

CONTROL BUTTONS

To create a control, select one of the items in the **Controls Group**. These controls are explained in the table below. After the control has been selected, drag the control to the Design grid where the control is to appear. Information on creating these controls is explained in the links under **Report Controls** and **Form Controls** on the [Access 2013 Web Page](#).

Button		Description
Select		This button is used to select a rectangular region of ink strokes, shapes, and text. It can also be used so that objects can be moved in a report or form.
Text Box		This button is used to create a text box where a user can enter text (or numbers) for the selected field in the record. This option can be used for a control that has been assigned a text or number data type.
Label		This button creates a text label. It is used to create labels that are independent of other controls, such as text needed for user instructions or the name of the report in the heading.
Button		This option creates a button that runs a macro or Microsoft Visual Basic function when the user clicks the button in a form.
Tab Control		This option creates a tab in a form. Creating tabs in a form gives the form the appearance of a dialog box in a program so that related controls can appear together on their own tab.
Hyperlink		To add a link in a form to a web page, email address, or other document, click this button.
Web Browser Control		This control is used to display Web pages on a Form. The control can be linked to fields or controls in the database to dynamically determine which page is displayed.
Navigation Control		This control is used to link a Master Form to several different sub forms. When this option is chosen a Navigation Pane is created with tabs to the different sub forms.
Option Group		This button is used to create a box around a group of option boxes. When a group box is used, the user is only allowed to select from one of the buttons enclosed by a group box.
Insert Page Break		This option forces the fields that start at the insertion point to appear on the next screen or to start a new page in a report.
Combo Box		This button is used to create a Combo Box in which the user has the option to enter or select from a list of choices. Options can be displayed from another table or can be added manually to the list.
Chart		Use this control to insert a chart into a form or report. When the button is clicked, a Wizard will appear that will proceed through the steps of creating the chart.
Line		Click on this control to draw a line on the form or report. Lines can be drawn both vertically and horizontally.

Button	Description
Toggle Button 	This control is used to create a button that allows the user to make a yes or no selection by clicking the toggle button. This button is used for fields that contain the Yes/No data type.
List Box 	This option creates a list box that allows a user to select from a list of choices. Options for the List Box may be entered manually or by using information provided by another table.
Rectangle 	To create a rectangle or border on the report, use this button.
Check Box 	This option creates a check box that allows a user to make multiple yes or no selections. This button should be used for fields that have had the Yes/No data type assigned.
Unbound Object Frame 	This option inserts an OLE object from another source. This button is used to insert an object that is linked to another program and needs to be updated to reflect recent changes.
Attachment 	Use this button to add an attachment to a form.
Option Button 	This control creates an option button (radio button) that allows the user to make a single selection from at least two choices. This button should be used for fields assigned the Yes/No data type.
Subform/Subreport 	This option inserts another report or form within the current report or form at the insertion point.
Bound Object Frame 	This button inserts an OLE object from another source within the same database. It is used to insert an object that is linked to another source in the database and needs to be updated to reflect recent changes.
Image 	This option is used to insert a frame that allows for the insertion of a graphic image into the form.
Set Control Defaults	To set default values for a selected control in a form, click this link. This link appears at the bottom of the Controls Gallery.
Use Control Wizards	Click this link to use the Control Wizards when they are available. It is used to turn the Control Wizard on and off.
Insert Active X Control	This link is used to insert ActiveX Control options into a form. These controls can be used to enhance Access applications with visual effects, interactive features, integration with the operating system, and other enhancements.