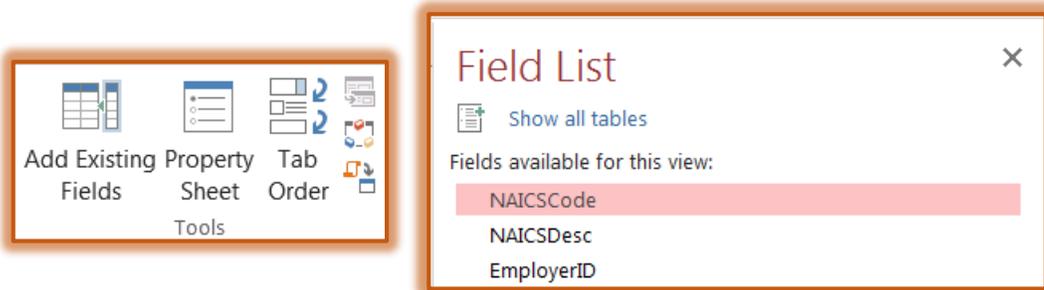


## CREATE A BOUND TEXT BOX CONTROL

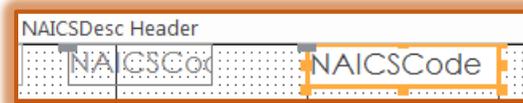
This exercise will use the **Potential Income Report** from the **Jobs** database.

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

- ✦ Open the **Potential Income Report** from the **Jobs** database in **Design** view.
- ✦ Click the **Report Design Tools, Design Tab**, if necessary.
- ✦ In the **Tools Group**, click the **Add Existing Field** button (see illustration below left).
- ✦ The **Field List Task Pane** will display (see illustration below right).



- ✦ Click the field name **NAISCCode** in the **Field List**.
- ✦ Drag the **NAISCCode** field to the **NAICSDesc Header** section.
- ✦ The mouse pointer will become a rectangular shape.
- ✦ Move to the **5-inch mark** on the **Horizontal** ruler to place the field control at that point.
- ✦ Release the mouse button to place the field at this position.
- ✦ For the field that was selected, two parts appear in the report as shown in the illustration below:
  - ✧ A text box where the actual field value will be displayed.
  - ✧ A label showing the field name.



- ✦ Close the **Field List** window.
- ✦ Click somewhere in the report to deselect the **NAISCCode** textbox and label.
- ✦ Click the **NAICSDesc** text box.
- ✦ Click the **Format Painter** button in the **Font Group**.
- ✦ Click the **NAISCCode** textbox to apply the formatting to this textbox and the label.
- ✦ Select the labels on the left side of the report. These are the ones that start with the **NAICSDesc** label. To select more than one label:
  - ✧ Click the first label.
  - ✧ The label border will change to a gold color.
  - ✧ Hold down the **Shift** key.
  - ✧ Click the rest of the labels.
  - ✧ Release the **Shift** key.
- ✦ Make sure that you have selected the labels in the **NAICSDesc Header** section as well as the labels in the **Detail** section.

- ✚ Do one of the following:
  - ✦ Click the **Arrange Tab** and click the **Align** button in the **Sizing and Ordering Group**.
  - ✦ Right-click on one of the selected labels, move the mouse pointer over **Align**.
- ✚ Click **Align Right**.
- ✚ Complete the same process to align the labels on the right side of the report. These are the ones for the column that starts with **NAICSCode**.
- ✚ Select all the labels in the **Detail** section of the report.
- ✚ Apply **Bold** formatting to the labels.
- ✚ Make any necessary adjustments to the size and placement of the label and textboxes so that all the text in the labels displays.
- ✚ In **Design View**, the **Report** should look similar to the illustration below.



- ✚ To view the report, click the **View** button on the **Report Design** toolbar.
- ✚ Click the **Close** button to save the report.
- ✚ If prompted, click **Yes** to save the report with the name **Potential Income**.