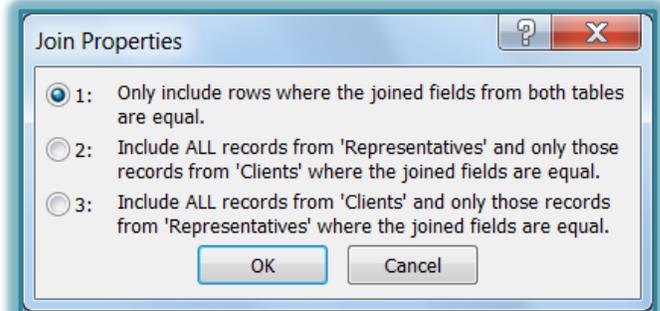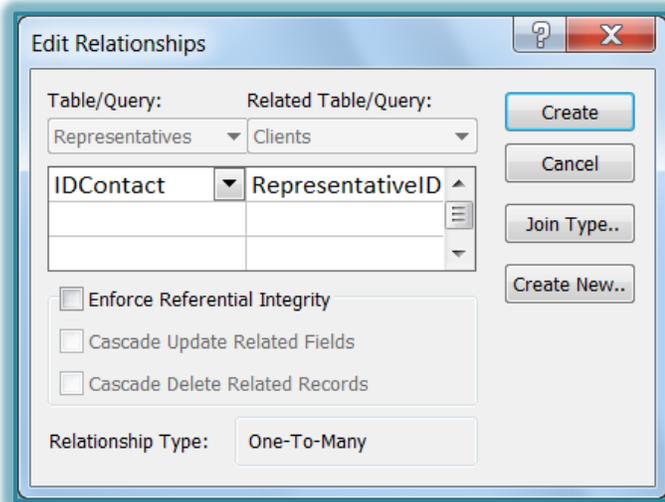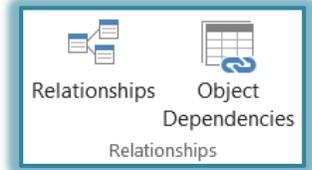A join is an association between a field in one table or query and a field of the same data type in another table or query. Joins tell the program how the data in the field is related. Records that don't match may be included or excluded, depending on the type of join. The types of joins are explained in the table below. When a match is found, the two records are combined and the records are then displayed in the query results. To specify a Join Type, complete the steps below.

✛ Open **Access Training: Database2** from the area where it is stored.
✛ Click the **Database Tools Tab**.
✛ In the **Show/Hide Group**, click the **Relationships** button.
✛ Drag the box for **Clients** to a suitable location near the **Representatives** box.
✛ Drag the bottom of each box down so that all the fields will be displayed.
✛ In the **Representatives** box, click and hold **IDContact**.
✛ Drag the pointer over **RepresentativeID** in the **Clients** box.
✛ Release the mouse button.
✛ The **Edit Relationships** dialog box will display (see illustration below).

✛ Check **Enforce Referential Integrity**.
✛ Click the **Join Type** button.
✛ The **Join Properties** dialog box will appear (see illustration above right).
✛ The options that are available in the **Join Type** dialog box are described in the table below.

| Join Type | Description |
|---|---|
| Only include rows where the joined fields from both tables are equal | This option is used to see one record in the second table for every record that appears in the first table. The number of records seen in the two tables will be the same. |

| Join Type | Description |
|---|---|
| **Include ALL records from "xxx" (the first table) and only those records from "yyy" (the second table) where the joined fields are equal** | Choose this option to see all the records in the first table (even if there isn't any corresponding record in the second table) as well as the records from the second table in which the joined fields are the same in both tables. The number of records seen in the first table might be greater than the number of records in the second table. |
| **Include ALL records from "yyy" (the second table) and only those records from "xxx" (the first table) where the joined fields are equal** | To see all the records in the second table (even if there is no corresponding record in the first table) as well as the records from the first table in which the joined fields are the same in both tables choose this option. The number of records seen in the second table might be greater than the number of records in the first table. |

✠ Click the **third** option.
✠ Click **OK** to close the **Join Type** dialog box.
✠ Click **Create** to show the relationship.