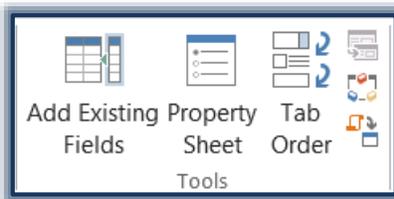


## CREATE A BOUND TEXT BOX CONTROL

*For this exercise, you will be using Access Training-Database1. You must complete the Create a Form with a Form Wizard lesson before you can complete this lesson.*

When creating a form, a text box is bound to a field by identifying the field from which the control gets its data. To create a control that is bound to a field in the Field List, drag the field from the Field List to the Form grid. The Field List displays the fields of the form's underlying table or query.

- 🖥️ Open **Access Training-Database1**, if necessary.
- 🖥️ Open the **Representative** form in **Design View**.
- 🖥️ Click the **Form Design Tools, Design Tab**, if necessary.
- 🖥️ Display the **Field List** box, if necessary, by click the **Add Existing Fields** button in the **Tools Group** (see illustration below).



- 🖥️ The **Field List Task Pane** will display.
- 🖥️ In the **Form**, click and hold the **Phone 2** field.
- 🖥️ Drag the field bar (rectangular shape) over to the empty space to the right of the **Phone 1** control in the **Detail** section.
- 🖥️ Place the **Phone 2** field at about the **6.35-inch mark** on the horizontal ruler.
- 🖥️ A small rectangular shape will appear at the location where the box is to be dropped.
- 🖥️ Release the mouse button.
- 🖥️ The controls will be selected as seen in the illustration below.



- 🖥️ Click away from the selected boxes to deselect them.
- 🖥️ Click the label control (gray box) for the **Phone 2** text box.
  - ✧ When the label is selected, a colored border will appear around the edge of the object.
  - ✧ The **Phone 2** text box should not be selected.
  - ✧ Just the label should be selected.
- 🖥️ Press the **Delete** key on the keyboard to remove this label.
- 🖥️ Move and resize the Bound Textbox so that it is closer to the Phone 1 Textbox and is approximately the same size.
- 🖥️ Click the **Save** button on the toolbar to save the changes that were made.

### NOTE:

- 🖥️ Bound Text Box Controls do not have to have a label displayed in the form.
- 🖥️ Sometimes a label for one Bound Text Box Control can serve as the label for two fields in the form.
- 🖥️ It is important to make the form user friendly so that it will be easy for the end user to input the data into the form.