

Hi [FirstName],

Simply Access Tips

Issue 10 – 2007

March 30th, 2007

Welcome to the tenth edition of Simply Access Tips for 2007.

I have added the housekeeping section to the bottom of the Newsletter so, if you need to know how to unsubscribe, white-list, etc., then scroll to the bottom.

Weekly Update

Hello [FirstName],

I have fallen a bit behind schedule with my weekly Newsletter, partly due to being back at work full-time and partly due to my daughter's schedule at University. I have changed the day the Newsletter will be sent out - from now on they will be sent out on Friday (Australia). I write the Newsletter but my daughter sets it up and starts sending them out - I usually finish it off. The process is almost automatic, but one does have to be at the computer for it to occur. Changing the days has messed up my routine and I am a bit out of whack, but am now back on track so, hopefully, the Newsletter will again be out weekly.

I have also fallen severely behind in my preparation for the Australian Kayaking Marathon Titles. My neck, which I told you about in the last Newsletter, took a bit longer than expected to improve and I was finding it hard to fit the training in with working full-time. One of the objectives in training for the Titles was to give me some incentive to lose a bit of weight and get fitter. I've achieved both, so I am not disappointed. I intend to continue paddling and exercising, but will not compete. The entry fee is \$80.00 (AUD) and I thought that I had not done enough training to warrant paying this amount. So, I'm giving the Titles a miss for this year.

We have had a couple of good days of rain and it is starting to get a bit cooler. March is our first month of Autumn, one of my favorite times of year.

Julie

Questions

Unfortunately, I am unable to answer individual questions, personally, via email. Purely due to the fact that all I would do is answer questions. You do, though, have three other options for me to answer your questions:

- 1) I can include them in an edition of Simply Access Tips (if you do not mind your question being shared). There may be a wait before they are included, depending on how many I have.
- 2) You can go to All Experts and post your question there; I answer one question per day from All Experts (this helps to keep control of the questions):

<http://www.allexperts.com/browse.cgi?catLvl=3&catID=1440>

If I am not available, there are many other experts.

- 3) Or, you can subscribe to my Question Subscription Service, \$23.95 AUD per month, for unlimited questions:

<http://www.simply-access.com/MicrosoftAccessQuestions.html>

Learn VBA

You may have noticed I have used VBA code in some of my answers. If you would like to learn this valuable skill to enable you to expand the flexibility of your Microsoft Access database, then click below to get your first lesson free, or cut and paste into your URL Address bar. You will need to scroll to the bottom of the page and enter your information into the form.

<http://www.simply-access.com/LearnVBA.html>

Tips

NOTE: If you are copying code from the tips and find it is not copying correctly – i.e. the html is also being copied, then copy them into NotePad first (not Microsoft Word, as Word keeps the formatting) then copy from NotePad into Microsoft Access.

Tip 1: *Printing an Object Depending on Another Field*

Question

I have a field in a table that is checked yes or left blank. I have placed an object (a colored spot) in a report and want that object to be printed ONLY if the field is checked in the table.

Answer

To do this:

With the report in design view, right-click on the detail bar and select the 'events' tab. Place your cursor next to 'On Print', then click on the '...' button that should now appear.

Choose 'code builder' and OK.

The code window will open with two lines of code:

```
Private Sub Detail_Print(Cancel As Integer, PrintCount As Integer)
```

```
End Sub
```

In between these two lines of code, type the following:

```
If Me!CheckName = -1 Then  
    Me!Image27.Visible = True  
Else  
    Me!Image27.Visible = False  
End If
```

Change CheckName to the name of the field that contains the check. Note: -1 = checked and 0 = not checked.

Change Image27 to the name of your coloured spot.

Now when you print the report, if the check is yes, the spot will appear. If it is no, it will not appear.

Tip 2: Finding Duplicate Records

Question

I have a database which has names of customers. How do I remove double entries using specific logic, i.e. first remove the double full names then remove double addresses, etc.

Any ideas?

Thnx in advance.

Answer

First of all, make a copy of the database or table before you start.

If you go to the query section of the database and click on New, you will see an option, 'Find duplicates query wizard'. Follow this wizard, adding the appropriate table and, in the first instance, the name fields you wish to find duplicates for then, after you click on Next, you will be asked to enter other fields. Add the field that uniquely identifies the record. Each table should have such a field, it is known as the Primary Key, and if you have a look at the table in design vie, this field will have a key next to it.

You may wish to add the address field as well in this second stage - just to make sure you are not deleting people with the same name, but live at a different address.

Once completed, all the duplicate records will be displayed - just delete the records until there is one left of each name.

This is a manual way of deleting the records but, in this instance, it is warranted as you would not want to delete a customer by mistake.

Tip 3: Formatting Birthday

Question

How do I display birthdays to be month and day only so I can sort. So far the only thing I have been able to figure out on the input mask is to use 2000 for all the birth years.

Answer

Build a query by following the query wizard, adding the table and birthday field and any other fields you may wish to have.

In the first available column in the first row, type the following:

Birthday: Format([DOB],"mm dd")

Change DOB to the field name that has your DOB. This will display the birthday as:

03 23

03 is the month number and 23 is the day of the month. There are many other variations. Type 'format date' into Access Help then select 'Format Property - Date/Time data type' from the list. If you scroll down on the right-hand side, you will see all the abbreviations you can use to get the result you want.

The only problem with the format function is that it converts the date to text, so this can sometimes cause problems with sorting and filtering. So, keep an eye out for this.

Housekeeping

Once again, just a quick reminder: Please ensure the following email address is white-listed with your ISP:

`jmisson@iprimus.com.au`

This will ensure the weekly arrival of this Newsletter.

Unsubscribe

To unsubscribe to this Newsletter, just hit the REPLY button and type UNSUBSCRIBE in the subject section of the Email. I will remove you from my emailing list. You will not receive any more Newsletters unless you re-apply via the website.