

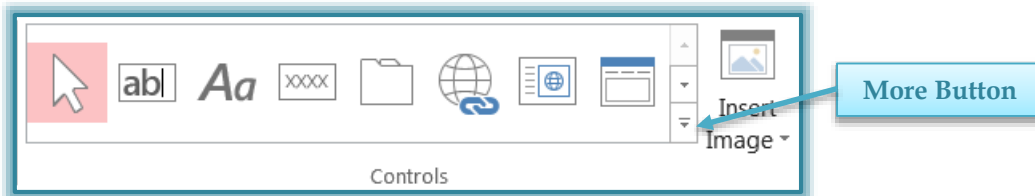
ADD COMMAND BUTTONS TO A FORM

Command buttons are used to perform actions within the form such as moving to a new page in a multipage form, saving the form, printing the form, and deleting the current record. A list of the different operations that can be performed with a command button are described in the table below.

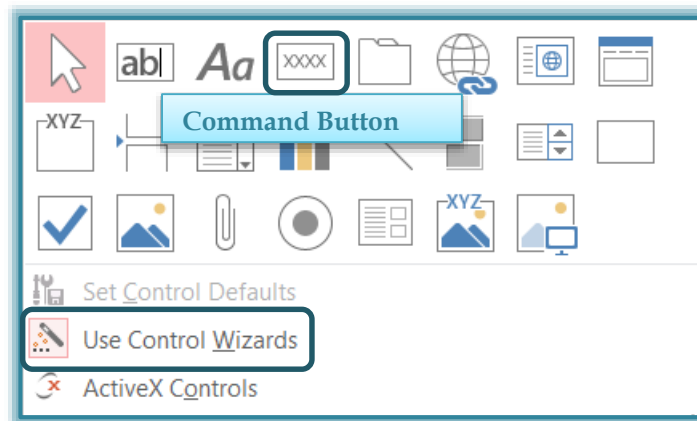
Function	Description
Record Navigation	Command buttons can be added to the form that move users to the next, previous, first, or last record.
Record Operations	It is possible to delete, duplicate, print, save, or undo an operation using a command button.
Form Operations	Command buttons can be used to print a form, open a page in multipage forms, close the form, plus other operations.
Report Operations	Command buttons can be used to print a report, send a report to a file, mail a report, or preview a report.
Application	Command buttons can be used to quit Access or run some other application.
Miscellaneous	Command buttons can be used to print a table, run a macro, run a query, or use the Auto Dialer.

To add a command button to a form, complete the steps below

- † Display the **Clients Form** in **Design View**.
- † Click the **More** button in the **Controls Gallery** of the **Controls Group**.

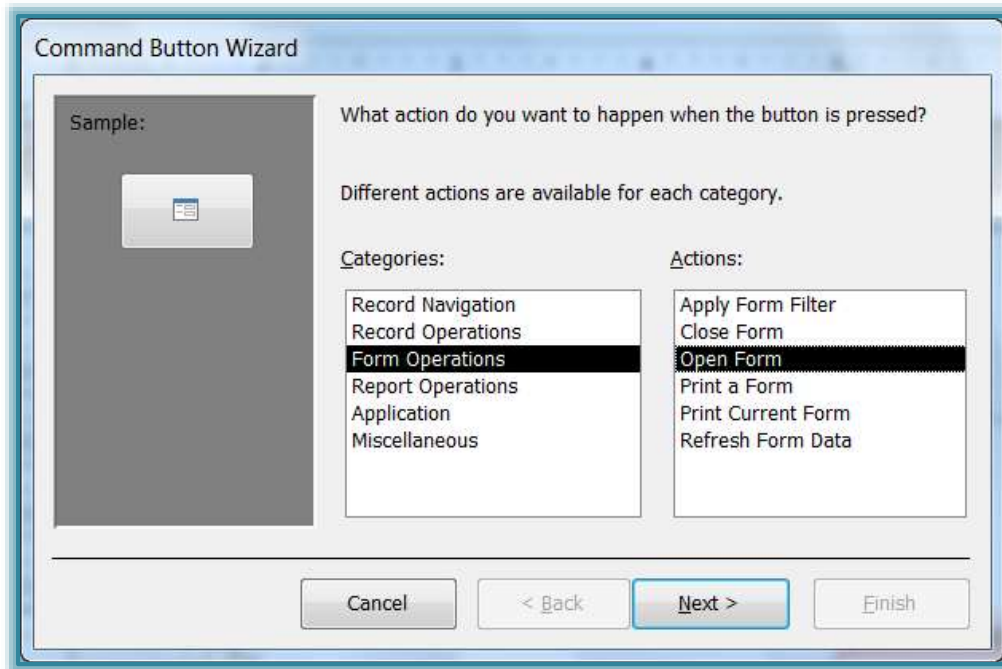


- † Make sure the **Control Wizards** option is selected. An orange box will appear to the left of the option.
- † Click the **Command Button** in the **Controls Group** (see illustration below).

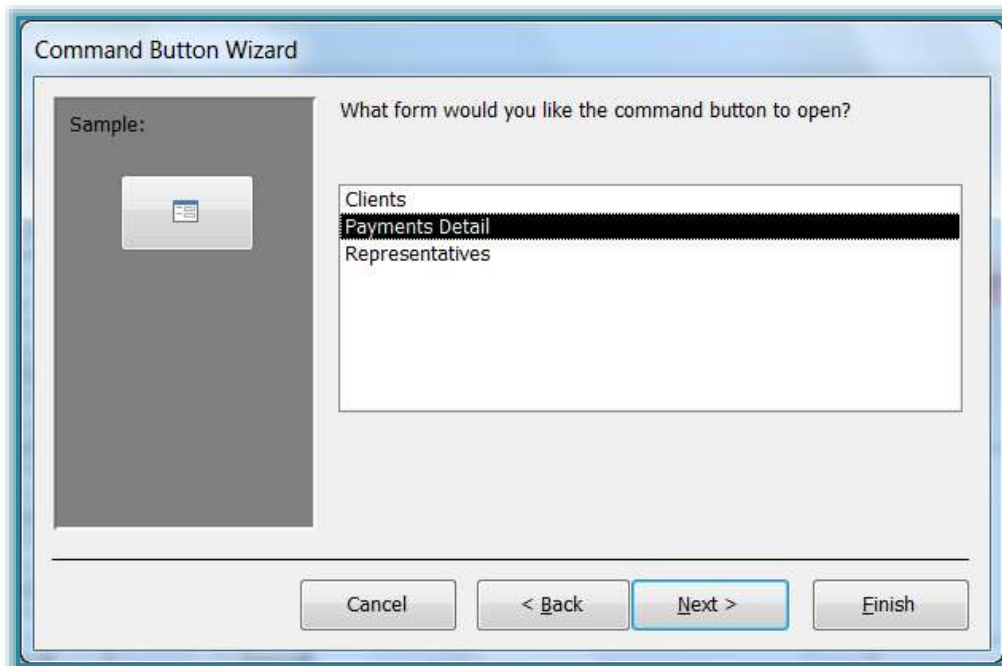


- † In the **Tools Group**, click the **Add Existing Fields** button.
- † A list of the **Fields** in the **Table** will display.
- † Select the **Payments Table** from the list of **Tables**.

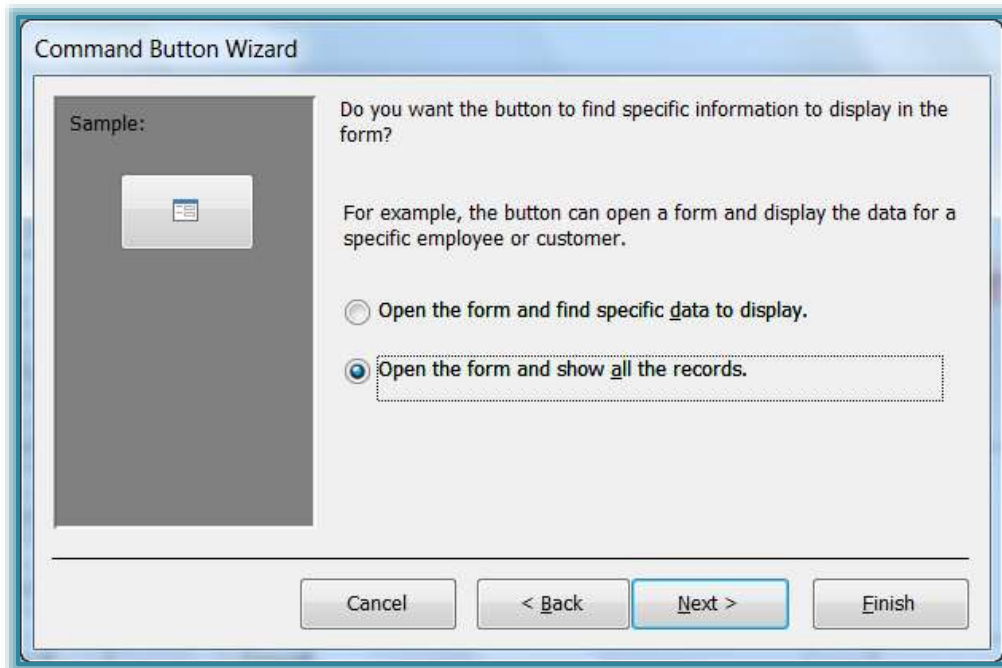
- † Choose the **Client ID Field** from the **Field List**. This is the field that the **Option** button is to be created for.
- † The **Mouse Pointer** will change to display the **Command Button** icon.
- † Move to the **2 inch** mark on the vertical ruler and **five inches (5)** on the horizontal ruler.
- † Release the mouse button to place the **Command Button** at that point.
- † The **Command Button Wizard** will display (see illustration below).



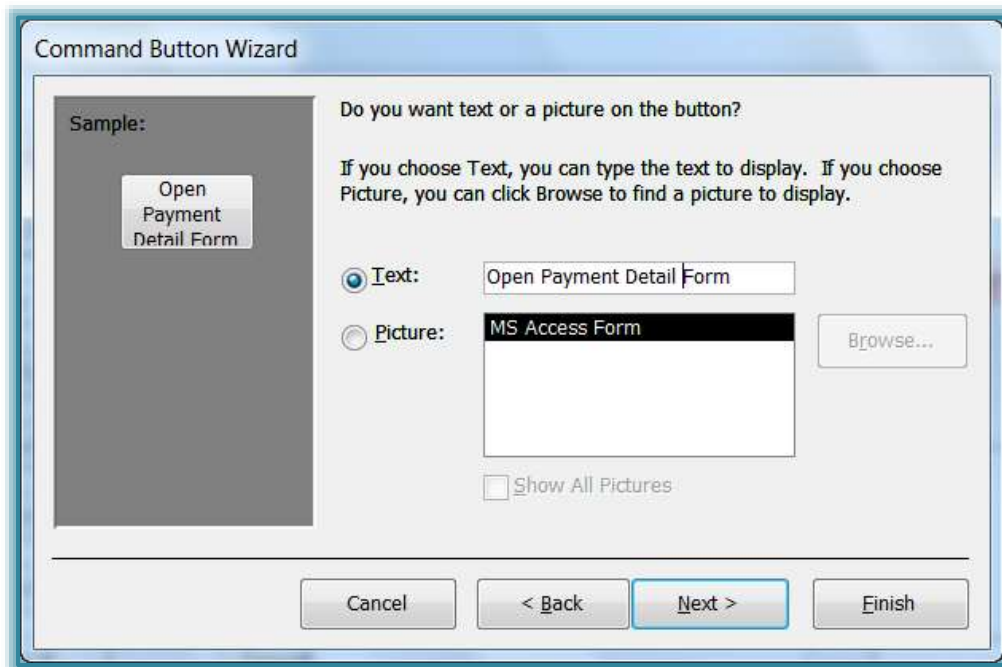
- † Under the **Categories** list, choose **Form Operations**.
- † In the **Actions** list, select **Open Form**.
- † Click **Next** to continue to **Step 2** of the wizard.
- † In this step, choose the **Payment Detail** form.



- † Click **Next**.
- † In the next step, accept the option to **Open the form and show all the records**.



- † Click **Next**.
- † Click the **Text** option button.
- † In the **Text** box, input **Open Payment Detail Form**.
- † Click **Next** to continue.



- † Input **Open Payment Detail Form** in the text box. This will provide the name for the button.
- † Click **Finish** to exit the dialog box and insert the **Command Button** into the form.
- † Click on the **Command Button** and drag it to the bottom, right side of the form.
- † Save the **Form** by clicking the **Save** button on the toolbar.
- † Click the **View** button and try out the **Command Button**.

Command Button Wizard

Sample:

Open
Payment
Detail Form

What do you want to name the button?

A meaningful name will help you to refer to the button later.

Open Payment Detail Form

That's all the information the wizard needs to create your command button. Note: This wizard creates embedded macros that cannot run or be edited in Access 2003 and earlier versions.

Cancel < Back Next > Finish