

ASSIGN CAPTIONS TO FIELDS

A caption is used in tables and forms to display a different heading for a field than the actual field name. When the table is displayed in Datasheet View, the caption will appear at the top of each column. To assign a caption to a particular field, complete the steps below.

- ✦ Open the table in **Design View** by completing one of the following steps:
 - ▣ Open the table and then **right-click** on the **Table Tab** and select **Design View**.
 - ▣ Right-click the table in the **Navigation Pane** and select **Design View**.
 - ▣ Click the arrow at the bottom of the **View** button in the **View Group** and then select **Design View**.
- ✦ The table will appear in **Design View**.
- ✦ Move the insertion to the field for which the **Caption** is to be created.
- ✦ In the **Field Properties** area, click the **Caption** box (see illustration below).

General	Lookup
Field Size	50
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

- ✦ Input the **Caption** for the field.
- ✦ Complete the same process to change the captions for other fields in the table.
- ✦ When all the changes have been made, save the table.