

Hi [FirstName],

# Simply Access Tips

## Issue 14 – 2007

May 14<sup>th</sup>, 2007

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

Housekeeping as usual is at the end 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 know, I know, so much for keeping up with this Newsletter weekly. I have fallen a bit behind, but not too much.

I hope this Newsletter finds you all well. I seem to go on an awful lot about myself and what is happening to me in my part of the world, but I do often think of you and the people from around the globe that subscribe to my Newsletter. I currently have over 350 subscribers; this number increases an average of one per day. Just a bit of useless information for you all.

This week I took my sister away for a few days. We went down to the beach. The weather was beautiful. We stayed in a cabin in a caravan park that creates its own electricity by the use of a generator. They pump water from the local river and the gas items are all serviced by portable gas. Thus, it is not connected to any of the usual services. This caused a bit of a problem for my sister who wanted to use her hair straightener and found there were no power points. There was also no mobile phone reception. So, a great place to go if you just want to relax and not be interrupted.

You probably think that all I do is go away on trips. I promise you I do work and at times do a lot of it, so I take the opportunity to get away as often as I can.

By the way, it is raining again – hoora!. Still a long way to go, but it all helps.

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: Exporting the Design of a Table***

#### **Question**

Is it possible to export a table design file as FieldName, Datatype and Description?

## **Answer**

To do this, on your toolbar go to:

Tools > Analyze > Documenter

And then choose the table you want.

The default is to show the Name, Type and Size. If you wish to show the Description you will have to go into 'Options' and select the option that has properties as well. The only problem with this is it will include all the properties, with the description as one of these.

You can export the resulting report to Word or Excel.

## **Tip 2:      *Including a Report in the Body of an Email***

### **Question**

I need to create a macro that will send an Access report as the body of e-mail. I am using Access 2003. I know how to use "SendObject" as a snapshot attachment. But also within the same e-mail, I wanted another report to be displayed as the body. Do you think you could help me with that?

### **Answer**

I cannot take any credit for this as I have never attempted to do it myself. So, I did a bit of an Internet search and this is what I found. I thought it may help some of you who may also wish to do this:

[http://www.experts-exchange.com/Microsoft/Development/MS\\_Access/Q\\_21294504.html?qid=21294504](http://www.experts-exchange.com/Microsoft/Development/MS_Access/Q_21294504.html?qid=21294504)

## **Tip 3:      *Converting a Report to PDF***

I feel like I am having a lazy week this week. This is also not my own work, but it's these little gems that I find that have benefited me, that I'm sure will also benefit you.

The link below will take you to a database where you can download the code on how to convert a report to a pdf document, and NO, you do not need Adobe Acrobat to achieve this. I have used this many times and I'm sure you will find many uses for it.

<http://www.lebans.com/reporttopdf.htm>

## ***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.