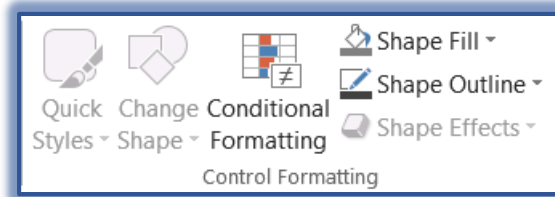


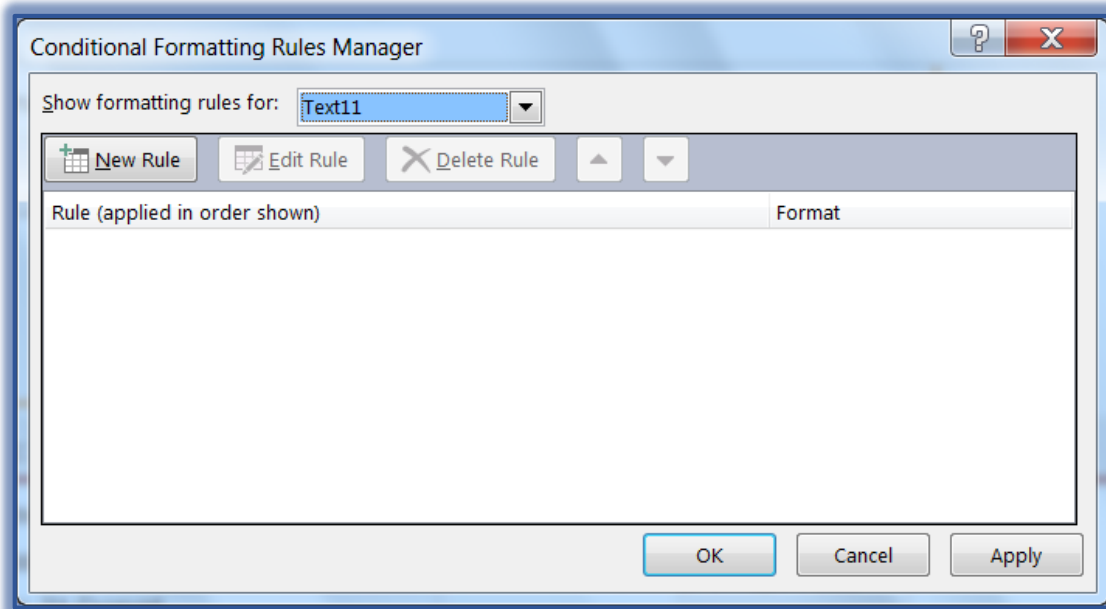
## Report-Conditional Format

Conditional formatting is used to change the format of a field depending on the value that is entered into the control. This type of formatting can be specified in Datasheet View as well as in Report View. It can also be applied to Forms. Click a value in the field that the **Conditional Format** is to be applied to.

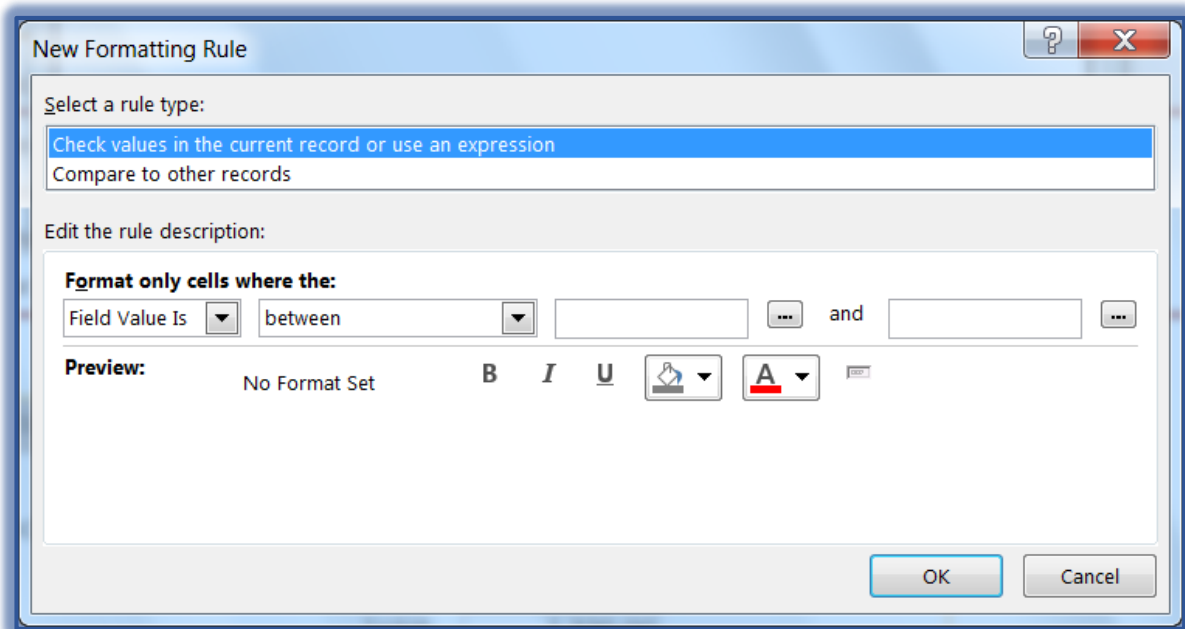
- ✚ Click the **Report Layout Tools: Format Tab**.
- ✚ Click the **Conditional Format** button in the **Conditional Formatting Group** (see illustration below).



- ✚ The **Conditional Formatting Rules Manager** window will display (see illustration below).



- ✚ In the **Show formatting rules for** list, select the **Field** the rule is to be applied to.
- ✚ Click the **New Rule** button to display the **New Formatting Rule** dialog box (see illustration on next page).
- ✚ Under **Select a rule type**, click one of the following options:
  - ★ **Check Values in the Current Record or Use an Expression** – This option allows you to select the type of rule to apply. This is the default option.
  - ★ **Compare to Other Records** – This option is used to create data bars to visually compare data in multiple rows.
- ✚ When the **Check Values in the Current Record** option is selected, additional options for formatting will display.
- ✚ Select the options that apply to the **Conditional Format** that is to be applied to the report.
- ✚ Under **Default Formatting**, choose a color for the font if the condition is not met.



- † In the first **Condition** box, select one of the options: **Field Value Is** or **Expression Is**.
- † In the second box, select one of the options from the list.
- † In the third box and/or fourth box, input the value for the criteria.
- † Click any of the formatting options for this rule.
- † When all the conditions have been specified, click the **OK** button.
- † To make changes to the **Rule**, click the **Edit Rule** button.
- † To remove the **Rule**, click the **Delete Rule** button.
- † To create an additional rule, click the **New Rule** button.
- † To change the order of two or more rules, click the **Rule** that is to be moved and click the **Up** or **Down** arrow.

**NOTE:** The order in which rules are created is important. When Access finds a rule that matches a value, the application stops looking for additional rules that might apply to the value.