wide problem, or perhaps the server is down or not communicating.
6. Try increasing your ODBC timeout settings in the ODBC section of the MSACCESS.INI file.
7. Check with the system administrator to see if the SQL server is up, available for transactions, and operating correctly.
8. Reinstall ODBC after renaming the current ODBC.DLL, DBNMP3.DLL, and SQLSRVR.DLL files and restarting the server. For more information on how to do this, refer to the "Microsoft Access User's Guide," version 1.0, Appendix D, "Setting up Microsoft Access on a Network," pages 660-662.

## [References](#)

## **PRB: Unable to Connect to Attached SQL Server Table Error Msg**

Article Number: Q95051

CREATED: 31-JAN-1993

MODIFIED: 03-FEB-1993

### **Summary:**

---

### **SYMPTOMS**

---

While attempting to use an attached SQL Server table, you receive the following error message:

Unable to connect to data source

### **CAUSE**

---

Here are two situations that can cause this error:

1. An incorrect entry in the [SQLSERVER] section of the WIN.INI file.

The [SQLSERVER] section of your WIN.INI file should look like this:

```
[SQLSERVER]
MYSERVER=dbnmp3,\\MYSERVER\PIPE\SQL\QUERY
YOURSRVR=dbnmp3,\\YOURSRVR\PIPE\SQL\QUERY
```

The error is caused by an incorrect server name (MYSERVER or YOURSRVR) or additional spaces in the entry.

2. The SQL database server is overloaded or not available.

### **RESOLUTION**

---

Verify that the [SQLSERVER] section of your WIN.INI file has the correct entry for the server you are attempting to attach. Then check with the system administrator to see if the SQL database server is up, available for transactions, operating properly, and not overloaded.

### **More Information:**

---

Other situations may indirectly cause this error message. Use the following as a guide to troubleshoot this problem:

1. Use File Manager to search for multiple, corrupted, or outdated copies of these files:

```
ODBC.DLL - dated 10-16-92 or later with 44736 bytes
DBNMP3.DLL - dated 9-15-92 or later with 8241 bytes
SQLSRVR.DLL - dated 10-16-92 or later with 135792 bytes
NETAPI.DLL - depends on the network being used
COMMDLG.DLL - dated 10-25-92 or later with 89248 bytes
```

NOTE: The sizes and dates referenced are correct if the files were installed by Microsoft Access version 1.0.

2. Make sure all the files listed in step 1 are in appropriate locations. All except NETAPI.DLL are usually installed in the Windows System directory. NETAPI.DLL is a network specific driver; it is usually located in the network's program directory, which should be on the path.

3. Use another application (such as Q+E, SAF, or PowerBuilder) on the same machine to attempt to attach the same data source. If you cannot access the data source from another application, you probably have a problem with the network, not with Access or ODBC. For example, you may have a problem with NETAPI.DLL or with the server.
4. Try to attach another data source, such as another SQL Server table from a different database server. If you can do it, the original server may be down, or you may need to reconfigure the entry for that server by using the ODBC Administration Utility.
5. Try to attach the same data source from a different computer. If you cannot gain access to the SQL server from another computer, you may have a network-wide problem, or perhaps the server is down or not communicating.
6. Try increasing your ODBC timeout settings in the ODBC section of the MSACCESS.INI file.
7. Reinstall ODBC after renaming the current ODBC.DLL, DBCMP3.DLL, and SQLSRVR.DLL files and restarting the server. For more information on how to do this, refer to the "Microsoft Access User's Guide," version 1.0, Appendix D, "Setting up Microsoft Access on a Network," pages 660-662.

## [References](#)

## **PRACC9302: Running Delete Query Gives Misleading Error Msg**

Article Number: Q95052  
CREATED: 31-JAN-1993  
MODIFIED: 5-MAR-1993

### **Summary:**

---

PROBLEM ID: 82 179

### **SYMPTOMS**

---

If you attempt to run a Delete query that would violate referential integrity, Microsoft Access displays the following misleading error message:

Errors were encountered: The contents of fields in 0 record(s) were deleted, XXX record(s) were lost due to key violations, and 0 record(s) were locked and couldn't be modified. Proceed anyway?

### **CAUSE**

---

Microsoft Access uses the same error message for all action queries.

### **STATUS**

---

Microsoft has confirmed this to be a problem in Microsoft Access version 1.0. We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

### **More Information:**

---

Microsoft Access enforces referential integrity if relationships were defined between tables with this option. You will receive an error message if you attempt to breach the rules of referential integrity when running a Delete Query or when you delete fields that would effect the one-side of a one-to-many relationship.

However, as you can see in the SYMPTOMS section above, when you run the Delete query, the error message displayed is misleading.

When you try to run a Delete query on the one-side of a one-to-many relationship that has Referential Integrity enforced, after you choose the OK button in response to this message: "XXX row(s) will be deleted," Microsoft Access gives you the following error message:

Errors were encountered: The contents of fields in 0 record(s) were deleted, XXX record(s) were lost due to key violations, and 0 record(s) were locked and couldn't be modified. Proceed anyway?

If you proceed by choosing OK, nothing happens.

If you attempt to delete a field from a form or table that is on the one-side of a one-to-many relationship, Microsoft Access gives you the following error message:

Can't delete or change record. Since related records exist in table 'The table that is on the many side', referential integrity rules would be violated.

In this case, the two preceding error messages mean the same thing.

[References](#)

## PRB: Query Fails when Linked SQL Server Table Can't Be Found

Article Number: Q95053

CREATED: 31-JAN-1993

MODIFIED: 03-FEB-1993

### Summary:

---

### SYMPTOMS

---

When attempting to use an attached SQL Server table, you receive the following error message:

```
Couldn't execute query; couldn't find linked table'  
Invalid object name TABLE_NAME
```

TABLE\_NAME is the name of the table you are attempting to use.

### CAUSE

---

The most likely cause of this error is an incorrect entry in the [SQLSERVER] section of your WIN.INI file.

The [SQLSERVER] section of your WIN.INI file should look like this:

```
[SQLSERVER]  
MYSERVER=dbnmp3, \\MYSERVER\PIPE\SQL\QUERY  
YOURSrvr=dbnmp3, \\YOURSrvr\PIPE\SQL\QUERY
```

The error is caused by an incorrect server name (MYSERVER or YOURSRVR) or additional spaces in the entry.

### RESOLUTION

---

Verify that the [SQLSERVER] section of your WIN.INI file contains the correct entry for the server you are attempting to attach.

### More Information:

---

Other situations may indirectly cause this error message. Use the following as a guide to troubleshoot this problem:

1. Use File Manager to search for multiple, corrupted, or outdated copies of these files:

```
ODBC.DLL - dated 10-16-92 or later with 44736 bytes  
DBNMP3.DLL - dated 9-15-92 or later with 8241 bytes  
SQLSRVR.DLL - dated 10-16-92 or later with 135792 bytes  
NETAPI.DLL - depends on the network being used  
COMMDLG.DLL - dated 10-25-92 or later with 89248 bytes
```

NOTE: The sizes and dates referenced are correct if the files were installed by Microsoft Access version 1.0.

2. Make sure all the files listed in step 1 are in appropriate locations. All except NETAPI.DLL are usually installed in the Windows System directory. NETAPI.DLL is a network specific driver; it is usually located in the network's program directory, which should be on the path.
3. Use another application (such as Q+E, SAF, or PowerBuilder) on the

same machine to attempt to attach the same data source. If you cannot access the data source from another application, you probably have a problem with the network, not with Access or ODBC. For example, you may have a problem with NETAPI.DLL or with the server.

4. Try to attach another data source, such as another SQL Server table from a different database server. If you can do it, the original server may be down, or you may need to reconfigure the entry for that server by using the ODBC Administration Utility.
5. Try to attach the same data source from a different computer. If you cannot gain access to the SQL server from another computer, you may have a network-wide problem, or perhaps the server is down or not communicating.
6. Try increasing your ODBC timeout settings in the ODBC section of the MSACCESS.INI file.
7. Check with the system administrator to see if the SQL server is up, available for transactions, and operating correctly.
8. Reinstall ODBC after renaming the current ODBC.DLL, DBNMP3.DLL, and SQLSRVR.DLL files and restarting the server. For more information on how to do this, refer to the "Microsoft Access User's Guide," version 1.0, Appendix D, "Setting up Microsoft Access on a Network," pages 660-662.

## [References](#)



## **PRB: Driver Can't Be Found Error When Attaching SQL Server**

Article Number: Q95054

CREATED: 31-JAN-1993

MODIFIED: 03-FEB-1993

### **Summary:**

---

### **SYMPTOMS**

---

When trying to attach a SQL Server table or open a table previously attached SQL Server table, you receive this error message:

Driver specified by data source could not be loaded

### **CAUSE**

---

The most likely cause of this error is a missing, damaged, or incorrect version of the SQLSRVR.DLL file.

### **RESOLUTION**

---

To correct this situation, verify these three things:

1. There is a SQLSRVR.DLL file in your Windows System directory.
2. There is a single copy of the SQLSRVR.DLL file on the computer you are using.
3. You have the correct version of the SQLSRVR.DLL file. The version of the SQLSRVR.DLL file installed by Microsoft Access version 1.0 is dated 10-16-92 and has a size of 135792 bytes. You need this file or a more recent version.

### **More Information:**

---

It is possible that there are other situations that may indirectly cause this error message. Use the following guide to troubleshoot this problem:

1. Use File Manager to search for multiple, corrupted, or outdated copies of these files:

ODBC.DLL - dated 10-16-92 or later with 44736 bytes

DBNMP3.DLL - dated 9-15-92 or later with 8241 bytes

NETAPI.DLL - depends on the network being used

COMMDDL.DLL - dated 10-25-92 or later with 89248 bytes

NOTE: The sizes and dates referenced are correct if Microsoft Access version 1.0 installed the files.

2. Make sure all three files are in appropriate locations. All except NETAPI.DLL are usually installed in the Windows System directory. NETAPI.DLL is a network specific driver; it is usually located in the network's program directory -- which should be on the path.
3. Use another application (such as Q+E, SAF, or PowerBuilder) on the same machine to attempt to attach the same data source. If you cannot access the data source from another application, you probably have a problem with the network, not with Access or ODBC. For example, you may have a problem with NETAPI.DLL or with the server.

4. Try to attach another data source, such as another SQL Server table from a different database server. If you can do it, the original server may be down, or you may need to reconfigure the entry for that server by using the ODBC Administration Utility.
5. Try to attach the same data source from a different computer. If you cannot gain access to the SQL server from another computer, you may have a network-wide problem, or perhaps the server is down or not communicating.
6. Try increasing your ODBC timeout settings in the ODBC section of the MSACCESS.INI file.
7. Check with the system administrator to see if the SQL server is up, available for transactions, and operating correctly.
8. Reinstall ODBC after renaming the current ODBC.DLL, DBNMP3.DLL, and SQLSRVR.DLL files and restarting the server. For more information on how to do this, refer to the "Microsoft Access User's Guide," version 1.0, Appendix D, "Setting up Microsoft Access on a Network," pages 660-662.

## [References](#)

## **INF: Recent File List will Display Deleted .MDB Files**

Article Number: Q95055  
CREATED: 31-JAN-1993  
MODIFIED: 31-JAN-1993

### **Summary:**

---

When you open a database, Microsoft Access remembers that database name and will display the name in the Recent File List under the File menu. However, if you delete that database, the Recent File List will still continue to show it as a valid database even though it doesn't actually exist. When you open other databases the list will be updated and the deleted file will eventually disappear from the list.

### **More Information:**

---

Steps to Reproduce Behavior

-----

1. Create a new database.
2. Close the database.
3. Delete the database using File Manager.
4. Choose the File menu in Microsoft Access. You will notice the database you just deleted is still in the File menu list.

### **[References](#)**

## **PRB: Clicking Wizard's Background May Change Focus of Control**

Article Number: Q95056  
CREATED: 31-JAN-1993  
MODIFIED: 31-JAN-1993

### **Summary:**

---

### **SYMPTOMS**

---

While you are using the Report Wizard or Form Wizard, the focus on a control can be changed by clicking different areas of the Wizard's background. For example, clicking the area at the bottom of the Wizard (the area containing the "Cancel", "Back", and "Next" buttons) will put the focus on a control in that colored area.

Note: This can only happen when using a mouse.

### **CAUSE**

---

The focus changes because the Wizard itself is a form that contains a Detail and Footer section. Clicking in the Footer section (area with Cancel, Back, and Next buttons) will move the focus to the first enabled control in this section (based on the tab order). However, the focus will not change if you click on a section containing the control that already has the focus.

### **STATUS**

---

This is by design.

### **More Information:**

---

Steps to Reproduce Behavior  
-----

1. Open the sample database Northwind Traders (NWIND.MDB).
2. Choose Tables from the View menu.
3. Select the Categories table from the Database window.
4. Choose New and then the Form command from the File menu.
5. Choose the FormWizards button.
6. Select Single-column and then choose OK
7. Notice the Next button does not have the focus.
8. Click the at bottom of form, (not on any of the buttons) and the focus will shift to the Next button.

### **[References](#)**

## **PRB: No Field List if Form is Based on SQL Statement**

Article Number: Q95057  
CREATED: 31-JAN-1993  
MODIFIED: 31-JAN-1993

### **Summary:**

---

### **SYMPTOMS**

---

When a form's record source is set to an SQL statement, no fields appear in the Field List dialog box.

### **CAUSE**

---

This behavior is by design.

### **RESOLUTION**

---

Create a query based on the desired SQL statement, and set the form's record source to the query.

### **More Information:**

---

#### Steps to Reproduce Problem

-----

1. Open the sample database Northwind Traders (NWIND.MDB).
2. Open the Category List query in Design mode.
3. Select SQL from the View menu to bring up the SQL statement for this query.
4. Highlight the contents of the SQL window, then use the keystroke combination CTRL+C to copy the SQL statement to the Clipboard.
5. Choose Cancel to close the SQL dialog box, then close the Category List query.
6. Open a new unbound form, and paste the SQL statement into the form's RecordSource property (using CTRL+V)
7. To show the field list, select Field List from the View menu. Note that the SQL statement displays in the Title bar of the dialog box, however, there are no fields listed to choose from.

#### [References](#)

## INF: Creating a New Linking Column Between Existing Tables

Article Number: Q95058

CREATED: 31-JAN-1993

MODIFIED: 03-FEB-1993

### Summary:

---

You can change an ID field from a Long Integer or other data type to a Counter data type in the table on the one-side of a one-to-many relationship and change the ID values in the corresponding records in the many-side table while still maintaining the links between the two tables.

### More Information:

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The following example uses the Northwind Traders (NWIND.MDB) sample database to show you how to change the ID values in the Customers table (the one-side table) and update the values in the Orders table (the many-side table) so that the records in the two tables are still linked.

1. Add the following fields to the Customers and Orders tables:

Table: Customers

-----

Field name: New ID

Data Type: Counter

Table: Orders

-----

Field name: New ID

Data Type: Number

Field Size: Long Integer

2. Create a new query. Add the Customers and Orders tables to the query. Make sure the tables are joined on Customer ID.
3. From the Query menu, choose Update.
4. Add the following field and properties to the query grid:

Update Query: Query1

-----

Field name: Orders.New ID

Update To: [Customers].[New ID]

When you type Orders.New ID into the Field name cell, the Orders table name disappears. From the View menu, choose Table Names to see all the table names displayed on the grid.

6. To run the query, click the Run button on the tool bar.
7. Close the query. You do not need to save it.

If there is a relationship already defined for the two tables, you need to remove it. For example, the NWIND database has a defined relationship, so you need to remove it.

To remove the original relationship between tables:

1. Press F11 to give the Database window the focus. From the Edit menu, choose Relationships.
2. Select Customers for the Primary Table and Orders for the Related Table. Customer ID automatically appears in Select Matching Fields.
3. Choose the Delete button to remove the relationship. Then close the dialog box.

Next, remove the original ID field and rename the new one in the Customers table:

1. Open the Customers table in Design view.
2. Delete the Customer ID field.
3. Change the name of New ID to Customer ID and make it the primary key.
4. Close the table, and save the changes.

Then remove the original ID field and rename the new one in the Orders table:

1. Open the Orders table in Design view.
2. Delete the Customer ID field.
3. Change the name of New ID to Customer ID.
4. Close the table, and save the changes.

Now you can redefine the relationship between the tables. From the Edit menu, choose Relationships.

## [References](#)

## **PRB: ERRMSG: Query must have at least one output field**

Article Number: Q95059  
CREATED: 31-JAN-1993  
MODIFIED: 12-FEB-1993

### **Summary:**

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### **SYMPTOMS**

---

The user receives the error message,

Query must have at least one output field

when trying to execute a query that clearly has fields in the query grid.

### **CAUSE**

---

One of the field in the query grid has a colon as the rightmost character in its name. For example, 'LastName:'. The query parser looks for colons in a name to denote calculated fields and misinterprets the field name as a result.

This happens only if the field name with the colon is the only field or if all fields have colons.

### **RESOLUTION**

---

Place square brackets around the field name in the query grid.

OR

Open the source table in design mode and remove the colon from the field name. Doing so will not affect the data in the column of the field changed.

### **[References](#)**



## **PRB: Connection Not Open Error Message**

Article Number: Q95060  
CREATED: 31-JAN-1993  
MODIFIED: 03-FEB-1993

### **Summary:**

---

### **SYMPTOMS**

---

You receive this error message:

Connection not open

### **CAUSE**

---

The most likely cause of this error is a missing, damaged, or incorrect version of the SQLSRVR.DLL or ODBC.DLL file.

### **RESOLUTION**

---

To correct this situation, verify each of the following:

1. SQLSRVR.DLL and ODBC.DLL both exist in your Windows System directory.
2. There is a single copy of SQLSRVR.DLL and a single copy of ODBC.DLL on the computer you are using.
3. You have the correct versions of the two files. The SQLSRVR.DLL file installed by Microsoft Access version 1.0 is dated 10-16-92 and has a size of 135792 bytes. The ODBC.DLL file installed by Microsoft Access version 1.0 is dated 10-16-92 and has a size of 44736 bytes.

### **More Information:**

---

It is possible that there are other situations that can indirectly cause this error message. Use the following as a troubleshooting guide:

1. Use File Manager to search for multiple, corrupted, or outdated copies of these files:  
  
DBNMP3.DLL - dated on or after 9-15-92 with a size of 8241 bytes  
NETAPI.DLL - depends on the network being used  
COMMDLG.DLL - dated on or after 10-25-92 with a size of 89248 bytes  
  
NOTE: These sizes and dates are correct if Microsoft Access version 1.0 installed the files.
2. Make sure all three files are in appropriate locations. All except NETAPI.DLL are usually installed in the Windows System directory. NETAPI.DLL is a network specific driver; it is usually located in the network's program directory -- which should be on the path.
3. Use another application (such as Q+E, SAF, or PowerBuilder) on the same machine to attempt to attach the same data source. If you cannot access the data source from another application, you probably have a problem with the network, not with Access or ODBC. For example, you may have a problem with NETAPI.DLL or with the server.

4. Try to attach another data source, such as another SQL database server. If you can attach another server, then the original server may be down, or you may need to reconfigure the entry for that server by using the ODBC Administration Utility.
5. Try to attach the same data source from a different computer. If you cannot gain access to the SQL database server from another computer, you may have a network-wide problem, or perhaps the server is down or not communicating.
6. Try increasing your ODBC timeout settings in the ODBC section of the MSACCESS.INI file.
7. Check with the system administrator to see if the SQL database server is up, available for transactions, and operating correctly.
8. Reinstall ODBC after renaming the current ODBC.DLL, DBNMP3.DLL, and SQLSRVR.DLL files and restarting the server. For more information on how to do this, refer to the "Microsoft Access User's Guide," version 1.0, Appendix D, "Setting up Microsoft Access on a Network," pages 660-662.

## [References](#)

## **PRB: Stored procedure 'PROCEDURE' not found -- Error Message**

Article Number: Q95061

CREATED: 31-JAN-1993

MODIFIED: 22-FEB-1993

### **Summary:**

---

### **SYMPTOMS**

---

You receive this error:

```
Stored procedure 'PROCEDURE' not found
```

The 'PROCEDURE' noted in the error message is the name of a stored procedure that cannot be found but is necessary to gain access to the SQL server.

### **CAUSE**

---

The SQL server you are attempting to access is not set up correctly. It is missing the required stored procedures.

### **RESOLUTION**

---

To correct this situation, install the necessary stored procedures on the SQL Server by using the INSTCAT.SQL SQL script file supplied with the Microsoft Access disk set.

### **More Information:**

---

Run INSTCAT.SQL to configure Microsoft SQL Server for use with ODBC, the open database connectivity protocol used by Microsoft Access to attach SQL Server tables. INSTCAT.SQL is the SQL Script file that ships with with ODBC. You need to run it to set up the stored procedures that provide catalog information used by ODBC.

To install the catalog stored procedures using INSTCAT.SQL, run INSTCAT.SQL using the SQL Server facility ISQL (Interactive SQL) from the MS-DOS command line.

Following is the syntax for this procedure. Note that you need to enter the two lines as one continuous line, and do not include the angle braces <> in the command:

```
ISQL /U <sa login name> /n /P <password> /S <SQL server name>  
/i <drive:\path\INSTCAT.SQL> /o <drive:\path\output file name>
```

Following is a description for each switch:

```
/U    Gives the system administrator's login name  
/n    Eliminates line numbering and prompting for user input.  
/P    Gives the system administrator's Password -- case sensitive  
/S    Gives the name of the server to set up.  
/i    Gives the drive and fully qualified path for INSTCAT.SQL  
/o    Provides the output file destination for results of the  
      process including errors.
```

Here is an example ISQL command line:

```
ISQL /U sa /n /P SA_Password /S SQL_SERVER /i d:\SQL\INSTCAT.SQL  
/o d:\SQL\output.txt
```

After running INSTCAT.SQL, run the RECONFIGURE command against the MASTER database by using the SQL Administration Facility (SAF) from an MS-DOS client or the server, or run the SQL Administrator program from a Microsoft Windows client.

#### Other Possible Causes for this Error Message

---

It is possible that other situations can indirectly cause this error message. Use the following steps to troubleshoot the problem:

1. Use File Manager to search for multiple, corrupted, or outdated copies of these files:

- ODBC.DLL - dated on or after 10-16-92 containing 44736 bytes
- DBNMP3.DLL - dated on or after 9-15-92 containing 8241 bytes
- SQLSRVR.DLL - dated on or after 10-16-92 containing 135792 bytes
- NETAPI.DLL - depends on the network being used
- COMMDLG.DLL - dated on or after 10-25-92 containing 89248 bytes

NOTE: The sizes and dates referenced are correct if the files are installed by Microsoft Access version 1.0.

2. Make sure the files listed above are in appropriate locations. All the files except NETAPI.DLL are usually installed in the Windows System directory. The NETAPI.DLL file is a network specific driver that is usually located in the network's program directory, which should be in the path.
3. Use another application, such as Q+E, SAF, or PowerBuilder, on the same machine to attempt to attach the same data source. If you cannot access the data source from another application, there is probably a problem with the network. That is there may be a problem with the NETAPI.DLL file or a problem with the SQL database server, not with Microsoft Access or ODBC.
4. Attempt to attach another data source such as another SQL server. If you are successful, the original server may be down or you may need to reconfigure the entry for that server by using the ODBC Administration Utility.
5. Attempt to attach to the same data source from another machine. If you cannot gain access to the SQL database server from another machine, there could be a network wide problem or the server may be down or not communicating.
6. Try increasing your ODBC timeout settings in the ODBC section of the MSACCESS.INI file.
7. Check with the system administrator to see if the SQL database server is up, available for transactions, and operating correctly.
8. Reinstall ODBC after restarting the server and renaming the ODBC.DLL, DBNMP3.DLL, and SQLSRVR.DLL files.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, Appendix D, "Setting up Microsoft Access on a Network," pages 660-662.

"Microsoft SQL Server Administrator's Guide," version 4.2, pages 205-212.

[References](#)

## PRB: Error in Column Property Help Menu Topic

Article Number: Q95325

CREATED: 07-FEB-1993

MODIFIED: 09-FEB-1993

### Summary:

---

### SYMPTOMS

---

When you search for "Column," then "Column Property" using the Microsoft Access Help menu, some of the remarks are not correct.

### RESOLUTION

---

When you use the Column property to reference a specific column in a combo box or list box, use Column(0) to refer to the first column, Column(1) to refer to the second column, and so on. In other words, the numbering begins with 0, not 1.

Incorrect Statement in the Column Property Help Topic

-----  
You can use the Column property to refer to a particular column in a multiple-column combo box or list box. Use 1 to refer to the first column, 2 to refer to the second column, and so on.

Corrected Version

-----  
You can use the Column property to refer to a particular column in a multiple-column combo box or list box. Use 0 to refer to the first column, 1 to refer to the second column, and so on.

### More Information:

---

To create a multiple-column combo box, set the RowSource property to include more than one column, and set the ColumnCount property to a number greater than one. To refer to each column in the combo box, use the Column property and include a reference number. Here is the syntax:

```
Forms![Form Name]![Control Name].Column(#)
```

Replace the pound sign (#) with the reference number. The reference number is 0 for first column in the control, 1 for the second column, 2 for the third, and so on.

Here is a step-by-step example that demonstrates how to use the Column property reference number correctly:

1. Open the NWIND.MDB sample database, and create a new, blank (unbound) form.
2. Add a combo box and a text box to the new form. Use the following as a guide to set the properties for each control:

Object: Combo Box

-----

```
ControlName:   My Combo Box
RowSource:     Employees (a table)
ColumnCount:   3
```

```
ColumnWidth: 0,1,1
BoundColumn: 1
```

Object: Text Box

-----

```
ControlName: My Text Box
ControlSource: =[Forms]![Column Example]![My Combo Box].Column(2)
```

Because you set ColumnCount to 3 and RowSource to the Employees table, Microsoft Access loads the combo box with values from the first three fields in the Employees table: Employee ID, Last Name, and First Name. Because you set the width of the first column to 0 in the ColumnWidth property, the first column (Employee ID) does not show up in the combo box. The 2 in the Column(2) in the ControlSource setting for the text box, refers to the third column (First Name), not the second (Last Name).

3. Save the form, and name it Column Example.
4. Switch to Form view, and select a name from the combo box list.

The combo box list displays the Last Name and First Name fields for each employee in the Employees table. When you select a name from the list, Microsoft Access displays the last name in the combo box and the first name in the text box.

## [References](#)

## INF: Using a Subtract Query to Find Unmatched Records

Article Number: Q95326  
CREATED: 07-FEB-1993  
MODIFIED: 09-FEB-1993

### Summary:

---

This article describes how to create a Subtract query to compare two tables and return a dynaset that includes only those records from the first table that do not have matching records in the second table.

For example, say you have two tables (Table1 and Table2) joined on a common field (Customer ID). Your goal is to find the records in Table1 that do not have a matching Customer ID in Table2.

### More Information:

---

To return a dynaset of records that do not match on the joined field, create a query to join the two tables and subtract the matching records. This article assumes the two tables are named Table1 and Table2. The steps listed below outline the process.

1. In Design view, create a new query, and add Table1 and Table2.
2. Join the two tables on the appropriate field. Microsoft Access joins the tables automatically if there is an underlying relationship between them.
3. Double-click the join line. Convert the join from its default of type 1 to either type 2 or type 3. Use the join information to decide which type of join you want. For this example, you want all the records from Table1 and only those that match from Table2 -- a Type 2 join.
4. Drag the joined field from Table2 down to the query grid and set the criteria for this field to "Is Null." Microsoft Access will not display this field.
5. Drag any other needed Table1 fields, such as the primary key field, to the query grid. These are the columns that identify unmatched records.
6. Run the query. The Is Null condition ensures that the dynaset contains only those records from Table1 that do not have a match on joined field in Table2.

The following is an example Select statement that uses the Northwind Traders (NWIND.MDB) sample database. It returns all the customers who have not placed an order.

```
SELECT DISTINCTROW Customers.[Company Name]
FROM Orders, Customers,
Customers LEFT JOIN Orders
ON Customers.[Customer ID] = Orders.[Customer ID]
WHERE ((Orders.[Customer ID] Is Null));
```

paste

### [References](#)



## **PRACC9302: Error When Import dBASE, FoxPro, or Paradox Table**

Article Number: Q95327  
CREATED: 07-FEB-1993  
MODIFIED: 10-FEB-1993

### **Summary:**

---

PROBLEM ID: 2326

### **SYMPTOMS**

---

When you import a dBASE, FoxPro, or Paradox table without including the file extension, Microsoft Access displays this error:

Couldn't find object '<filename>'

### **RESOLUTION**

---

Rename the file so that it has an extension. It does not have to have the correct extension, such as .DBF for a dBASE table, but it must have some sort of extension.

### **STATUS**

---

Microsoft has confirmed this to be a problem in Microsoft Access version 1.0. We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

### **More Information:**

---

Steps to Reproduce Problem

- 
1. Rename a dBASE, Paradox, or FoxPro file so that it has no extension. For example, rename CUSTOMER.DBF to CUSTOMER.
  2. Open a Microsoft Access database.
  3. From the File menu, choose Import...
  4. In the Import dialog box, select the appropriate data source. For example, select dBASE III or IV to import a dBASE file.
  5. Under List Files of Type, select All Files (\*.\*) .
  6. Locate and select the import file created in step 1 without an extension.
  7. Choose the Import button.

You will see the following error message:

Couldn't find object '<filename>'.

### **[References](#)**

## **PRB: User with Full Permissions Can't Change a Query**

Article Number: Q95328  
CREATED: 7-FEB-1993  
MODIFIED: 10-MAR-1993

### **Summary:**

---

### **SYMPTOMS**

---

After changing a query definition, you try to save it but cannot even though you have full permissions, including the fact that you are a member of the Admins group.

### **CAUSE**

---

Queries have a property called Run with Owner's Permissions. You can see it in the Query Properties dialog box. If it is checked, only the owner of the query can save it. Allowing someone else to make changes would be a security violation.

### **RESOLUTION**

---

Nobody other than the query owner (the person who created it) can save the query as long as this property is set. To allow anyone with Modify Definition permissions to save changes to a query, you need to clear the Run with Owner's Permissions check box.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, Chapter 25,  
"Administering a Database System," pages 625-629.

[References](#)

## INF: How to Determine Whether a Form Is Minimized

Article Number: Q95329

CREATED: 7-FEB-1993

MODIFIED: 11-MAR-1993

### Summary:

---

There is no intrinsic function in Microsoft Access to determine whether a form is minimized. Call the Windows application programming interface (API) function `IsIconic()` to determine whether a form is minimized.

### More Information:

---

The following example shows how to set up and to call `IsIconic()` within Access Basic. The argument supplied to `IsIconic()` is the handle of the form that you want to check the window state. The return value of the function is 1 if the form is minimized, or 0 (zero) if the form is not minimized.

```
'=====
'GLOBAL DECLARATION SECTION
'=====
Option Explicit
Declare Function IsIconic% Lib "User" (ByVal hwnd%)

'=====
' w_IsIconic()
'
' This function will return the window state of a form.
'
' Return value:
'   1 - Form is minimized.
'   0 - Form is not minimized.
'=====

Function w_IsIconic ()
    w_IsIconic = IsIconic(Forms!Form1.hwnd)
End Function
```

Reference(s):

"Microsoft Windows 3.1 Programmer's Reference Manual," version 1,  
pages 555-556.

### [References](#)

## **PRB: CTRL+HOME in List Box Moves to First Item in List**

Article Number: Q95387  
CREATED: 08-FEB-1993  
MODIFIED: 09-FEB-1993

### **Summary:**

---

ISSUE ID: 13668

### **SYMPTOMS**

---

When you press CTRL+HOME in a list box, the cursor moves to the first item in the list box, not the first field in the first record.

However, when you search for "navigation keys," then "Navigation Keys -- Datasheets and Grids" using the Microsoft Access Help menu, you see that Help says CTRL+HOME has two purposes. You can press it to move to the first field in the first record, or in a multiple-line text box, you can press it to move to the beginning of the first line.

### **CAUSE**

---

The key combination CTRL+HOME is an edit key combination, so in a list box, the first use (moving to the beginning of the field) has precedence over the second use (moving to the first field in the first record). Because of this, the focus remains in the list box rather than moving to other fields or controls.

### **STATUS**

---

This behavior is by design.

### **[References](#)**

## **INF: dBASE SET DELETED Characteristic in Access**

**Article Number: Q95388**  
**CREATED: 08-FEB-1993**  
**MODIFIED: 16-FEB-1993**

### **Summary:**

---

When you delete a record in a dBASE database, the record is actually only marked for deletion. It is not permanently removed until the database is packed in dBASE.

This characteristic can produce confusing effects when browsing a table.

### **More Information:**

---

In dBASE, records which are marked for deletion still appear in any output form, such as a browse table or a report, unless you set DELETED to ON. Because of this, Microsoft Access displays records in an attached dBASE table even if the records are marked for deletion. To reproduce this characteristic in Microsoft Access, follow these steps:

1. Attach the NEWCUST.DBF dBASE table. It should be present in your ACCESS directory if the sample databases were installed.

2. Open the NEWCUST table in datasheet mode.

Notice that there are 13 records in this table.

3. Select the last record in the table by clicking on the record selector on the far left of the datasheet.

4. Press the Delete key.

Notice that the record disappears from the datasheet leaving 12 records in this table.

5. Close the datasheet window and open it again.

Notice that all 13 records are there again.

This can be confusing because it seems that Microsoft Access deleted the record, then undeleted it when you reopened the table. In reality, Microsoft Access marked the record for deletion, but because the marked record still exists in the table, Microsoft Access continues to display it in datasheet.

To prevent this confusing scenario, Microsoft Access provides functionality identical to the dBASE SET DELETED command. To take advantage of this functionality, follow these steps:

1. Open MSACCESS.INI using NOTEPAD.EXE.
2. Find the section called [dBASE ISAM]

3. Change the setting...

Deleted=Off

to

Deleted=On

4. Save MSACCESS.INI and restart Microsoft Access

Now, when you view the dBASE data, records marked for deletion will no longer appear.

To permanently remove records marked for deletion, you must open the dBASE table in dBASE and run the PACK command.

[References](#)

## **PRB: Access Error Using Edit Find With the Yes/No Data Type**

Article Number: Q95389

CREATED: 08-FEB-1993

MODIFIED: 08-FEB-1993

### **Summary:**

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### **SYMPTOMS**

---

If you are using the Find option from the Edit menu on a form with a check box control bound to a field with a data type of Yes/No, the Find will not work correctly. When you enter Yes or No in the Find What box and execute the Find, the following message is generated:

Microsoft Access has reached the end of the dynaset.

### **CAUSE**

---

Although it appears that the check box is receiving the focus, the actual focus is on the label for the check box. The check box will never receive the focus, so you can not use the Find function on the check box. The Find function will work correctly if the control is not a check box.

### **More Information:**

---

#### Steps to Reproduce Behavior

-----

1. Create a form with a check box control using the Yes/No data type.
2. Switch to Form view and click into this check box.
3. Choose Find from the Edit menu.
4. Enter Yes or No in the Find What box. Press the Find Next button.
5. You will get the above message without any values being located.

#### Work around:

-----

Do not use a check box if you want the ability to search on this field. You can search on a yes/no data type if it is a text box.

#### [References](#)

## **INF: Eliminating White Space in Reports with CanShrink and**

Article Number: Q95390

CREATED: 08-FEB-1993

MODIFIED: 09-FEB-1993

### **Summary:**

---

Before printing a form or report, you can save space by conditionally reducing the sizes of the controls on the form or report. For example, you might want to reduce the size of text boxes that contain varied-length text or reduce the size of text boxes bound to fields that could be empty.

Note the following information before you try to reduce the size of controls in reports:

- Overlapping controls will not shrink, even when the CanShrink property is set to Yes.
- Controls shrink line by line (vertically). This means, for example, that if there are a group of controls placed on the left side of the page and a large control (for example, an OLE picture) on the right side of the page, the controls on the left side of the page will not shrink, unless the picture is blank and hidden.
- Space between controls is not affected by the CanShrink or CanGrow properties.

### **More Information:**

---

A control containing null information automatically shrinks to nothing and disappears when its CanShrink property is set to Yes, but the space between the controls is not affected by the CanShrink property.

For example, say you have 11 controls in a column of a report, and there is .1 inch of space between each control. Even if all 11 controls contain null information and all 11 have their CanShrink property set to Yes, the space between the controls adds up to 1 inch. When you print the report, even though the 11 controls do not print, the first control that does contain text will print 1 inch lower than you might expect because of all the accumulated space.

A good way to manage the size of your controls is to have as few as possible. This will minimize the white space between the controls.

The following example demonstrates how to print mailing labels by using an Access Basic function to minimize the number of controls and give you nice, even spacing. Say you want to create mailing labels containing a name, business name, address, city, state, and zip code. You could use several different fields, but it would be better to use a single text box, as in the following step-by-step example:

1. Create a single text box control and set its ControlSource property to this expression:

```
=AddressBlock([Name],[Business Name],[Address],[City],[State],[ZipCode])
```



2. Create a new Access Basic module, and type the following code into it:

```
Option Explicit
Function AddressBlock$ (AName, Addr1, Addr2, City, State, Zip)
    Dim A1$, A2$, A3$, A4$, CR$

    CR$ = Chr(13) & Chr(10) 'Carriage return and line feed

    A1$ = IIf(ISB(AName), "", AName & CR$)
    A2$ = IIf(ISB(Addr1), "", Addr1 & CR$)
    A3$ = IIf(ISB(Addr2), "", Addr2 & CR$)
    A4$ = City & ", " & State & " " & Zip

    AddressBlock = A1$ & A2$ & A3$ & A4$ 'Concatenate the strings.
End Function

Function ISB (V) As Integer
    If IsNull(V) or V = "" Then ISB = True Else ISB = False
End Function
```

Now you can run the module to print the labels and keep wasted space to a minimum.

[References](#)

## **PRB: Bound SubReport Does Not Show DDE Data**

Article Number: Q95441

CREATED: 09-FEB-1993

MODIFIED: 18-FEB-1993

### **Summary:**

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ISSUE ID: 13990

### **SYMPTOMS**

---

The result of a DDE expression in a subreport does not display in Print Preview or when a report is printed.

### **CAUSE**

---

If the subreport is bound, there must be at least one row of data in the underlying table or dynaset before the subreport's DDE data will display.

### **RESOLUTION**

---

There are three possible resolutions:

1. Hide the DDE expression if the dynaset for the subreport is empty.
2. Place the DDE expression in an unbound subreport.
3. Place the control which contains the DDE expression in the main report.

### **More Information:**

---

Steps to Reproduce Behavior

-----

1. Start Microsoft Excel and create a new worksheet . Place the text "This is a test" in row 1, column 1. Save this worksheet as DDETEST.XLS, and leave this worksheet open.
2. In Microsoft Access, create a new table:  
  
    Table: Table1  
    -----  
    Field Name: TXT  
    DataType:   Text
3. Create a new report bound to [Table1].
4. Add a text box bound to the field [TXT] by dragging [TXT] from the Field List to the report.
5. To add an unbound text box, select the text box tool from the ToolBox and click on the report. Put the following expression in the ControlSource property of this unbound text box:  
  
    =DDE("Excel","DDEtest.xls","R1C1")
6. Save this report as "SubRep", without quotes.

7. View [SubRep] in print preview mode. "This is a test" displays correctly.
8. Close [SubRep] and create a new report. Drag the report, [SubRep], from the Database window onto this new report. Save this report as [MainRep].
9. View [MainRep] in print preview mode. "This is a test" is not visible on the report. Close [MainRep].
10. Open [Table1] and add some data to it. View [MainRep] in print preview mode. Notice "This is a test" is now visible.

## [References](#)

## PRB: Valid Sum Function Returns #Name? in Calculated Control

Article Number: Q95442

CREATED: 09-FEB-1993

MODIFIED: 09-FEB-1993

### Summary:

---

### SYMPTOMS

---

If you open a form in Form view and have two or more calculated controls, you may get #Name? in each of the calculated controls on the form, even if the expression for that control is valid.

### CAUSE

---

All of the domain functions are based upon the same query (over the underlying dynaset). If any of the bound functions on the form has a binding error, all of the functions on the form return an error.

### RESOLUTION

---

Find the control (or controls) that uses an invalid expression. Either remove the control or correct the expression being used for the control.

### More Information:

---

#### Steps to Reproduce Behavior

-----

1. Create a new form based on the Orders table from the sample database Northwind Traders (NWIND.MDB).
2. Create a text box bound to the Order Amount field of this table. Set the following properties:

```
Text Box
-----
ControlName:  Order Amount
ControlSource: Order Amount
```

3. Create an unbound text box on the form. Set the following properties:

```
Text Box
-----
ControlName:  Test1.
ControlSource: =Sum([Order Amount])
```

4. Create another text box on the form. Set the following properties:

```
Text Box
-----
ControlName:  Test2.
ControlSource: =Sum([Test1])
```

5. View the form in Form view.

You will see #Name? in the second and third text boxes (Test1 and Test2). Because you cannot use the Sum function on a calculated expression, Test2 is invalid. This causes all calculated expressions

on the form to return #Name?.

If you remove Test2 from the form, Test1 will display the correct value.

[References](#)

## PRB: Focus Returns to Control after OnDblClick

Article Number: Q95443

CREATED: 09-FEB-1993

MODIFIED: 09-FEB-1993

### Summary:

---

ISSUE ID: 14371

### SYMPTOMS

---

If you assign an event (function or macro) to the OnDblClick property of a control, the event is processed and the focus is returned to the control you double clicked on. Even if the event contains a GoToControl action, the focus will still be returned to the control that you double-clicked.

### CAUSE

---

This behavior is by design.

### RESOLUTION

---

If you would like the focus to move to another control, you must use the CancelEvent action after the GoToControl action in the macro or function.

### More Information:

---

The following is an example of a macro that could be attached to the OnDblClick property of a control (Field1) and move the focus to another control (Field2).

| Macro Name | Action      | Argument       |
|------------|-------------|----------------|
| Test1      | GoToControl | Field2         |
|            | CancelEvent | (NO arguments) |

The GoToControl action moves the focus to Field2, and the CancelEvent action cancels the double click action. Thus, the focus remains on Field2.

### [References](#)

## INF: How to Create Floating Popup Menus

Article Number: Q95444  
CREATED: 9-FEB-1993  
MODIFIED: 4-MAR-1993

### Summary:

---

This article discusses how you can use a combination of Windows API function calls and Access Basic code to create "floating" popup menus.

### More Information:

---

To create a floating popup menu, follow these steps:

1. Create a new form called "Popup Menu Form"
2. Add a List box control called Menu to the form and make it the size of the popup menu you want to appear, and set the following properties.

#### List box properties

-----

```
ControlName:  Menu
RowSourceType: Value List
RowSource:    String1;String2;String3;String4
AfterUpdate:  =ItemSelected([Menu])
Left:         0 in
Top:          0 in
FontName:     System
FontSize:     8
FontWeight:   Bold
```

NOTE: Substitute string values of you choice for RowSource.  
This is given only as an example.

Size the list box so that it will accomodate all listings within it without producing a scrollbar.

3. Change the following properties on the form as indicated...

#### Form properties

-----

```
ScrollBars:   Neither
Popup:        Yes
RecordSelectors: No
Width:        {Same width of the list box}
```

#### Section properties

-----

```
Height:      {Same height of the list box}
```

4. Save and close the form
5. Create a new module and add the following to the module's <Decalarations> section...

'NOTE: You may have some Windows API functions defined in an existing Microsoft Access library, therefore your declarations may be duplicates. If you receive the duplicate procedure name error, remove or comment the declare statement from your code.

'NOTE: In the following sample code, an underscore (\_) is used as a line continuation character. Remove the underscore when re-creating this code in Access Basic.

```
Option Explicit
Type POINTAPI
    x As Integer
    y As Integer
End Type
```

```
Global Const GWL_STYLE = (-16)
Global Const WS_DLGFAME = &H400000
```

```
Declare Sub GetCursorPos Lib "User" (lpPoint As POINTAPI)
Declare Function GetWindowLong& Lib "User" (ByVal hWnd%, _
    ByVal nIndex%)
Declare Function SetWindowLong& Lib "User" (ByVal hWnd%, _
    ByVal nIndex%, ByVal dwNewLong&)
```

6. Add the following functions...

```
Function ShowPopup ()
    Dim coord As POINTAPI
    Dim attr&

    GetCursorPos coord
    DoCmd OpenForm "Popup Menu Form"

    attr& = GetWindowLong(Forms![Popup Menu Form].hWnd, GWL_STYLE)
    attr& = SetWindowLong(Forms![Popup Menu Form].hWnd, GWL_STYLE, _
        attr& And Not WS_DLGFAME)

    DoCmd MoveSize (coord.x * 14), (coord.y * 14), , 1100
End Function

Function ItemSelected (WhichItem As String)
    DoCmd Close
    MsgBox "The selected item was " & Trim(WhichItem)
End Function
```

7. Choose the form from which you want the popup menu to appear and open it in Design mode

8. Select the event property that you want to use to activate the popup menu and specify the following...

```
=ShowPopup()
```

Now, when you open your form and invoke the event discussed in step 8, the popup will appear at the mouse position and remain on the screen until a selection is made from the popup.



## References

## INF: Updating a Separate Table When a Value Changes on a Form

Article Number: Q95445

CREATED: 09-FEB-1993

MODIFIED: 10-FEB-1993

### Summary:

---

This article shows by example how to have Microsoft Access automatically update a field in a table when you use a form to change a related field in a different table. In other words, you can have Microsoft Access post your changes to a separate table that is not bound to the form.

To set this up, you need to:

- Add a text box control to the form.
- Create a new macro group (UpdateOther) that contains two macros (SaveValue and ChgValue) to run the update query.
- Create an update query (IDChgQuery in this example).
- Change several properties to execute the macros.

### More Information:

---

This example uses the Products form in the sample database Northwind Traders (NWIND.MDB). Here is the step-by-step procedure:

1. Open the NWIND.MDB database, and make a few modifications to set it up for this example. First, delete the relationship between the Products and Order Detail tables. Then, because you cannot update fields that have a Counter data type, change the following properties of the Product ID field in the Products table:

```
Table: Products
-----
Field Name: Product ID
  DataType: Number
  FieldSize: Long Integer
```

2. Open the Products form in Design view, and display the property sheet. Set the following form and control properties:

```
Form: Products
-----
OnCurrent: UpdateOther.SaveValue

Field: Product ID
-----
AfterUpdate: UpdateOther.ChgValue
Locked: No
```

These actions activate the macros, which in turn run the update query.

3. Add an unbound text box control to the form, and give it the following properties:

```
Control: Text box
-----
```

ControlName: Previous ID  
Visible: No

4. Create a new macro group (UpdateOther) to hold two macros (SaveValue and ChgValue) by first choosing to create a new macro. Next, choose Macro Names from the View menu or click the Macro Names button on the toolbar. Microsoft Access displays the Macro Name column.
5. Enter the two macro names along with their actions and action arguments. Each macro in the macro group begins on the line that contains that macro's name. Use the following table as a guide:

| Macro Name | Action and Action Arguments                                                                                                                                                |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SaveValue  | SetValue<br>Item: [Previous ID]<br>Expression: [Product ID]                                                                                                                |
| ChgValue   | SetWarnings<br>Warnings On: No<br>OpenQuery<br>Query Name: IDChgQuery<br>View: Datasheet<br>Data Mode: Edit<br>SetValue<br>Item: [Previous ID]<br>Expression: [Product ID] |

6. Save the macro group, and name it UpdateOther. Now UpdateOther appears in the list of macros in the Database window. You can use the following syntax to specify each macro in the macro group:

macrogroupname.macroname

For example, UpdateOther.SaveValue specifies the save value macro.

7. Create a new update query called IDChgQuery. Add the table Order Details to the query. In the Field cell, enter Product ID. In the Update To cell, enter Forms![Products]![Product ID]. In the Criteria cell, enter Forms![Products]![Previous ID]. Here is a summary:

Query: IDChgQuery  
-----  
Tables: Orders Detail  
Field: Product ID  
Update To: Forms![Products]![Product ID]  
Criteria: Forms![Products]![Previous ID]

Now, when using the Products form, which is bound to the Products table, if you enter a new value in the Product ID field, Microsoft Access updates the Product ID column in the Orders Detail table automatically. It does it by running the UpdateOther.SaveValue macro to save the previous value to use as criteria and then the UpdateOther.ChgValue macro to run the IDChgQuery update query. The IDChgQuery query updates the Product ID column in the Orders Detail table overwriting the previous old value with the new value.

## [References](#)



## PRACC9302: Importing Delimited Text Files Strips Off Decimals

Article Number: Q95446  
CREATED: 09-FEB-1993  
MODIFIED: 10-FEB-1993

### Summary:

---

PROBLEM ID: 2310

### SYMPTOMS

---

You import a delimited text file that contains numbers with decimal places, and the resulting table does not show the decimal places.

### CAUSE

---

When Microsoft Access creates the table, it looks at the first record in the file to decide which data type to assign to the field. If the first record contains a .00 decimal value in a field, Microsoft Access gives the field a Number, Long Integer data type. Then it strips all the decimal values when importing the file because the Number, Long Integer data type does not support decimal values.

### RESOLUTION

---

There are two workarounds. The first is to create a destination table that already has the fields defined. Choose Number, Double as the data type. It supports decimal places. When you import the text file, append it to the existing destination table rather than allowing Microsoft Access to create a new table.

Alternatively, you can work around the problem by making sure the number fields in the first record do not contain .00 as decimal values.

### STATUS

---

Microsoft has confirmed this to be a problem in Microsoft Access version 1.0. We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

### More Information:

---

If any of the fields in the first record contain numbers that have decimal values of .00, Microsoft Access strips the decimal places from all the records for the corresponding fields in the resulting table.

#### Steps to Reproduce Behavior

-----

1. Use a text editor such as Notepad or MS-DOS Edit to create two text files (FILE1.TXT and FILE2.TXT) using the following as a guide:

FILE1.TXT

-----

234.50

350.75

FILE2.TXT

-----

100.00  
276.93

2. Import the first file as a delimited text file, and have Microsoft Access create a new table. Notice that the resulting table has the numbers in the correct format. The data type for this field was defined as Number, Double.
3. Import the second file as a delimited text file, and have Microsoft Access create a new table. Notice that the resulting table imports the numbers as follows:

100  
276

Microsoft Access stripped the decimal places from the second file because the data type for the field was defined as Number, Long Integer -- a data type that does not support decimal values.

Reference(s):

"Microsoft Access User's Guide," version 1.0, Chapter 4, "Importing, Exporting, and Attaching," pages 72-78.

[References](#)

## **PRB: '|' Isn't A Valid Path Error Message on Start**

Article Number: Q95447  
CREATED: 09-FEB-1993  
MODIFIED: 10-FEB-1993

### **Summary:**

---

### **SYMPTOMS**

---

When trying to start Microsoft Access, you receive the following error message:

```
'|' Isn't a Valid Path
```

### **CAUSE**

---

The drive that contains your TEMP directory does not have enough disk space, or there no valid SET TEMP statement in the AUTOEXEC.BAT file.

### **RESOLUTION**

---

Exit from Windows. Then at the MS-DOS prompt, type SET and press ENTER. This gives you a listing of the MS-DOS environment settings. Confirm that one of the settings is TEMP= followed by a valid path.

If you find the TEMP= setting, then check the amount of disk space available on the drive where your temporary directory resides. If you do not have enough disk space, delete unnecessary files from the drive or move the TEMP directory to a partition that has enough disk space and change the SET TEMP= line in the AUTOEXEC.BAT file.

### **[References](#)**

## **PRB: Bitmap May Not Display Correctly in Microsoft Access**

Article Number: Q95448

CREATED: 9-FEB-1993

MODIFIED: 10-MAR-1993

### **Summary:**

---

#### **SYMPTOMS**

---

A bitmap that displays correctly in another application does not display correctly in Microsoft Access.

#### **CAUSE**

---

When Microsoft Access starts, it loads a fixed 256-color palette. This color palette supports the most common colors used in bitmaps and metafiles. All pictures and OLE Objects displayed in Microsoft Access are mapped to this color palette.

#### **STATUS**

---

This behavior is by design.

### **More Information:**

---

By using a fixed color palette, Microsoft Access can display multiple pictures and OLE objects on the screen at one time without each new object affecting the screen colors.

Windows uses only one palette at a time. This is usually not a problem because most applications, such as PBRUSH.EXE, display only one bitmap at a time, so they can use a single Windows palette to display the bitmap.

However, Microsoft Access can display multiple bitmaps at one time. Therefore, Because Windows can use only one palette at a time, Microsoft Access uses a common palette that hopefully will be common to all the bitmaps Microsoft Access might display.

This is why bitmaps and metafiles displayed in Microsoft Access may be colored differently than they were in the application in which they were created. Because Windows can use only one palette at a time, each object Microsoft Access displays must be mapped to the fixed color palette loaded by Microsoft Access. Microsoft Windows determines this mapping. You cannot modify it.

#### Steps To Reproduce Behavior

-----

1. Start Microsoft Paintbrush (PBRUSH.EXE).
2. Choose Image Attributes and select Black and White under the Color option.
3. Create a simple picture using several different shades of gray.
4. Choose Save from the File menu.
5. Under the Save File as Type: option, select 256 Color Bitmap.



6. Start Microsoft Access, and open the example database NWIND.MDB.
7. Open the Categories form in Form view.
8. Select the Picture Control.
9. Choose Insert Object from the Edit menu, and click the File button.
10. Choose the file you just created in Microsoft Paintbrush, and click the OK button.

Result: the file loads as a solid black picture. Microsoft Paintbrush uses a custom palette to offer a variety of shades of gray. But Microsoft Access does not have the ability to load or reproduce this custom color palette, so it requests that Windows map each of the colors in the bitmap to the custom palette that was loaded when Microsoft Access started.

This example is extreme. In most cases the color change will be slight.

### [References](#)

## **PRB: WAIT Argument in SendKeys may not Stop Macro Processing**

Article Number: Q95449

CREATED: 09-FEB-1993

MODIFIED: 09-FEB-1993

### **Summary:**

---

### **SYMPTOMS**

---

When a macro calls the function SendKeys with the Wait parameter set to true, the macro will continue before the program that processed the keystrokes has finished performing the action that it was called to do.

### **RESOLUTION**

---

To work around this issue it is suggested that you have the macro call an Access Basic function or procedure that would check to see if the other application is finished. To correct the situation described above the user could do the following.

#### Macro Action

-----

|                     |                                                               |
|---------------------|---------------------------------------------------------------|
| RunApp              | - Start Excel                                                 |
| SendKeys            | - Start the macro                                             |
| RunCode             | - Call a module that continues checking until the file exists |
| TransferSpreadsheet | - Import the Spreadsheet                                      |

### **More Information:**

---

For example: The user wants to create a macro that will call Excel to make a file and then process that file once Excel is done creating it. The Access Macro calls RunApp to start up Excel and then calls SendKeys to start an Excel Macro with the WAIT parameter set to TRUE. Access will wait until the keystrokes are processed and then continue, if the Excel Macro has not finished creating the file, Access will NOT wait for Excel, and will fail when it tries to use the file.

The SendKeys function in Access has two arguments, the first argument indicates which keystrokes to send. The second argument causes Access to pause until the keystrokes are processed.

The description of the WAIT argument is misleading. If WAIT is true, Access will only wait until the keystrokes are processed. It will not wait until the application that the keystrokes were sent to is finished.

Reference(s): "Microsoft Access Language Reference, version 1.0" pages 433-435.

### **References**

## PRB: Can't Change Combo Box Value If ControlSource Is Counter

Article Number: Q95450

CREATED: 09-FEB-1993

MODIFIED: 10-FEB-1993

### Summary:

---

### SYMPTOMS

---

After setting the ControlSource property of a combo box to a field that has a Counter data type, you try to change the value in the combo box and receive the following status bar message:

Control bound to counter column 'Field name'

### CAUSE

---

The ControlSource of a combo box is a table field where Microsoft Access writes your combo box selection. By design, modifications to a Counter field are not allowed. Therefore, if the ControlSource property of a combo box is set to a Counter field, Microsoft Access cannot update the value in the Counter field, so you cannot change the combo box value. Microsoft Access gives you the message to tell you why it cannot update the combo box control.

### RESOLUTION

---

Either change the data type of the field now in the ControlSource property of the combo box, or set the ControlSource property to a field that does not have a Counter data type.

### More Information:

---

#### Steps to Reproduce Behavior

-----

1. Start Microsoft Access, open the NWIND.MDB sample database, and create a new table called MyTest.
2. Add the following three fields to the MyTest table:

| Field Name | Data Type |
|------------|-----------|
| MyCounter  | Counter   |
| MyData     | Number    |
| MyBucket   | Number    |

3. Enter a few random numeric values in the MyData field. Notice that Microsoft Access automatically fills in the MyCounter field and puts zeroes in the MyBucket field as you enter values in the MyData field.
4. Create a new blank form.
5. In Design view, place a combo box on the form. Set its ControlSource property to the MyCounter field, and its RowSource property to the MyTest table.
6. Switch to Form view. Notice that the combo box values are the sequential numbers coming from the MyCounter field.

7. Drop down the combo box list and attempt to select a new value from it. You receive the following message on the status bar:

Control bound to counter column 'The Counter'.

The value in the combo box does not change.

8. Switch back to Design view and change the combo box ControlSource property from MyCounter to MyBucket.
9. Switch back to Form view and repeat step 7. Now you can select items from the combo box. If you look at the contents of the table, you can see the values you select come from the MyBucket field.

Reference(s) :

"Microsoft Access User's Guide," version 1.0, Chapter 9, "Designing Forms," pages 235-238.

[References](#)

## PRB: Property List Boxes Show Two-Word Options on Two Lines

Article Number: Q95452

CREATED: 09-FEB-1993

MODIFIED: 10-FEB-1993

### Summary:

---

### SYMPTOMS

---

All the list boxes that show properties use two lines to display two-word options instead of putting each two-word option on a single line.

### CAUSE

---

There is an incorrect List Separator in the International section of your WIN.INI file.

### RESOLUTION

---

From the Main group in Program Manager, choose Control Panel. From there, choose the International icon. Change the List Separator to a comma (,). Now the Property list boxes in Microsoft Access will list two-word options correctly. Note that different List Separator entries will cause different results.

### More Information:

---

#### Steps to Reproduce Behavior

-----

1. From the Accessories group in Program Manager, choose Notepad.
2. From the File menu, choose Open.
3. Type C:\WINDOWS\WIN.INI, and choose the OK button. If your Windows directory is different, modify the path accordingly.
4. From the Search menu, choose Find.
5. Type slist, and choose the Find Next button.
6. Change the line in the WIN.INI file to look like this:  

```
slist=" "
```
7. Save the file, and restart Windows.
8. Start Microsoft Access and open any form in Design view.
9. Choose Default View and look at the valid choices in the list box by clicking the down arrow.

Your displayed choices will look like this:

```
Default View....Single
                  Form
                  Continuous
                  Forms
```

Datasheet

The list should look like this:

Default View....Single Form  
Continuous Forms  
Datasheet

[References](#)

## **PRB: Moving Backward in Report Print Preview Window Is Slow**

Article Number: Q95453  
CREATED: 9-FEB-1993  
MODIFIED: 10-MAR-1993

### **Summary:**

---

### **SYMPTOMS**

---

In the Print Preview window in reports, you can move forward and backward page by page to view your report before printing it. When previewing a large report, you may notice it takes longer to move backward than it takes to move forward. The further along you are in the report preview, the longer it takes to move backward.

### **CAUSE**

---

Microsoft Access must reformat the report pages behind it when moving backward. In other words it reformats all the pages from page 1 to the current page minus 1.

As you preview a report in the Print Preview window, Microsoft Access formats the report pages. It keeps the page formats in memory until you move to a new page. Once you move past a page, all the formats constructed to show that page are lost. Therefore, previous pages must be reconstructed each time you move backward.

The more pages there are between page 1 and your current page location, the more time it takes Microsoft Access to reconstruct them. For example, it takes less time to go from page 3 to page 2 than it takes to go from page 300 to page 299. In the first example, only two pages need to be reformatted. In the second, 299 pages need to be reformatted.

### **RESOLUTION**

---

Rather than previewing or printing a report in Microsoft Access, you might consider saving it in a file format that can be read by another program such as a spreadsheet or word processor and then use the spreadsheet or word processor to browse the report.

The ability to save a report in different file formats is not built into Microsoft Access. However, you can use the OutputAs utility that comes as two files -- OUTPUTAS.MDA and OUTPUTAS.DLL -- to save a report in other formats.

You can download OUTPUTAS.MDA and OUTPUTAS.DLL from the reports section of CompuServe library 5. At this time, this is the only place to get them. Please read the README.TXT file included with the OUTPUTAS.MDA and OUTPUTAS.DLL files for detailed instructions on how to use it.

After installing OUTPUTAS.MDA and OUTPUTAS.DLL, you will have a Save Report As command added to your Microsoft Access Help menu. You can choose Save Report As to save report output in the following file formats:

- BIFF (binary interchange file format) -- a Microsoft Excel

version 3.0 and higher format.

- RTF (rich-text format) -- a Microsoft standard document interchange format.
- ASCII (American Standard Code for Information Interchange) -- a text-only format.

Once installed, you can choose the Output Report As command from the Help menu, select a report from the list it gives you, and then choose to output the report in RTF format. Then you can use Microsoft Word for Windows to examine and edit the resulting .RTF file.

## [References](#)



## INF: Using Multiple Copies of the Same Table in a Query

Article Number: Q95454

CREATED: 09-FEB-1993

MODIFIED: 11-FEB-1993

### Summary:

---

When designing queries, you may at some point need to make multiple references (links) between a column in one table and different columns in another table. If you set up the links incorrectly, the query may return unexpected results or no results at all.

To build the links correctly, you should load multiple copies of the common table. Then you can reference columns from the other copies as needed. This is all possible because in Microsoft Access, you can add multiple copies of the same table to a query.

### More Information:

---

When you add a second copy of a table to a query, Microsoft Access gives the second copy the same name as the first but appends an underscore character ( \_ ) and consecutive number to the copy. For example, if Test is the original table name, Microsoft Access names the first copy Test\_1, the second Test\_2, the third Test\_3 and so on.

#### Example Scenario

-----

Here's a scenario that requires multiple copies of a table in a query. Suppose your company keeps an inventory of janitorial supplies. One table (Main) holds product names, a code for the primary supplier of that product, and a code for the alternate supplier. Another table (Full Names) gives a full name for each supplier code. Here's the structure:

|                         |                           |
|-------------------------|---------------------------|
| Table: Main             | Table: Full Names         |
| -----                   | -----                     |
| Field: Product          | Field: Supplier Code      |
| Field: Primary Supplier | Field: Full Supplier Name |
| Field: Backup Supplier  |                           |

A sample record from the table Main might look like this:

| Product   | Primary Supplier | Backup Supplier |
|-----------|------------------|-----------------|
| -----     | -----            | -----           |
| Floor Wax | CC               | AJ              |

You use a code for each supplier in Main, but want to see the full name of each primary and alternate supplier in a query. In other words, you want your output to look like this:

| Product   | Primary Supplier | Backup Supplier   |
|-----------|------------------|-------------------|
| -----     | -----            | -----             |
| Floor Wax | CleanCo          | Allied Janitorial |

Your initial reaction might be to create a query joining both the

Primary Supplier and Backup Supplier columns from the Main table to the Supplier Code column of the Full Names table. However, the result of the query shows no data. This occurs because the only rows that satisfy the links are those rows in Mail where the values in Primary Supplier field match those in the Backup Supplier fields. That is, Microsoft Access tries to match a single row in Main with a single row -- not multiple rows -- in the Full Names table. The result is no match.

To correctly evaluate the supplier codes for both primary and alternate suppliers, you need two copies of the Full Names table. Add another copy of the Full Names table to the query. It becomes Full Names\_1.

Link the Primary Supplier column in the Main table to the Supplier Code column in the Full Names table. Then link the Backup Supplier column in the Main table to the Supplier Code column in the new Full Names\_1 table.

Your query grid should look something like this:

```
Query: Suppliers_Query
-----
Field: Product
Table: Main

Field: Full Supplier Name
Table: Full Names

Field: Full Supplier Name
Table: Full Names_1
```

Note: It's helpful to choose Table Names from the View menu. Then it's clear which table is which on the query grid.

Now when you run the query, the result shows the full supplier name for both the primary and the backup suppliers. If you like, you can use your own names for the column headings to make them more meaningful or readable. For information on how to do this, search for "renaming fields," then "Renaming a Field in a Query," using the Microsoft Access Help menu

If you anticipate that a product may have a primary but not a backup supplier, change the join property between Full Names\_1 and Main to include all records from Main and only those records from Full Names\_1 where the joined fields are equal.

## [References](#)

## **INF: How to Send the Contents of a Control w/SendKeys**

Article Number: Q95455  
CREATED: 09-FEB-1993  
MODIFIED: 09-FEB-1993

### **Summary:**

---

To specify the contents of a control or field in the SendKeys action argument, you must precede the control or field name with the equal sign in the Keystrokes argument.

### **More Information:**

---

The following example will perform a SendKeys action and send the contents of Field0 as the argument to the action.

| Action   | Keystrokes          |
|----------|---------------------|
| SendKeys | =Forms!Form1!Field0 |

### [References](#)

## **PRB: Clicking Wizard's Background May Change Focus of Control**

Article Number: Q95565

CREATED: 17-FEB-1993

MODIFIED: 5-MAR-1993

### **Summary:**

---

ISSUE ID: 11118

### **SYMPTOMS**

---

While you are using the Report Wizard or Form Wizard, the focus on a control can be changed by clicking different areas of the Wizard's background. For example, clicking the area at the bottom of the Wizard (the area containing the "Cancel", "Back", and "Next" buttons) will put the focus on a control in that colored area.

Note: This can only happen when using a mouse.

### **CAUSE**

---

The focus changes because the Wizard itself is a form that contains a Detail and Footer section. Clicking in the Footer section (area with Cancel, Back, and Next buttons) will move the focus to the first enabled control in this section (based on the tab order). However, the focus will not change if you click on a section containing the control that already has the focus.

### **STATUS**

---

This is by design.

### **More Information:**

---

Steps to Reproduce Behavior

-----

1. Open the sample database Northwind Traders (NWIND.MDB).
2. Choose Tables from the View menu.
3. Select the Categories table from the Database window.
4. Choose New and then the Form command from the File menu.
5. Choose the Form Wizards button.
6. Select Single-column and then choose OK
7. Notice the Next button does not have the focus.
8. Click the at bottom of form, (not on any of the buttons) and the focus will shift to the Next button.

### **References**

## **PRB: No Field List if Form is Based on SQL Statement**

Article Number: Q95566  
CREATED: 17-FEB-1993  
MODIFIED: 5-MAR-1993

### **Summary:**

---

ISSUE ID: 6032

### **SYMPTOMS**

---

When a form's record source is set to an SQL statement, no fields appear in the Field List dialog box.

### **CAUSE**

---

This behavior is by design.

### **RESOLUTION**

---

Create a query based on the desired SQL statement, and set the form's record source to the query.

### **More Information:**

---

Steps to Reproduce Problem

- 
1. Open the sample database Northwind Traders (NWIND.MDB).
  2. Open the Category List query in Design mode.
  3. Select SQL from the View menu to bring up the SQL statement for this query.
  4. Highlight the contents of the SQL window, then use the keystroke combination CTRL+C to copy the SQL statement to the Clipboard.
  5. Choose Cancel to close the SQL dialog box, then close the Category List query.
  6. Open a new unbound form, and paste the SQL statement into the form's RecordSource property (using CTRL+V)
  7. To show the field list, select Field List from the View menu. Note that the SQL statement displays in the Title bar of the dialog box, however, there are no fields listed to choose from.

### **[References](#)**

## **INF: Recent File List will Display Deleted .MDB Files**

Article Number: Q95569  
CREATED: 17-FEB-1993  
MODIFIED: 17-FEB-1993

### **Summary:**

---

When you open a database, Microsoft Access remembers that database name and will display the name in the Recent File List under the File menu. However, if you delete that database, the Recent File List will still continue to show it as a valid database even though it doesn't actually exist. When you open other databases the list will be updated and the deleted file will eventually disappear from the list.

### **More Information:**

---

Steps to Reproduce Behavior

-----

1. Create a new database.
2. Close the database.
3. Delete the database using File Manager.
4. Choose the File menu in Microsoft Access. You will notice the database you just deleted is still in the File menu list.

### **[References](#)**

## **PRB: Error Message: Query Must Have at Least One Output Field**

Article Number: Q95573  
CREATED: 17-FEB-1993  
MODIFIED: 4-MAR-1993

### **Summary:**

---

### **SYMPTOMS**

---

The user receives the error message,

Query must have at least one output field

when trying to execute a query that clearly has fields in the query grid.

### **CAUSE**

---

One of the field in the query grid has a colon as the rightmost character in its name. For example, 'LastName:'. The query parser looks for colons in a name to denote calculated fields and misinterprets the field name as a result.

### **RESOLUTION**

---

Open the source table in design mode and remove the colon from the field name. Doing so will not affect the data in the column of the field changed.

### [References](#)

## INF: Returning Case Sensitive Match in Queries

Article Number: Q95605

CREATED: 17-FEB-1993

MODIFIED: 17-FEB-1993

### Summary:

---

Microsoft Access can differentiate between case sensitive text strings using the Asc() Function. Using this function in a Select Query, Microsoft Access can locate an exact case sensitive match.

### More Information:

---

This technique is useful in a situation where the user needs to find all the records in a field that contains lowercase text as compared to upper case text for the first character. An example of this might be in the Employees table of the NWIND.MDB database. Please note that the example below will find only the first character. If you needed something more complex, you will need to call an Access Basic function to return the results.

Suppose the text field called First Name contained values such as the following:

```
First Name
-----
andrew
Andrew
Nancy
```

and so on.

If you need to find all the records which contain the lower case "andrew" as compared to "Andrew", use the Asc() function.

To do this create a new Select Query:

```
Query: QueryTest
-----
Field name: First Name
  Show: True
Field name: Asc([First name])
  Show: True
  First Criteria Line: Like Asc("a")
```

This query will return only the record for "andrew" and not "Andrew".

Reference(s):

"Microsoft Access Language Reference", version 1.0, Asc Function, page 40  
"Microsoft Access User's Guide", version 1.0, "Designing Select Queries,"  
Chapter 6

### [References](#)



## INF: Enforcing Transactions on Attached SQL Server Tables

Article Number: Q95607  
CREATED: 17-FEB-1993  
MODIFIED: 17-FEB-1993

### Summary:

---

Microsoft Access will automatically support transaction processing on attached SQL Server tables using queries. However, explicit transactions in Access Basic require the use of dynasets on attached tables and further require a specific order in the creation of the dynasets and the implementation of transaction processing.

### More Information:

---

Microsoft Access will enforce transaction processing on an attached SQL Server table through the use of a dynaset created on that table. To get more information on how to create a dynaset on an attached SQL Server table, please search help on the 'CreateDynaset' method. The key to making transaction processing work for attached SQL Server tables is to create and close the dynaset on the attached SQL Server table outside the transaction. Below are pseudo-code examples of the incorrect and correct methods of coding this process:

```
***WRONG***
Dim MyDyna As Dynaset
BeginTrans
    MyDyna = CreateDynaset("Table1")
    <misc.code such as Inserts/Updates/Deletes.>
    MyDyna.Close
CommitTrans/Rollback

***RIGHT***
Dim MyDyna As Dynaset
MyDyna = CreateDynaset("Table1")
BeginTrans
    <misc.code such as Inserts/Updates/Deletes.>
CommitTrans/Rollback
MyDyna.close
```

### [References](#)

## INF: Separating Full Names Into Two Fields in a Query

Article Number: Q95608  
CREATED: 17-FEB-1993  
MODIFIED: 17-FEB-1993

### Summary:

---

The following query breaks apart a field containing a full name which is separated by a comma. For example a name would be entered as: Smith, John. The query would return two columns named Last: and First:. The query uses the Left\$ and Right\$ functions and searches for the comma using the InStr function.

```
Query: QueryTest
```

```
-----
```

```
Field Name: Last: Left$([Name],InStr(1,[Name],",")-1)
```

```
Show: True
```

```
Field Name: First: Right$([Name],Len([name])-InStr(1,[Name],",")-1)
```

```
Show: True
```

Variations of the above query may be necessary to adjust for spaces in the name field. For example if the name field contained the following, Smith,John with no spaces, remove the -1 for the first name field.

### [References](#)

## **PRB: Err Msg: Unable to load communication module**

Article Number: Q95612  
CREATED: 17-FEB-1993  
MODIFIED: 17-FEB-1993

### **Summary:**

---

### **SYMPTOMS**

---

If you receive the following error message:

```
Unable to load communication module.  
Driver has not been properly installed.  
Unable to connect to data source.
```

### **CAUSE**

---

The DBNMP3.DLL file you are using may be old, you may have duplicate DBNMP3.DLL files on your system and the wrong one is being used, or the DBNMP3.DLL file you are using may be damaged or corrupted.

This could also be caused by an incorrect [SQLSERVER] entry in your WIN.INI file. This entry should look like:

```
[SQLSERVER]  
MY_SERVER=DBNMP3,\\MY_SERVER\PIPE\SQL\QUERY
```

If there are any spaces in the above entry, or if DBNMP3 is misspelled, you will receive the error.

### **RESOLUTION**

---

The DBNMP3.DLL file which is installed by Microsoft Access version 1.0 is dated 9-15-92, has a size of 8241 bytes, and should be installed in the \WINDOWS\SYSTEM directory.

### **More Information:**

---

It is possible that there are other situations which may indirectly cause this error message to display. The other things which you will need to check to troubleshoot this problem include:

1. Use File Manager to search for multiple, corrupted, or outdated copies of these files:

```
ODBC.DLL - dated 10-16-92(44736 bytes) or newer  
SQLSRVR.DLL - dated 10-16-92(135792 bytes) or newer  
NETAPI.DLL - depends on the network being used  
COMMDLG.DLL - dated 10-25-92(89248 bytes) or newer
```

NOTE: The sizes and dates referenced are correct if the files are installed by Access version 1.0.

2. Make sure that the files listed above are in their appropriate locations. All of the files except NETAPI.DLL are usually installed in the Windows System directory. The NETAPI.DLL file is a network specific driver and is usually located in the network's program directory, which should be in the path.

3. Use another application, such as Q+E, SAF, or PowerBuilder, on the same machine to attempt to attach to the same data source. If you cannot access the data source from another application then it is probably a problem with the network, such as NETAPI.DLL, or a problem with the server, not with Microsoft Access or ODBC.
4. Attempt to attach to another data source, if available, such as another SQL server. If you can attach to another server, then the original server may be down or you may need to reconfigure the entry for that server using the ODBC Administration Utility.
5. Attempt to attach to the same data source from another machine. If you couldn't access the SQL server from another machine that would indicate a network wide problem or that the server may be down or not communicating.
6. Try increasing your ODBC timeout settings in the ODBC section of the MSACCESS.INI file.
7. Check with the system administrator to see if the SQL server is up, available for transactions, and operating properly.
8. Reinstall ODBC after performing a clean boot and renaming the ODBC.DLL, DBNMP3.DLL, and SQLSRVR.DLL files.

Reference(s) :

"Microsoft Access User's Guide" version 1.0, pages 660-662.

### [References](#)

## **PRB: Open Object can be Deleted by Another User**

Article Number: Q95638  
CREATED: 18-FEB-1993  
MODIFIED: 18-FEB-1993

### **Summary:**

---

ISSUE ID: 11001

### **SYMPTOMS**

---

While one user has a form or report object open another user can delete the object with no warning.

### **CAUSE**

---

Microsoft Access does not have a record level locking mechanism for objects, therefore there is no way to prevent a user on one workstation from deleting an open object on another workstation. This problem does not occur with tables which have been opened exclusively.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Behavior

-----

Use a shared database on 2 machines: A & B

1. On machine A, open Formx for design.
2. On machine B, delete Formx. Formx is deleted with no warning.

[References](#)

## **PRB: Table Design Edit Menu Commands Grayed Out**

Article Number: Q95639  
CREATED: 18-FEB-1993  
MODIFIED: 23-FEB-1993

### **Summary:**

---

ISSUE ID: 5460

### **SYMPTOMS**

---

The Edit menu in Table Design mode grays out the clipboard items when the user uses the CTRL+Mouse click for selecting objects which should be available.

### **CAUSE**

---

Mouse click and drag creates a contiguous selection. However, CTRL+mouse click creates a discontinuous selection. The Cut, Copy, and Delete menu items will not work on discontinuous selections even if the objects selected are contiguous.

### **RESOLUTION**

---

This is by design.

### **More Information:**

---

Steps to Reproduce Behavior

- 
1. Open a Table in Design mode.
  2. Select several columns by clicking and dragging the mouse.
  3. View the Edit menu. Notice that Cut, Copy, Delete menu items are available.
  4. Close the Edit menu.
  5. Select the same columns by clicking the row selectors while holding down the CTRL key.
  6. View the Edit menu again. All the clipboard commands are now grayed out.

### **[References](#)**

## INF: Converting Currency or Number Values into English Words

Article Number: Q95640  
CREATED: 18-FEB-1993  
MODIFIED: 23-FEB-1993

### Summary:

---

By using four functions you can convert a currency or other numeric value into its equivalent in English words. For example, you can change 24.50 into the following text: Twenty Four DOLLARS and Fifty CENTS.

To understand this article, you need to be familiar with Access Basic and know how to create and use Access Basic procedures. Note that none of the words in the result are hyphenated. That is, the result shows Twenty Four, not Twenty-Four. Revise the code if hyphenation is important to you.

### More Information:

---

The following code creates four functions: NumToWord(), GetWord(), GetTens(), and GetDigit():

```
' Note: Enter each command on a single line. The underscore (_) on
' the end of some lines is a line continuation character. It's there
' to improve readability. When you enter the line, omit the underscore
' and combine all continued lines into a single line.
'*****
'Declarations section of the module
'*****
Option Explicit
'=====
'*** This is the main function call
'=====
Function NumToWord(NumVal)
    ReDim NumParts(9) As String    'Array for Amount (sets of three)
    ReDim Place(9) As String       'Array containing place holders
    Dim LDoll As Integer           'Length of the Dollars Text Amount

    Place(2) = " Thousand "      '
    Place(3) = " Million "       'Place holder names for money
    Place(4) = " Billion "        'amounts
    Place(5) = " Trillion "      '

    NTW = ""                      'Temp value for the function.
    NText = Trim(Str(NumVal))      'String representation of amount.
    DecPlace = InStr(Trim(NText), ".") 'Position of decimal 0 if none

    Dollars = Trim(Left(NText, IIf(DecPlace = 0, Len(NumVal), _
                                   DecPlace - 1)))

    LDoll = Len(Dollars)
    Cents = Trim(Right(NText, IIf(DecPlace = 0, 0, Abs(DecPlace - _
                                   Len(NText)))))

    If Len(Cents) = 1 Then
        Cents = Cents & "0"
    End If
    If (LDoll Mod 3) = 0 Then
        TotalSets = (LDoll \ 3)
```

```

Else
    TotalSets = (LDoll \ 3) + 1
End If
cnt = 1
LDollHold = LDoll
Do While LDoll > 0
    NumParts(cnt) = IIf(LDoll > 3, Right(Dollars, 3),_
                        Trim(Dollars))
    Dollars = IIf(LDoll > 3, Left(Dollars, (IIf(LDoll < 3, 3,_
  LDoll)) - 3), "")
    LDoll = Len(Dollars)
    cnt = cnt + 1
Loop
For cnt = TotalSets To 1 Step -1      'step through NumParts array
    NWord = GetWord(NumParts(cnt))    'convert 1 element of NumParts
    NTW = NTW & NWord                 'concatenate it to temp variable
    If NWord <> "" Then NTW = NTW & Place(cnt)
Next cnt                              'loop through
If LDollHold > 0 Then
    NTW = NTW & " DOLLARS and "      'concatenate text
Else
    NTW = NTW & " NO DOLLARS and "   'concatenate text
End If
TotalCents = gettens(Cents)          'Convert cents part to word
If TotalCents = "" Then TotalCents = "NO" 'Concat NO if cents=0
NTW = NTW & TotalCents & " CENTS"   'Concat Dollars and Cents
NumToWord = NTW                     'Assign word value to function
End Function                          'End NumToWord function, Return to calling program

```

```

'=====
' The following function converts a number between 0 and 999
'=====

```

```

Function GetWord (NumText)
    GW = ""                                'null out temporary function value
    If Val(NumText) > 0 Then
        For x = 1 To Len(NumText) 'loop the length of NumText times
            Select Case Len(NumText)
                Case 3:
                    If Val(NumText) > 99 Then
                        GW = GetDigit(Left(NumText, 1)) & " Hundred "
                    End If
                    NumText = Right(NumText, 2)
                Case 2:
                    GW = GW & GetTens(NumText)
                    NumText = ""
                Case 1:
                    GW = GetDigit(NumText)
                Case Else
            End Select
        Next x
    End If
    GetWord = GW 'assign function return value
End Function    'End function GetWord - Return to calling program

```

```

'=====
' The following function converts a number between 10 and 99
'=====

```



```

Function GetTens (TensText)
  GT = ""          'null out the temporary function value
  If Val(Left(TensText, 1)) = 1 Then ' If value between 10-19
    Select Case Val(TensText)
      Case 10: GT = "Ten"          '
      Case 11: GT = "Eleven"      '
      Case 12: GT = "Twelve"     '
      Case 13: GT = "Thirteen"   ' Retrieve numeric word
      Case 14: GT = "Fourteen"   ' value if between ten and
      Case 15: GT = "Fifteen"    ' nineteen inclusive.
      Case 16: GT = "Sixteen"    '
      Case 17: GT = "Seventeen"  '
      Case 18: GT = "Eighteen"   '
      Case 19: GT = "Nineteen"   '
      Case Else
    End Select
  Else ' If value between 20-99
    Select Case Val(Left(TensText, 1))
      Case 2: GT = "Twenty "     '
      Case 3: GT = "Thirty "    '
      Case 4: GT = "Forty "     '
      Case 5: GT = "Fifty "     ' Retrieve value if it is
      Case 6: GT = "Sixty "     ' divisible by ten
      Case 7: GT = "Seventy "   ' excluding the value ten.
      Case 8: GT = "Eighty "    '
      Case 9: GT = "Ninety "    '
      Case Else
    End Select
    GT = GT & GetDigit(Right(TensText, 1)) 'Retrieve ones place
  End If
  GetTens = GT ' Assign function return value.
End Function 'End function GetTens - return to calling program

```

```

'=====
' The following function converts a number between 1 and 9
'=====
Function GetDigit (Digit)
  Select Case Val(Digit)
    Case 1: GetDigit = "One"      '
    Case 2: GetDigit = "Two"     '
    Case 3: GetDigit = "Three"   '
    Case 4: GetDigit = "Four"    ' Assign a numeric word value
    Case 5: GetDigit = "Five"    ' based on a single digit.
    Case 6: GetDigit = "Six"     '
    Case 7: GetDigit = "Seven"   '
    Case 8: GetDigit = "Eight"   '
    Case 9: GetDigit = "Nine"    '
    Case Else: GetDigit = ""     '
  End Select
End Function 'End function GetDigit - return to calling program

```

How to use this code

-----  
 To change a currency value into English words, call the NumToWord() function giving the number as the argument. NumToWord() calls the other functions as needed and returns the result in English words.

There are two ways to call the NumToWord function. You can call it in Access Basic code as follows:

```
Amount = 24.50  
WordValue = NumToWord(Amount)
```

Or you can call NumToWord() as a parameter in a SetValue action in a macro. For example, set Amount to 24.50 and use the following in a SetValue action in a macro:

```
NumToWord(Amount)
```

## [References](#)

## **PRB: Access Toolbox Selection Lost When Closed**

Article Number: Q95641  
CREATED: 18-FEB-1993  
MODIFIED: 18-FEB-1993

### **Summary:**

---

ISSUE ID: #2682

### **SYMPTOMS**

---

The toolbox will not retain your selection when it is closed and then reopened.

### **CAUSE**

---

This behavior is by design.

### **RESOLUTION**

---

The toolbox will always be reset to the Selection Arrow when you reopen it. If you want your selection to be saved, choose the Lock button at the bottom of the toolbox.

### **More Information:**

---

Steps to Reproduce Behavior  
-----

1. Open a form in Design mode.
2. Choose Toolbox from the View menu.
3. Select an item on the toolbox other than the selection arrow.
4. Choose Toolbox from the View menu, this will close the toolbox. The mouse cursor still reflects the current tool selection as expected.
6. Choose Toolbox from the View menu to reopen the toolbox. The selection arrow will have the focus again.

[References](#)

## **INF: Shift+Enter Key Combination vs Ctrl+Enter**

Article Number: Q95642  
CREATED: 18-FEB-1993  
MODIFIED: 18-FEB-1993

### **Summary:**

---

To insert more than one line in a label, field, or zoom box, use the CTRL+ENTER key combination.

The Microsoft Access User's Guide states on page 222 that in order to add more lines to a label, you should use the SHIFT+ENTER key combination. You can use this, however, the CTRL+ENTER will work also and can be used to add more lines to text boxes and zoom boxes as well. The SHIFT+ENTER key combination will not work with zoom boxes or text boxes to add more lines. The SHIFT+ENTER key combination also has other uses in other areas of Microsoft Access. For example, if you are performing data entry, then SHIFT+ENTER saves changes to the current record. The CTRL+ENTER key combination is consistent throughout the program.

You can design a memo or text field so that the ENTER key alone creates a new line. For more information, query on the following words in the Microsoft Knowledge Base:

ENTER and GETKEYSTATE

Reference(s) :

"Microsoft Access User's Guide," version 1.0, page 222

### [References](#)

## **INF: Row Fix-up in the NWIND.MDB Order Form**

Article Number: Q95643

CREATED: 18-FEB-1993

MODIFIED: 19-FEB-1993

### **Summary:**

---

Row fix-up is a technique that Microsoft Access does automatically. Microsoft Access uses row fix-up to update (fix up) the records in queries and forms automatically using links between tables. By taking advantage of row fix-up in a query or form, you can enter a single value, and Microsoft Access will automatically look up and display other values for that record.

You can take advantage of row fix-up to update forms and queries without using macros or Access Basic code. This article shows by example how to set up row fix-up. The Orders form in the sample NWIND.MDB database is the example presented. While reading this article, you may find it helpful to refer to the "Microsoft Access User's Guide" and have the NWIND.MDB database open.

### **More Information:**

---

This article is based on the NWIND.MDB database. Use the following to help clarify the points being explained:

1. Refer to the diagram on page 639 of the "Microsoft Access User's Guide," version 1.0, Appendix B, "Northwind Traders Sample Database."
2. Open the NWIND.MDB database.
3. Open the Orders form in Form view.
4. Open the Order Information query in Design view.
5. Create a many-to-one form by using the information in the "Microsoft Access User's Guide," version 1.0, Chapter 10, "Creating Forms Based on More than One Table," pages 281-284. This gives you a second example showing how to use row fix-up.
6. For more information, query on the following words in the Microsoft Knowledge Base:

row and fix-up

#### Important Points

-----  
When reading this article, keep the following in mind:

1. The RecordSource property of the Orders form is set to the Order Information query.
2. The Order Information query is based on three tables: Customers, Employees and Orders.
3. The Join properties between the tables are as follows:

## One To Many

- a. CUSTOMERS.[customer id] -(1)--(M)-> ORDERS.[customer id]
  - b. EMPLOYEES.[employee id] -(1)--(M)-> ORDERS.[employee id]
4. The Order ID field in the query grid comes from the Orders table, which is on the many-side of the relationship -- not from the Customers table, which is on the one-side of the relationship. (See 3a above)
5. The Bill To combo box is based on the Customer List query. Customer List has the following characteristics:
- a. The query is based on the Customers table.
  - b. The query returns two columns, Company Name and Company ID.
  - c. The bound column is Company ID.
  - d. The visible column is Company Name.
6. Microsoft Access select queries are updatable. This means that when you make a change to a query's dynaset, Microsoft Access can update the source tables with your changes. For more information on this, search for "updating underlying tables," then "When is Query Updatable" using the Microsoft Access Help menu.

### Explanation of Row Fix-Up in the Orders Form

The Bill To combo box presents you with a list of company names that come from the visible column of Customer List query. (See point 5 above.)

When you make a selection, the combo box stores the bound column -- the Company ID field from the Customer List query -- in the Customer ID field in the Orders table. (See points 4 and 5d above.) It is important to note that the selection was stored in the many-side table. (See point 3a above.)

After the combo box updates the Customer ID field in the Orders table (the many-side table), the field is changed, so it no longer points to the same record in the Customers table (the one-side table). See point 6 above. Note that the Orders table is updated because the query's dynaset was changed.

Microsoft Access recognizes that the relationship no longer matches, so it automatically updates the relationship by linking the changed record in the Orders table with the appropriate record in the Customers table.

All the fields in the Orders form that come from the Customers table (the one-side table) are updated to show the values in record for the newly formed link.

### Example

When you make a change to the Bill To combo box, Microsoft Access uses row fix-up to update the following list of fields on the Orders form:

- 1. [Address]
- 2. [City]
- 3. [Region]
- 4. [Postal Code]
- 5. [Country]

The following list of fields on the Orders form are not updated by Row fix-up. However they are updated by the Orders.Fill In Ship To macro on the AfterUpdate property of the Bill To combo box.

1. [Ship Name]
2. [Ship Address]
3. [Ship City]
4. [Ship Region]
5. [Ship Postal]
6. [Ship Country]

## [References](#)

## PRB: Form Handle Not Released When Closed with Basic Code

Article Number: Q95644

CREATED: 18-FEB-1993

MODIFIED: 19-FEB-1993

### Summary:

---

ISSUE ID: 2318

### SYMPTOMS

---

After closing a form (using the Close macro action) that was opened through Access Basic code, the file handle for the table that the form is based on is not released. Since the file handle is not released, no functions which require exclusive use on that table can be executed. (ie. deleting the table). When a function which needs exclusive use of that table is executed the following error will occur:

```
Couldn't lock table '{tablename}'; currently in use.
```

### CAUSE

---

This is actually by design. You are not guaranteed that the user interface (UI) will be synchronized with the underlying Access code in some cases. In this case, the record locking is done behind the scenes. Microsoft Access releases the table when it hits its idle loop (that is, the UI optimization).

### RESOLUTION

---

After the form is opened in Access Basic code, insert a DoEvents command before the function that needs exclusive use of the table, to cause Microsoft Access to yield execution to the operating system, so that it can process events. When the DoEvents command occurs it allows Jet to process the pending unlock sequence.

### More Information:

---

Steps to Reproduce Problem

- 
1. Open the sample database Northwind Traders (NWIND.MDB). Created Module and enter the following code:

```
'*****  
'Declarations section of the module.  
'*****  
  
Option Explicit  
  
'=====
```

```
' Create and save the following TempCust() function in the Module  
'=====
```

```
Function TempCust()  
    DoCmd SelectObject a_table, "Customers", True  
    DoCmd CopyObject , "Cust2"  
    DoCmd OpenForm "Customers", a_normal, "", "", a_edit, a_dialog  
    '**** This is where the DoEvents should be inserted to fix ****  
    DoCmd SelectObject a_table, "Cust2", True
```



```
DoCmd DoMenuItem 1, 1, 4
End Function
```

2. Open the Customers form in Design Mode, and change the Record Source property to 'Cust2'.
3. Create a command button on the Customers form and make the following changes to its properties:

```
Object: Command Button
-----
ControlName: Close Form
Caption: Close Form
OnPush: ExitForm
```

4. Save the modified Customers form.
5. Create and save the following macro:

| Macro Name | Action  | Argument   |
|------------|---------|------------|
| ExitForm   | RunCode | TempCust() |

6. From the Database container run the ExitForm macro that was created in step 4.

You will receive the error after the dialog box appears verifying that you wish to delete object Cust2.

## [References](#)

## **PRB: No AutoRepeat with GoToRecord/Next and DoMenuItem**

Article Number: Q95645

CREATED: 18-FEB-1993

MODIFIED: 23-FEB-1993

### **Summary:**

---

ISSUE ID: 2368

### **SYMPTOMS**

---

The AutoRepeat property for command buttons does not work in conjunction with the GoToRecord/Next macro action for moving to successive records on a form. In other words, if your form uses command buttons instead of the record selector buttons to move from record to record, the AutoRepeat property does not repeatedly execute a macro that performs a GoToRecord/Next action.

Also, the AutoRepeat property fails under the same circumstances when using the DoMenuItem/Form/Records/GoTo/Next macro action. To re-execute the macro, you must click the command button again.

### **CAUSE**

---

This is correct behavior for these macro actions. Here are two points that need clarification before the cause can be explained:

1. OnPush property: The macro under the OnPush property of a command button normally won't execute until you push and let up the command button with the mouse pointer in the Command Button's region. The exception is when the command button's AutoRepeat property is set to Yes. In this case, the macro under the OnPush property of the command button executes when the button is pushed and the mouse pointer is in the Command Button's region.
2. Focus: Several macro actions change the focus. For example, GoToControl, GoToRecord, OpenForm, OpenTable, and ApplyFilter all change the focus.

Therefore, if a command button's OnPush property macro changes the focus to, for example, the next record, then the command button has lost the focus. That is, when you click the command button, the click doesn't apply to that command button anymore because the focus changed. It's as if you had moved the mouse pointer off the command button while pressing the mouse button, as if the command button moved out from under the mouse pointer right before you pressed the mouse button.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Behavior

- 
1. Start Microsoft Access.

2. Open the sample NWIND.MDB database.
3. Create a new macro with two actions (OpenTable and GoToRecord). Use the following as a guide to assign action arguments to each action:

OpenTable

```
-----  
Table Name:  Categories  
View:       Datasheet  
Data Mode:  Edit
```

GoToRecord

```
-----  
Object Type: Table  
Object Name: Categories  
Record:      Next
```

4. Close, save, and name the macro.
5. Open a new form and click the Blank Form button.
6. Drag the macro you just created onto the blank form to create a command button.
7. Set the AutoRepeat property of the command button to Yes. Notice the command button's OnPush property is set to the name of the macro.
8. Change to Form view to browse the form. As a result, you should see a single command button on the form.
9. Click the command button. Now you should see the Categories table.
10. Size the Categories table so that both the form and the table fit on the screen and you can see the VCR button on the table.

Each time you click the command button, the record selector moves to the next record. When you click and hold down the command button, you would expect Microsoft Access to scroll rapidly to the last record in the table, but this doesn't happen. Instead, the record selector moves to the next record only, regardless of the AutoRepeat property setting of the command button.

However, if you place a macro that uses a different macro action such as Beep on the form, the AutoRepeat action works as expected. This is because Beep does not change the focus.

## [References](#)

## **PRB: Setup Program STFSETUP.EXE Causes GP Fault**

Article Number: Q95646  
CREATED: 18-FEB-1993  
MODIFIED: 23-FEB-1993

### **Summary:**

---

Issue ID: 2407

### **SYMPTOMS**

---

The Microsoft Access Setup program displays the following error message immediately after trying to update an old version of the Windows help file (WINHELP.HLP):

General Protection Fault (GPF) in STFSETUP.EXE

### **CAUSE**

---

The current WINHELP.HLP or WINHELP.EXE files in the Windows directory are corrupt. These corrupt files cause a general protection (GP) fault when you run the Microsoft Access Setup program to update the help file.

### **RESOLUTION**

---

Rename the WINHELP.EXE and WINHELP.HLP files in the Windows directory. Then reinstall Microsoft Access. The Setup program will write new help files and place them in the Windows directory.

### **[References](#)**

## INF: How to Play .WAV Sounds on Events in Access

Article Number: Q95647  
CREATED: 18-FEB-1993  
MODIFIED: 18-FEB-1993

### Summary:

---

Microsoft Access does not have a built in function to play sound files on events, such as when a form opens or is closed. However, you can use the Microsoft Windows 3.1 Application Program Interface (API) through Access Basic Code (ABC) to create a user defined function to play sound files.

This article assumes you are familiar with Access Basic and Microsoft Windows APIs. In this article the use of error trapping has been omitted to keep the information as clear and concise as possible.

### More Information:

---

Follow these steps to create a user defined function to play sound files.

1. Create a new Module with a single function named PlaySound().

```
' Note: Each command should be entered on one line. The line  
' continuation character '_' improves the readability of the code.
```

```
'*****  
'Declarations section of the module.  
'*****
```

```
Option Explicit
```

```
Declare Function sndplaysound% Lib "mmsystem" (ByVal filename$,  
  ByVal snd_async%)
```

```
'=====
```

```
' The following function PlaySound calls the Windows API function
```

```
'=====
```

```
Function PlaySound (msound)  
    XX% = sndplaysound(msound, 1)' play mmwave sound  
    If XX% = 0 Then MsgBox "The Sound Did Not Play!"  
End Function
```

2. Save the module as Play It Sam.

The following steps use a command button to trigger the sound. However, you can use other events to trigger the sound.

3. Add a command button to a form you want to play the sound from.

```
Object: Command Button
```

```
-----
```

```
ControlName: Push_Button_1
```

```
Caption: Play Chimes
```

```
OnPush: =PlaySound("C:\WINDOWS\CHIMES.WAV")
```

Where C:\WINDOWS\ is the location of the sound file and CHIMES.WAV is the sound file.

When the form is open in Form view, the sound is ready to play by pushing the command button. You can assign this function to the form's OnOpen event if you want chimes to play when you open a form.

NOTE: This example does not have error trapping. Unexpected results may occur if the sound file is not in the location specified or does not exist!

Reference(s):

"Microsoft Access Basic: An Introduction to Programming", Chapters 1-5

"Microsoft Windows Software Development Kit," Microsoft Press, 1992

"Programming Windows: the Microsoft Guide to Writing Applications for Windows 3", Charles Petzold. Microsoft Press, 1990

"Programmer's Reference Library: Microsoft Windows 3.1 Guide to Programming Reference," Volumes 1 - 6, Microsoft Press, 1992

[References](#)

## **INF: Detailed Explanation of the KeepTogether Property**

Article Number: Q95648  
CREATED: 18-FEB-1993  
MODIFIED: 23-FEB-1993

### **Summary:**

---

Form and report sections have a KeepTogether property that you can set to Yes or No. The KeepTogether property setting determines whether Microsoft Access prints the controls located in that section on a single page or on more than one page.

The section's KeepTogether property affects the controls located in that section, for a single record.

### **More Information:**

---

If the KeepTogether property is set to yes, Microsoft Access begins printing the controls located in that section at the top of the next page if it can't print all of the controls on the current page. If it is set to no, Microsoft Access prints as many controls as it can on the current page and continues printing them on the next page.

If all the controls in a section require more than one page for a single record, Microsoft Access continues printing on a second page regardless of the KeepTogether setting.

For example, say the detail section of a report has its KeepTogether property set to Yes and all the controls in that section won't fit on the current printed page. In this case, Microsoft Access prints none of the controls on the current page. Instead, it begins printing the controls at the top of the next page. If it turns out the section requires more than a single page, Microsoft Access ignores the KeepTogether property value and continues printing the controls at the top of the next page.

The KeepTogether property affects the controls in a form or report section for a single record -- not groups of records. The KeepTogether property won't keep all the grouped records together, and it will not avoid the problem of abandoned group headers left on the bottom of a printed page.

Several other articles can help you learn how to create a label that will print at the top of each report page when a group of records span more than one page. To find these articles, query on the following words here in the Microsoft Knowledge Base:

Access and continued and new and page

Reference(s) :

For information on programatically controlling section printing, see the "Microsoft Access Language Reference," version 1.0, "MoveLayout, NextRecord, PrintSection Properties" section, pages 313-314.

### **[References](#)**

## **PRB: Short Label Autosizes to Cursor Size**

Article Number: Q95649  
CREATED: 18-FEB-1993  
MODIFIED: 18-FEB-1993

### **Summary:**

---

ISSUE ID: 1635

### **SYMPTOMS**

---

When in Design Mode you create a new Label on a Form in Microsoft Access, and the Label height is shorter than the cursor size, the control will autosize to the height of the cursor.

### **STATUS**

---

This behavior is by design. The autosizing of the caret in a label to a default height of the caret is a feature by design in Microsoft Access.

### **More Information:**

---

Steps to Reproduce Behavior

- 
1. Create a new database.
  2. Create a new form.
  3. Open the form in Design Mode.
  4. Place a label on the form and size it to a height smaller than the height of the cursor.
  5. Place the cursor in the text box to type text and the control will resize larger to the height of the cursor.

### [References](#)



## **INF: Insert Object from File Dialog Missing 'All Files'**

Article Number: Q95650  
CREATED: 18-FEB-1993  
MODIFIED: 18-FEB-1993

### **Summary:**

---

The 'List Files of Type' combo box, shown in the Insert Object from File dialog, does not have an option to list "All Files (\*.\*)". It is therefore impossible to choose a file from a list of all files. You will see a list of file types supported by registered OLE servers.

### **More Information:**

---

The Insert Object from File dialog box is located under the 'Insert Object...' option of the Edit menu. As a result, the List Files of Type combo box only displays extensions registered for valid OLE servers. It should only be used for the inserting of OLE objects. To reproduce this behavior, do the following:

1. Open a table with an OLE field.
2. Add a new record.
3. Select the OLE field, then select Insert Object... from the Edit menu.
4. Select the File button in the Insert Object dialog box.
5. The Insert Object from File dialog opens with a combo box titled 'List Files of Type'. When you scroll through this list, you will not see a listing for "All Files (\*.\*)".

### [References](#)

## **PRB: Edit Find Dialog is Modal in Form View**

Article Number: Q95651  
CREATED: 18-FEB-1993  
MODIFIED: 18-FEB-1993

### **Summary:**

---

ISSUE ID: 2908

### **SYMPTOMS**

---

When you are in the Edit Find dialog box in Microsoft Access you cannot switch focus back to the form. The Edit Find dialog must be cleared before you can continue working with the form.

### **CAUSE**

---

The Edit Find dialog is modal. When you open a modal form, you can't access any other Microsoft Access objects until you close or hide the form.

### **STATUS**

---

This behavior is by design.

### **More Information:**

---

Steps to Reproduce Behavior:

-----

1. Start Microsoft Access and open a database.
2. Open a form with an editable field (i.e. a text box) in Form view.
3. Choose Find from the Edit menu.

At this point you will be unable to shift focus back to the form. You must select the Close button on the Edit Find dialog window.

[References](#)

## **PRB: Unfreeze all Columns Does Not Restore Column Order**

Article Number: Q95805  
CREATED: 25-FEB-1993  
MODIFIED: 25-FEB-1993

### **Summary:**

---

ISSUE ID: 2552

### **SYMPTOMS**

---

If you open a database and view a form in Datasheet view, then choose Freeze Columns from the Layout menu, the column you select will be moved to the far left separated by a bold black bar, as expected. However, if you then choose Unfreeze All Columns from the Layout menu, the order of the columns will not be restored.

### **CAUSE**

---

Frozen columns are moved to the "frozen" area. They are not put back in their original position because many other things could have been changed since the column was originally frozen.

### **STATUS**

---

This behavior is by design.

### **[References](#)**

## INF: How to Skip Used Mailing Labels and Print Duplicates

Article Number: Q95806

CREATED: 25-FEB-1993

MODIFIED: 4-MAR-1993

### Summary:

---

This article describes how to print multiple copies of the same mailing label, and how to use a partially used page where only some of the labels are available.

To make use of this article, you need to be familiar with Access Basic and know how to design Microsoft Access reports.

### More Information:

---

#### Printing Multiple Copies of the Same Label

-----

When you choose Print from the File menu, you can choose to print multiple copies of the same report. But when you try to print a single mailing label 20 times, Microsoft Access prints one label on each of 20 pages.

On a dot matrix printer, using single column labels, you can work around this problem by defining each label as a separate page. However, you can't use this method for laser printers or multiple-column labels. To solve this problem, use the step-by-step procedure described below.

#### Using Labels that Would Otherwise Be Wasted

-----

After printing labels, you usually end up with a partially used last page. There is no built-in mechanism in Microsoft Access to use the remaining labels on a partially used page. Microsoft Access always starts on a new page. On a dot matrix printer, you can adjust the top of form manually. But you can't do that on laser printers. To solve this problem, use the step-by-step procedure described below.

#### Step-by-Step Procedure to Solve Both Problems

-----

The Microsoft Access report generator provides powerful hooks that allow control over the finished product. By calling a function from the OnFormat property of the report's detail section, you can alter the MoveLayout, NextRecord, and PrintSection properties to leave blank spaces or print multiple copies on the same page.

The code listed below is generic. You can attach it to any Mailing Label report to print multiple copies and to skip used labels if needed. To use the example, you need to have a mailing label report called MyLabels.

1. Create a new module, and place the following lines in the declaration section:

```
!*****
```

'Declarations section of the module.

'\*\*\*\*\*

Option Compare Database  
Option Explicit

Dim LabelBlanks&  
Dim LabelCopies&  
Dim BlankCount&  
Dim CopyCount&

'=====

' The following function will cause an inputbox to  
' display when the report is run that prompts the user  
' for the number of used labels to skip and how many  
' copies of each label should be printed.

'=====

Function LabelSetup ()  
    LabelBlanks& = Val(InputBox\$("Enter Number of blank labels to skip"))  
    LabelCopies& = Val(InputBox\$("Enter Number of Copies to Print"))  
    If LabelBlanks& < 0 Then LabelBlanks& = 0  
    If LabelCopies& < 1 Then LabelCopies& = 1  
End Function

'=====

' The following function sets the variables to a zero

'=====

Function LabelInitialize ()  
    BlankCount& = 0  
    CopyCount& = 0  
End Function

'=====

' The following function is the main part of this code  
' that allows the labels to print as the user desires.

'=====

Function LabelLayout (R As Report)  
    If BlankCount& < LabelBlanks& Then  
        R.NextRecord = False  
        R.PrintSection = False  
        BlankCount& = BlankCount& + 1  
    Else  
        If CopyCount& < (LabelCopies& - 1) Then  
            R.NextRecord = False  
            CopyCount& = CopyCount& + 1

```
Else
    CopyCount& = 0
End If
End If
End Function
```

2. Open the report named MyLabels in Design view and add the following line to OnFormat property of the Detail section:

```
OnFormat: =LabelLayout(Reports![MyLabels])
```

3. Add the following line to the OnOpen property of the MyLabels Report:

```
OnOpen: =LabelSetup()
```

4. Although typically labels do not have a report header, choose Report Hdr/Ftr from the Layout menu to add a report header and footer. Then Add the following line to the OnFormat property of the report header:

```
OnFormat: =LabelInitialize()
```

5. Set the Height property for both the report header and report footer to 0.

When you print the report, the report calls the LabelSetup() function, which first asks you to enter the number of used labels to skip on the first page (BlankCount) and then asks how many of each label you want printed (CopyCount).

When the report header is formatted, it calls the LabelInitialize() function, so when you switch from preview to print, the BlankCount and CopyCount fields are set to zero. As each label is formatted, the LabelLayout() function adjusts the NextRecord and MoveLayout properties to skip used labels and print the desired duplicates.

Reference(s):

"Microsoft Access Language Reference," version 1.0, page 313, "MoveLayout, NextRecord, PrintSection Properties" section.

[References](#)

## INF: Checking for Last Or First Record in a Macro

Article Number: Q95807

CREATED: 25-FEB-1993

MODIFIED: 4-MAR-1993

### Summary:

---

In a macro, you can't check the result of an action just performed. As a result, you can run into a problem when using a macro to move to the next record or the previous record. There is no record previous to the first record and no next record following the last record. If you attempt to go to the previous or last record when there is none, Microsoft Access displays error messages that may confuse users of a custom application.

### More Information:

---

You can work around this on a form by using Access Basic functions to move from record to record. For example, use the following custom MoveToNext() function to move to the next record or previous record on a form:

```
Option Explicit
Function MoveToNext (DisplayMsg$, MoveForward%)
    Dim MyDyna As Dynaset
    Set MyDyna = Screen.ActiveForm.Dynaset

    MyDyna.Bookmark = Screen.ActiveForm.Bookmark
    If MoveForward% Then
        MyDyna.MoveNext
    Else
        MyDyna.MovePrevious
    End If
    If MyDyna.EOF Or MyDyna.BOF Then
        MsgBox DisplayMsg$
    Else
        Screen.ActiveForm.Bookmark = MyDyna.Bookmark
    End If
End Function
```

To use the MoveToNext function, specify the following:

- Name of the function.
- Message you want displayed if the current record is at the end or the beginning of the record set.
- 'True' if you want to move to the next record. 'False' if you want to move to the previous record.

Here's an example:

```
OnPush: =MoveToNext("You are at the end of the record set", True)
```

### [References](#)

