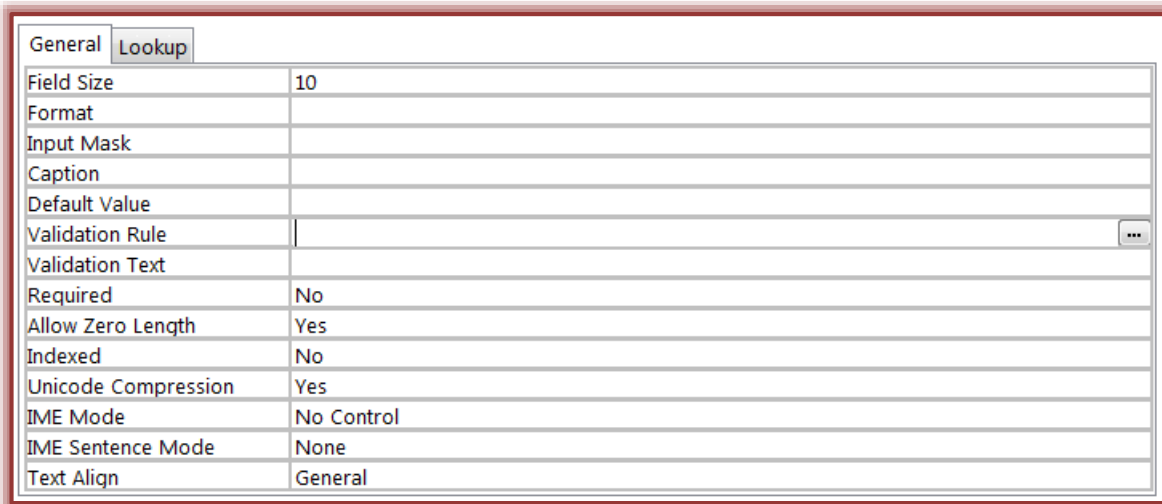


VALIDATION RULES

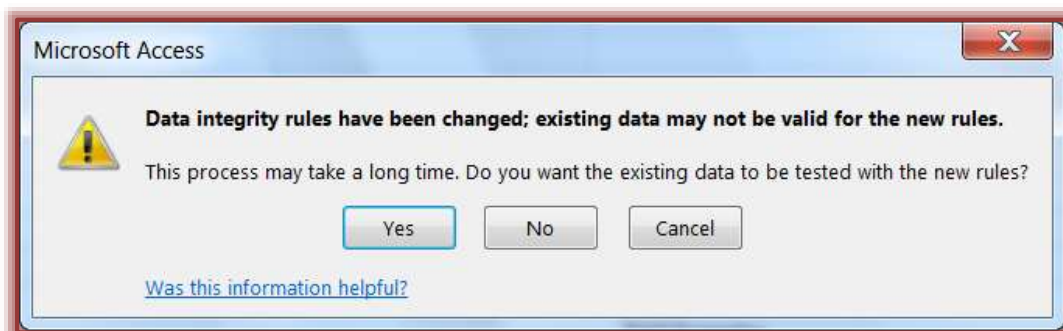
A Validation Rule is a field property that tests entries to ensure that only the correct types of information become part of a table. It is used to specify a condition for values that may be inserted into the field. Valid text will be displayed and the user will be prompted to enter a valid value.

- ✦ Open the **Final Sales Merchandise** table in the **Gaither Addresses Database**.
- ✦ Change to **Design View**.
- ✦ A **Validation Rule** needs to be added to the **Category** field.
- ✦ To do this, click anywhere in the **Category** row.
- ✦ Click the **Validation Rule** line in the **Field Properties** area (see illustration below).



General		Lookup
Field Size	10	
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	

- ✦ In this box enter the expression: **In ("Video","CD","Book","Book/CD","Video/CD")**.
 - ✧ This expression needs to be added with all the parentheses, quotation marks, and commas as shown.
 - ✧ These marks are used to separate each of the entries.
 - ✧ This expression will prevent the person entering data to a record from adding any other category names except those in the list.
- ✦ In the **Validation Text** box, input **Acceptable Entries: Video, CD, Book, Book/CD, Video/CD**.
 - ✧ This text will display when the Validation Rule is violated.
 - ✧ It will prompt the person who is inputting the information as to what the proper entries for this field are.
- ✦ Once the **Validation Rule** has been set up, click the **Save** button to save the table.
- ✦ If records have already been added to the table, the message in the illustration below will display.



- ✦ If the message displays, click the **Yes** button.