

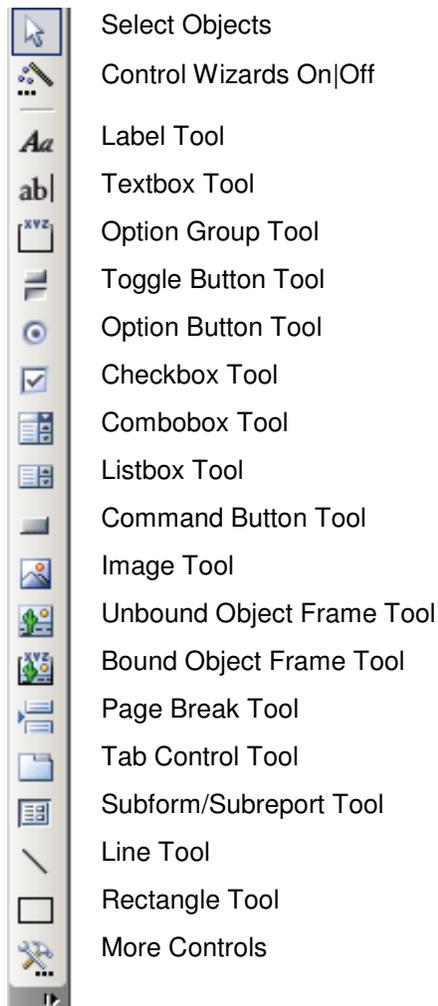
## 5. Form and Report Design

### Toolbox

In the design view, it is a good idea to show the Toolbox. The toolbox enables you to easily add several different types of controls to your form or report.

Click the icon that looks like a Hammer and Wrench  to toggle the Toolbox on and off. It is common to "dock" the toolbox on the left side of the screen

Figure 5-1 Toolbox



### Customize Form/Report Design toolbar

#### Add Alignment and Order icons

When you are in the design view of a form or report, **Right-Click** in a gray area to the right of your menu bar or an icon bar

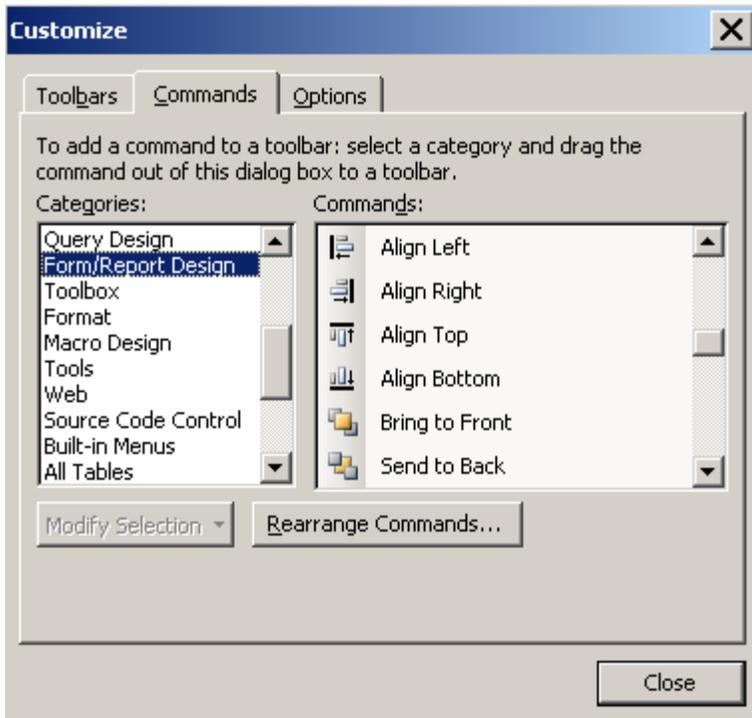
1. choose "**Customize**" from the shortcut menu
2. in the dialog box:

choose the [Command](#) tab

[Category](#) → [Form/Report Design](#)

3. [Click](#) in the gray area between the scroll box and the down arrow in the shaded gray area of the vertical scroll bar in the [Commands](#) pane 3 times, then [Click](#) the down arrow at the bottom of the scroll bar until [Align Left](#) is the top-most choice

**Figure 5-2 Customize Form/Report Design Toolbar**



4. [Drag](#) these 6 icons to an existing toolbar:

[Align Right](#) -- must have >1 control selected to be enabled

[Align Left](#) -- must have >1 control selected to be enabled

[Align Top](#) -- must have >1 control selected to be enabled

[Align Bottom](#) -- must have >1 control selected to be enabled

[Bring To Front](#)

[Send To Back](#)

If you don't know what these icons do, while the customize window is open, [Click](#) on the [Description](#) command button for each one to see what it does.

To be efficient, the [Align](#) buttons are a *must* for form and report design. The [Bring To Front](#) and [Send To Back](#) are nice to have too, since everything is "layered" and this gives you control on order.

## Best-Fit Control Height and Width

To "Best-Fit", **Double-Click** any handle on a control except the big one in the upper left. This resizes:

- Width and Height depending on font used for labels and command buttons



- Height for data controls (since Access doesn't know how much data will be in there, it leaves the Width alone)



If a control is closer to the height of 2 or more lines, the height will be made to an even increment of the number of lines

## Properties and Methods

In design view, it is good to show the property sheet, which displays information for selected item(s).

### Turn on Properties window

When you are in the design view, to turn on/off the Properties window -->

1. from menu: **View, Properties**

OR

2. **Right-Click** and choose **Properties** from the shortcut menu

OR

3. **Double-Click** on the solid black square in the upper left where the rulers intersect

and then **Click** on various objects. The properties window changes as you change what is selected.

If you have multiple objects selected, the values for the properties they have in common will be displayed. Try it!

## Setting Properties vs. Resizing with Handles

I like to make the width of controls exact -- like 0.25, 0.3, 0.4, 0.5, 0.6, 0.75, 1, 1.25, etc

This is especially handy for lining up labels to controls under them

## Selecting Objects

You can select multiple controls

1. **Click** and **Drag** the mouse and everything your imaginary rectangle touches before you let go will be selected

OR

2. **Click** the first object then **Shift-Click** additional objects to toggle the selection status without affecting what is already selected

OR

3. **Click** (and, optionally **Drag**) in a ruler

Figure 5-3 Drag in ruler to Select Multiple Objects

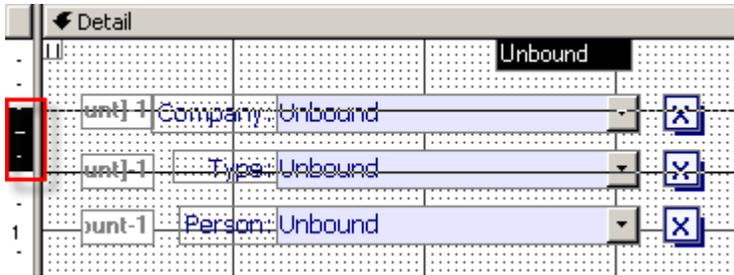
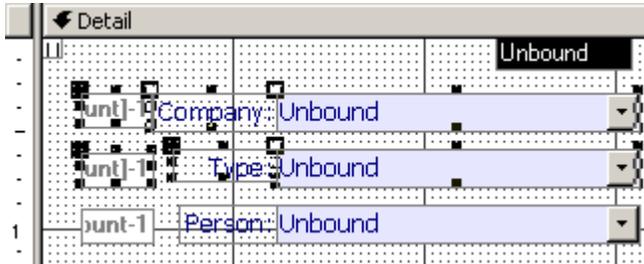


Figure 5-4 Let go of the Mouse -- Anything the Line Touched is Selected



While the mouse is down, you will see a line extend across (vertical ruler) or down (horizontal ruler). When you **Click and Drag**, the ruler will turn dark indicating where you started and stopped -- everything the line/rectangle touches will be selected

OR

4. Drop down the Object combo (left-most control on design toolbar) and select something by its control name

Figure 5-5 Select Object Combobox on Toolbar

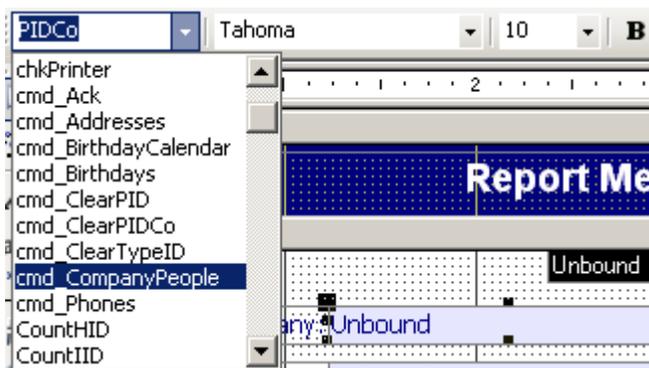
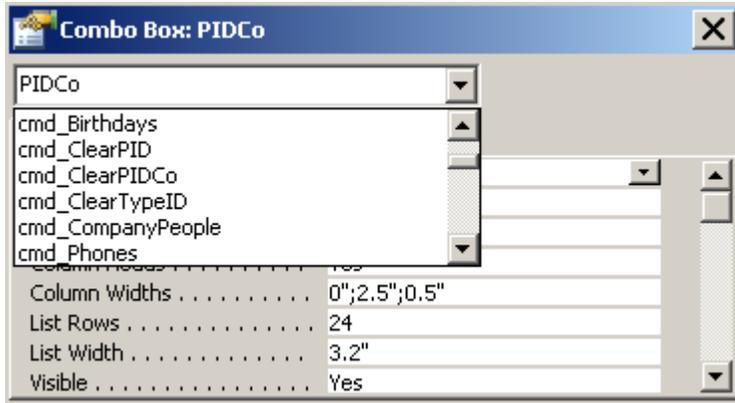


Figure 5-6 Select Object using Combobox in Properties Window

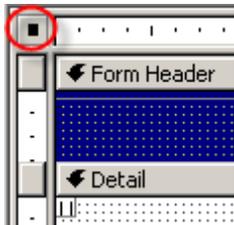


## Select Form or Report

To select the form (or report), you may:

1. [Click](#) in the upper left corner where the rulers intersect

Figure 5-7 Select Form (Or Report) by Clicking where Rulers Intersect



OR

2. [Click](#) completely outside the design area in the dark gray space

OR

3. Press **Ctrl R**

OR

4. from menu: [Edit, Select Form/Report](#)

## Building Event Code

After selecting appropriate object, you can [Click](#) on the desired event property and then [Click](#) the builder button  in the right margin. By default, you will see a dialog box with three choices. You'll only go directly to the VBE if you have previously selected the option to "Always Use Event Procedures" (Tools > Options | Form/Report tab). Another way to go directly to the VBE window is to first type  in the property (Access will fill in [Event Procedure]) and then click the builder button or press **Ctrl F2**

Access will provide the procedure declaration and the procedure end -- you put the statements in between.

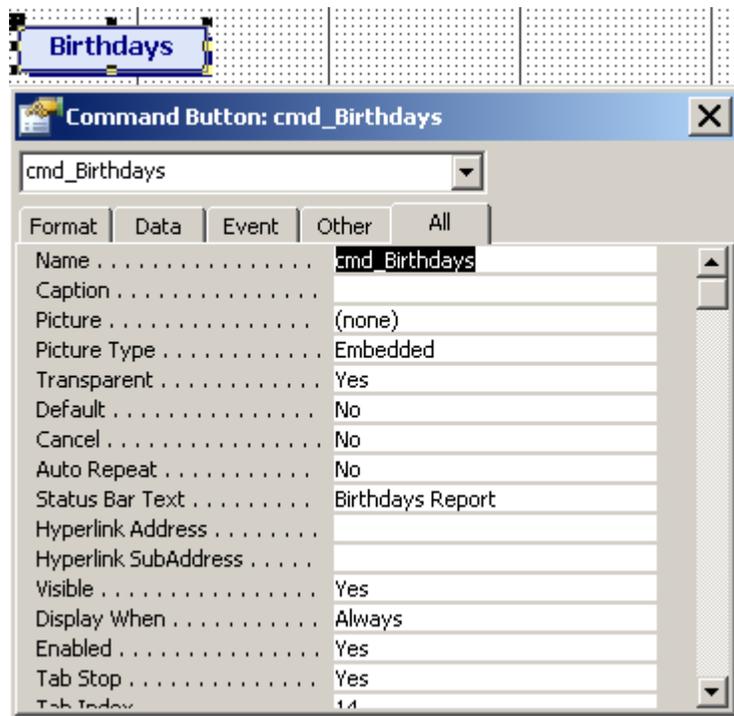
## Name property

Procedures are NAMED according to the object name (except the form object), so *always* change the **Name** property of any object to something logical *before* creating any event procedures. If you change the name after creating an event procedure, then you will have to change the name of the procedure too. For example, if you have a command button named cmdClose, its (simplified) event procedure may be something like this:

```
Private Sub cmdClose_Click()  
    DoCmd.Close  
End Sub
```

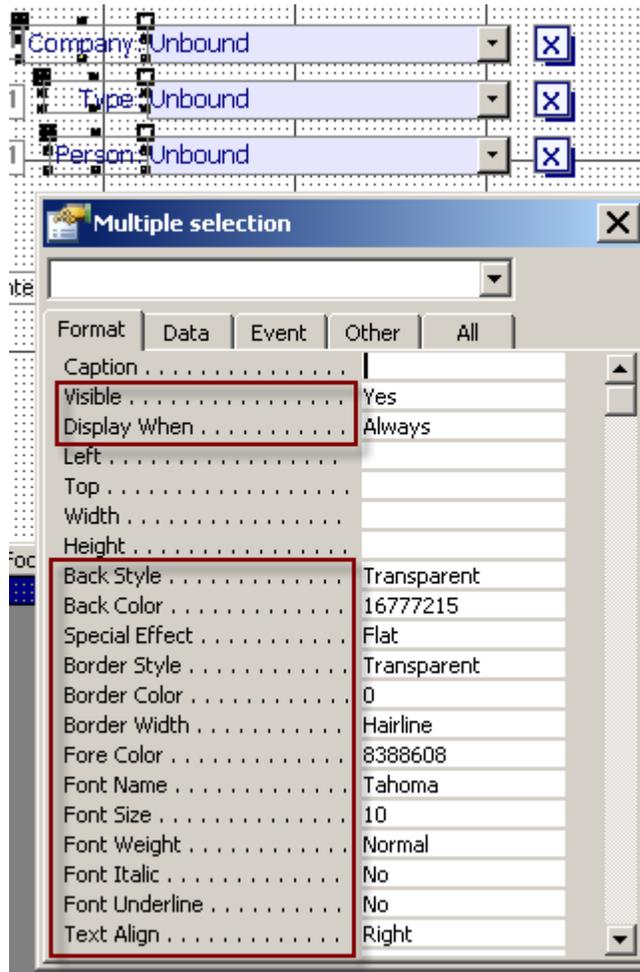
When the properties window is displayed and only one thing is selected, the Name appears in the title bar of the Properties window.

**Figure 5-8 Name of Selected Object Appears in titlebar of Properties Window**



If multiple items are selected, you will see "Multiple Selection" on the title bar of the Properties window. The Properties that are the same for all the selected objected will be listed

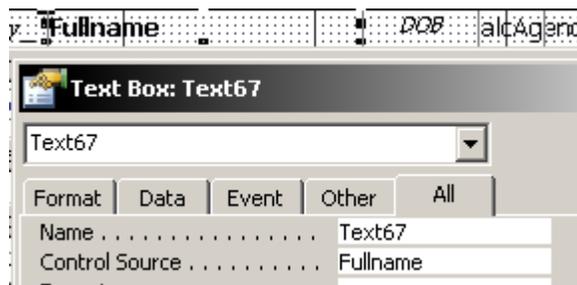
**Figure 5-9 Multiple Items Selected: Properties in common are Listed**



### ControlSource, SourceObject

It is important to realize that the **Name** is NOT what is displayed *in* a control. If the control is (for instance a textbox or combobox), you will see the **ControlSource** displayed.

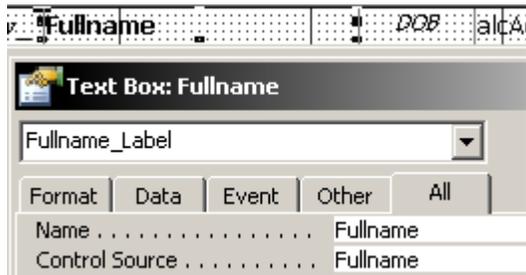
**Figure 5-10 Control with an Ambiguous Name**



Notice how 'Fullname' shows up in the control ... but its NAME (what will be used to refer to it in code and expressions) is Text67, which is ambiguous as it does not describe the contents of the control. This is how Access will assign names when you create controls using the toolbox. It is important to change the **Name** property to something that makes sense.

For bound objects, I like to make the **Name** property match the source property (this does not, by the way, follow naming conventions, but for me, it eases confusion).

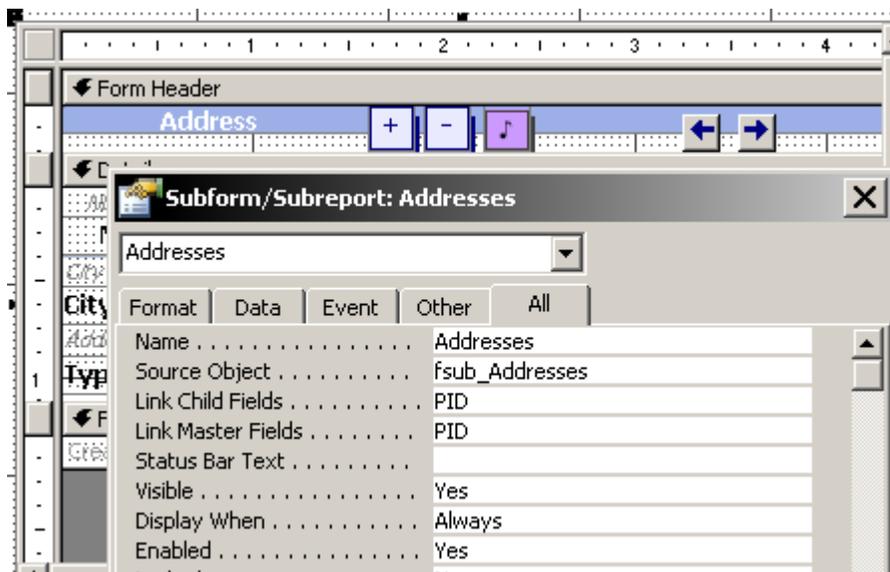
**Figure 5-11 Change Name to match ControlSource for Bound Textbox Control**



As always, avoid using spaces and special characters when naming objects. Use mixed case for readability and, if you want separation, use the underscore \_ character.

If the object is a subform or subreport, what you see displayed is the name of the **SourceObject**.

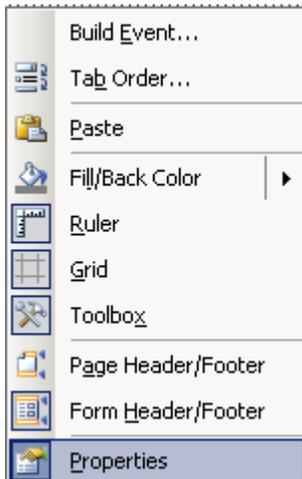
**Figure 5-12 Name of a Subform is not necessarily the same as the SourceObject**



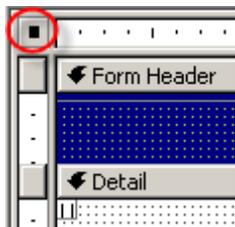
## RecordSource Property

The RecordSource defines where the data comes from that will be displayed in a form or report. From the design view of a report or form:

1. Turn on [Properties](#)  
from menu: [View, Properties](#)  
OR  
[Right-Click](#) and choose Properties from the shortcut menu

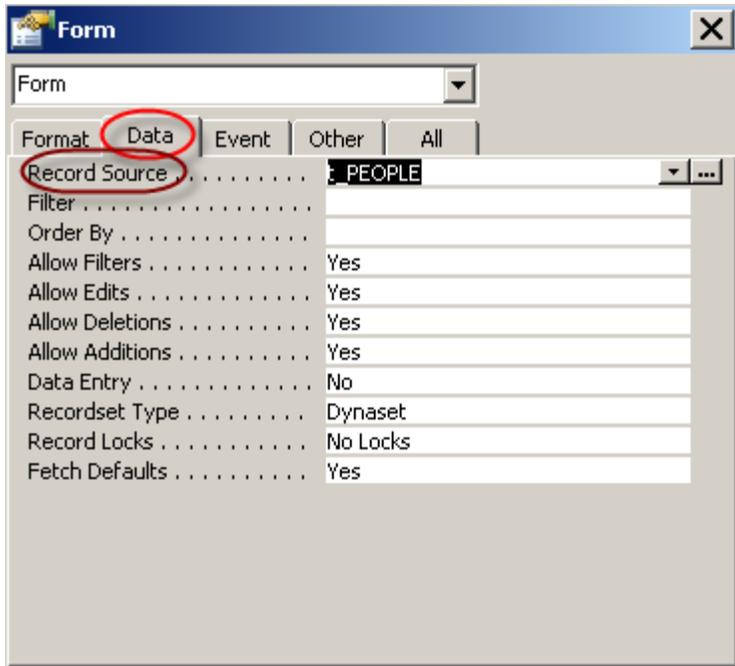


2. Select the report or form  
[Click](#) in the upper left where the rulers intersect



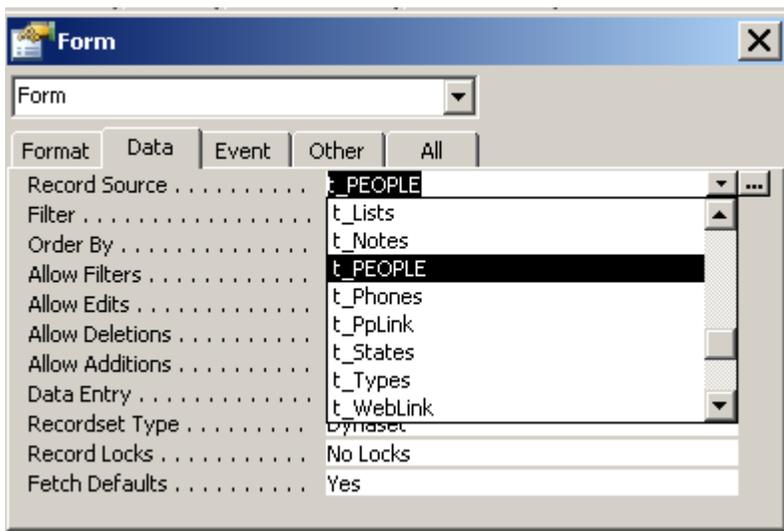
3. [Click](#) on the [Data](#) tab in [Properties](#) window
4. [Click](#) in the [RecordSource](#) property

Figure 5-13 Form RecordSource



Click on the drop-down arrow to see a list of Tables and Queries to choose from.

Figure 5-14 RecordSource gives list of Tables and Queries

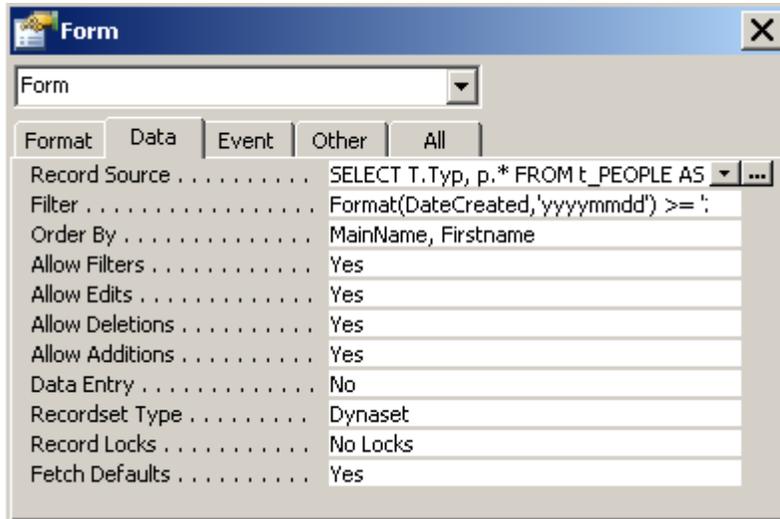


Notice the builder button  to the right.

If your RecordSource is a query, clicking the builder button takes you to the query design screen. If the RecordSource is a table, you will be asked if you want to make a query.

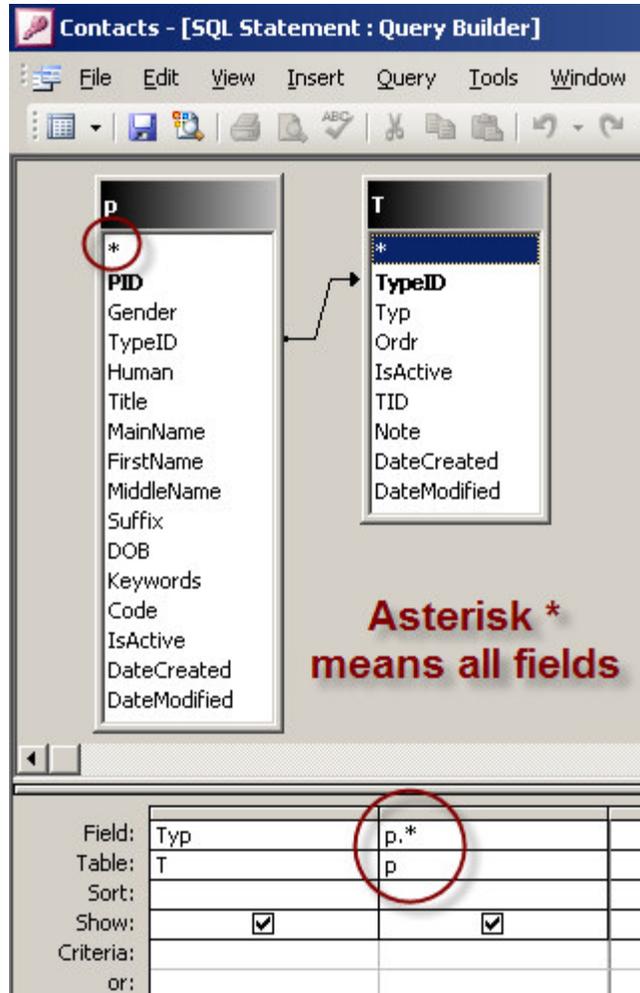
Figure 5-15 shows a RecordSource based on a SQL Statement.

Figure 5-15 RecordSource can be SQL Statement



If you use a SQL statement as the [RecordSource](#) for a form, the combo box wizard will not work. Clicking the [Builder Button](#) takes you to the same kind of screen you would see if the [RecordSource](#) was a query. Figure 5-16 shows that Aliases have been used for the People (p) and the Types (T) tables. The asterisk means all fields will be used from the p table because this form is primarily for editing information in the People table. In this case, the only reason that Typ is pulled in as well is for sorting. It is not, however, visible on the form except in the TypeID combobox which shows Typ and collected TypeID (refer to Combobox Example).

Figure 5-16 SQL Builder



If your report is based on a SQL statement, you can also press **Shift F2** to use the Zoom Box to change the SQL directly without the QBE grid.

### Builder Button

#### Using the Builder for RecordSource or RowSource

The **RowSource** property for a combo or listbox is like the **RecordSource** property for a form or report -- you are choosing where the data for the list of choices will come from.. The Builder Button ... will show when you **Click IN** the **RowSource** property. Clicking on the builder button for a query takes you to the design of the query. If you **Click** the builder button and you have not filled anything out, you can use the QBE grid to design an SQL statement that Access will save in that property.



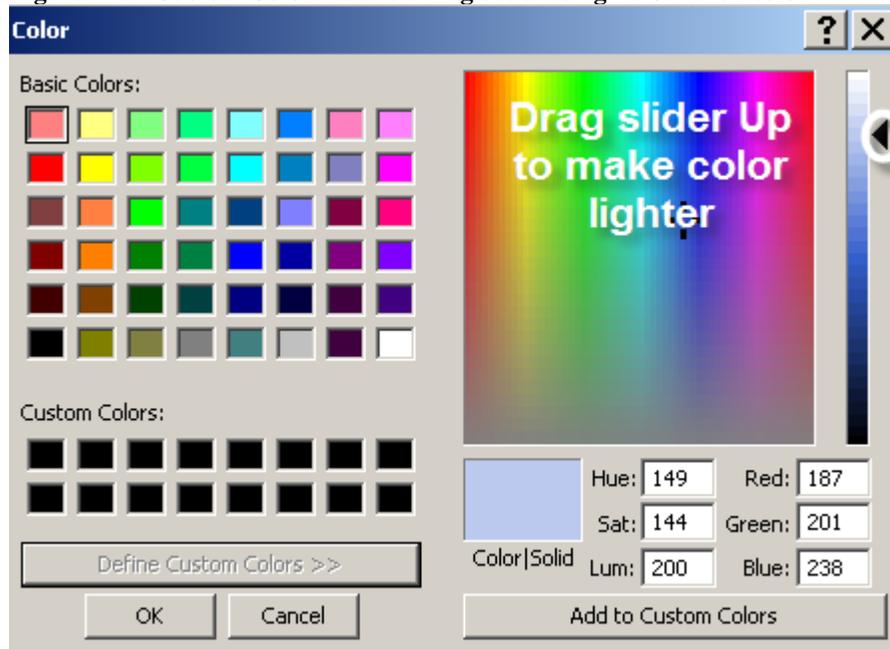
#### Using the Builder to choose other Colors

For choosing colors that are not on the color palette (like **ForeColor**, **BackColor**, **BorderColor**), **Click** the **...** button in the property. **BackColor** ..... 16777215 | **...**

Once in the palette dialog box, expand the dialog box by clicking **Define Custom Colors >>**

You can set the amounts for **Red/Green/Blue** or adjust **Hue/Saturation/Luminosity**. There is also a slider control with a triangle you can **Drag** up or down to change the Luminosity (brightness). I like to **Drag** it up and fade out colors, especially for **BackColor**.

Figure 5-17 Custom Color Palette - drag slider to lighten/darken color



While we are on the subject of colors ... another cool trick is setting the **BackColor** of a control to something like pale yellow – then set the **BackStyle** to **Transparent** so the background color of the form shows through (I like to use white or a faded color). When you are **IN** the control, it will be the **BackColor** – another way you can easily indicate to the user where they are <smile>.

### Using the Builder to go to Code

If an event has [Event Procedure] assigned, you can **Click** on the Builder button to go to the code.

On Click . . . . . [Event Procedure] ▾ ...

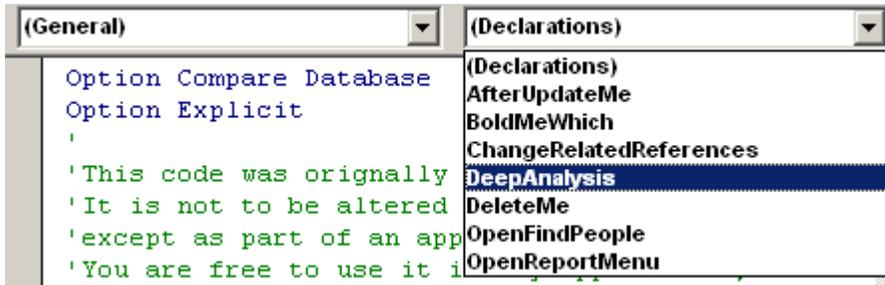
If an event is assigned to a function in a standard module, you can **Click** on the Builder button to go to the code.

On Click . . . . . =DeepAnalysis() ▾ ...

If the assigned function is a function behind the form and not in a standard module, the Builder Button **...** will not take you there ... you will need to go to the module sheet specifically (**Click** the 'Code' button on the toolbar  or, from the menu, choose → View, code...)

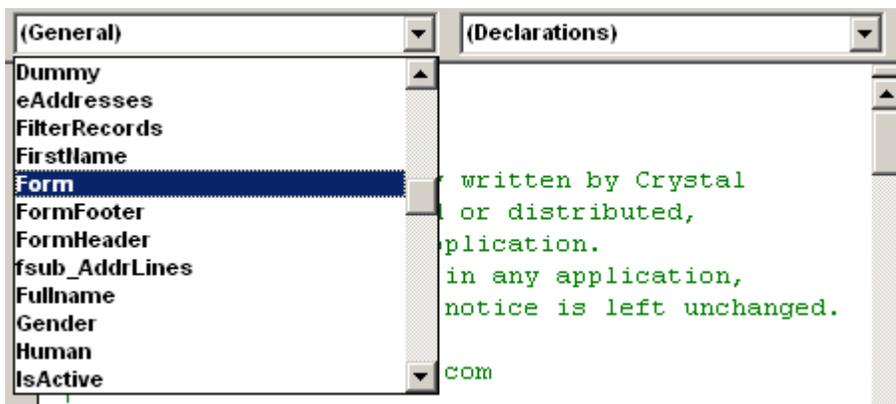
Then, either scroll <smile> or use the Procedure/Member combobox in the upper right-corner of the module window –where you currently see (Declarations).

Figure 5-18 Choose General Procedure from Combobox



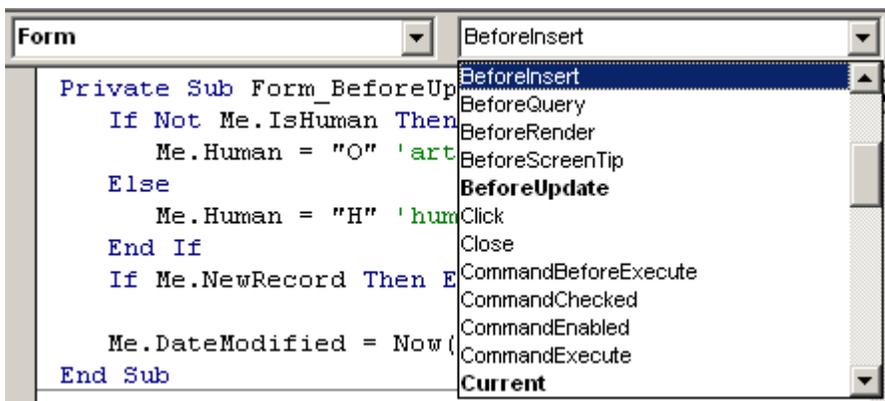
If you are looking for an [Event Procedure], I find the quickest way there is the Builder Button  from the object itself... but you can also choose the object name – where (General) is displayed in the above figure

Figure 5-19 Choose Code Object from Combobox



... then the event (member). Object events that have a procedure already defined are bolded.

Figure 5-20 Object Events are Bold if the are Defined



## Events

"Properties" listed on the [Events](#) tab specify how the event should be handled, such as [OnCurrent](#) for form, [AfterUpdate](#) for Control, etc.

## Deleting a Control

Before you delete a control that has [Event Procedure] code, first select the control and then the Events tab on the Properties dialog. Follow all [Event Procedures] and delete the code before

deleting the control; otherwise, your code will become filled with "spiderwebs" (a "Tom-term") –all kinds of procedures for non-existent controls.

## ***Learning Properties and Methods***

Explore the property sheet. Get familiar with how properties are grouped on the tabs and the different properties for different objects.

## **Help on Properties and Methods**

You can get help about any property by pressing **F1** while in a property on the property sheet where you want more information.

## **Object Browser**

... Find out more about references... or just get Help!

In a code window to View the Object Browser:

1. from the menu --> [View, Object Browser](#)

OR

2. Press **F2**

On the left, you will probably see a [Project](#) window and a [Properties](#) window below it

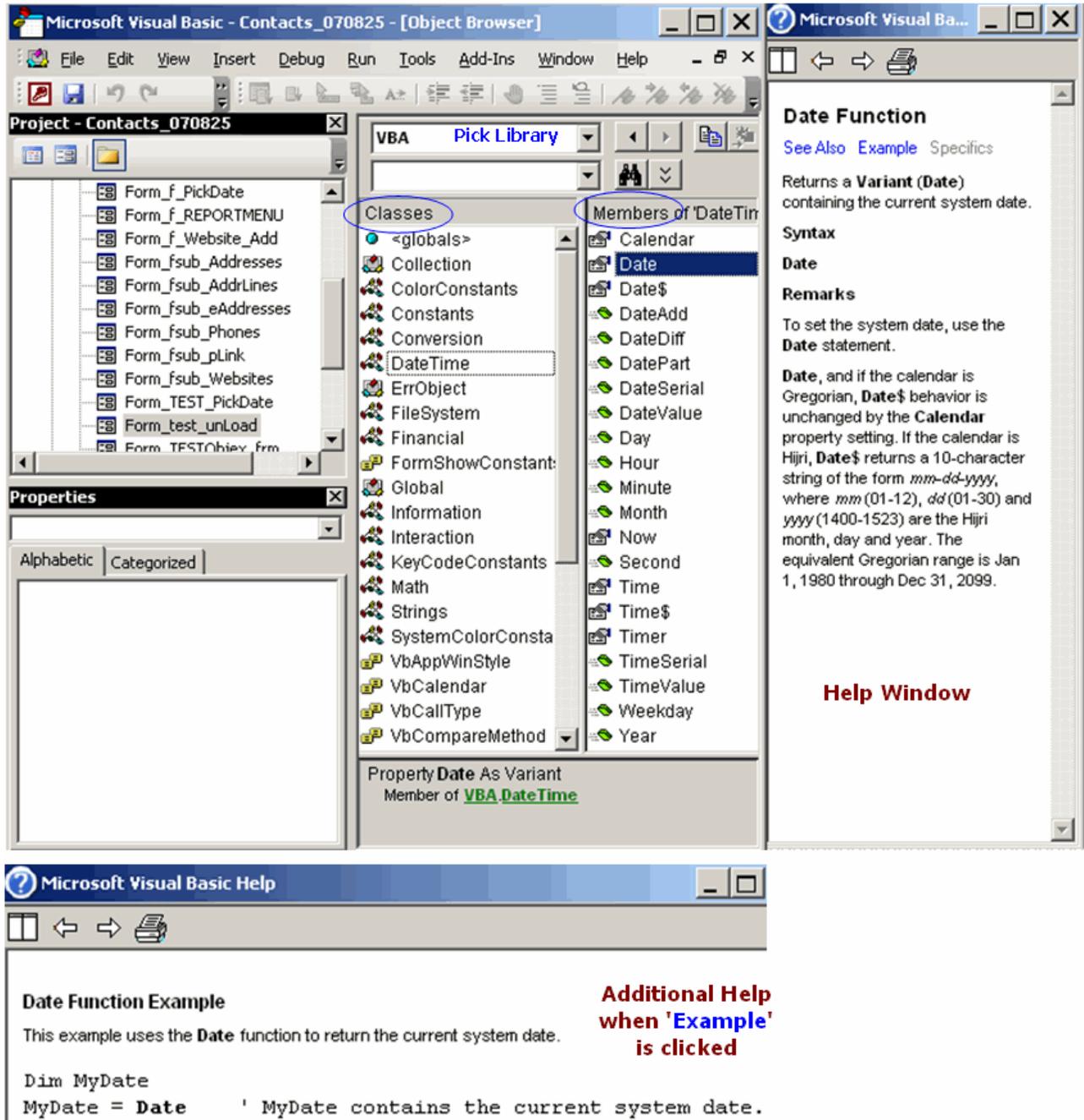
On the right, you will see the main [Object Browser](#) window

As you select a [Class](#) on the left ([DateTime](#) selected), its members appear in the pane on the right

When you are getting started, change the library to "VBA" (for instance, instead of <all libraries>) and look at the classes (categories) of functions -- [Click](#) on a class and then [Click](#) on a function in the right pane. When you see something you want help on, press the **F1** key and switch to the [Help](#) window

The VBA library is the most basic library and a great place to start exploring.

Figure 5-21 Object Browser



To look up properties and methods for different objects like [Forms](#), [TableDefs](#), etc, change the library to Access

To look up [Ranges](#) and [Sheets](#), change the library to Excel

Explore the different libraries you have to pick from and see what is available in each (these are added or removed using [Tools, References...](#))

When you are in the [Object Browser](#) window, the library that each function/class is a member of is shown in the lower left corner of the window

When you have an object selected, press **F1** to get help.

## General Help

For general help, I find it interesting and informative to read the Help starting from the beginning of the Contents. In fact, if you have the desire to print a ream of paper, it would be good to print it like a book and read it so you can also take notes -- and you can read it away from the computer -- a good time to put new information into your head is just before you sleep ... let your subconscious figure it out!

## Code Behind Form (CBF) ... or Report

To see the code behind a form (anything said about code behind a form also applies to code behind a report): from the menu in the design view of a form, choose --> **View, Code**

This will take you to the module sheet that is stored 'behind' and with the form. When the form is copied, the module sheet tags along without you having to do anything special. This kind of code is a *Class Module* as opposed to a Standard (General) Module. When you **Click** on the Modules tab in the Database Window, you see a list of Standard Modules -- they are able to be used by any form, any report, any query ... anything in the database. Therefore, their scope is global.

A *Procedure* is a general term encompassing Subs and Functions. If you look at a **procedure declaration** you might see something like this:

---

```
Private Sub eAddress_DblClick(Cancel As Integer)
```

---

**Private** means that only this form (and module stored behind the form) can see and use this code -- its *scope* is limited to the form.

**Sub** means it is a Subroutine that does not return a value as opposed to a **Function** which does ... or maybe I should say 'can' -- return a value. A Function can do everything a Sub can -- a weird thing - - you cannot assign a Sub directly to a property event, it *must* be a Function by definition -- and there is no way to *use* a return value in these cases. Why Microsoft chose to use Functions instead of Subs in Access is a mystery. With this in mind, it seems odd that the **[Event Procedure]** code is a Sub -- not consistent! ... anyway, I digress...

**eAddress\_DblClick** means that there is a control with the **Name** 'eAddress' and this is the **DoubleClick** event procedure -- so it will be launched (triggered) when the user double-clicks on the control.

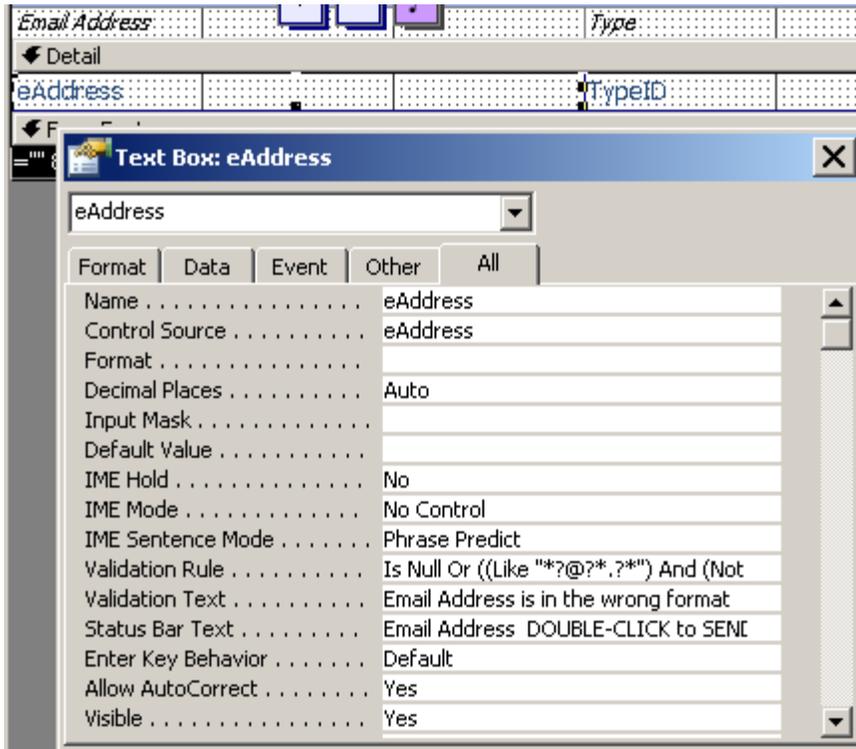
**Cancel As Integer** -- **Cancel** is a parameter to the sub -- although most people don't think of "Cancelling" a **DoubleClick** event because you can simply exit it! **Cancel** is better understood on an event such as **BeforeUpdate** where you **Cancel** the **Update** to a control or prevent Access from saving a record if certain conditions are not met. '**As Integer**' means that **Cancel** is a whole number < 32K. Some event procedures have **Cancel** as a parameter but most do not. For instance, out of the 50 events that can be defined at the form level, 13 of them have **Cancel** as a parameter.

An easier way to create code for the **Double-Click** event of a control is this:

Turn on the **Property** sheet in the design view of a form  
(**Right-Click** anywhere and choose **Properties** from the shortcut menu)

**Click** on the control you want to see or set properties for -- you will see the control **NAME** (another property) in the title bar of the **Properties** window and all kinds of information that describe that control.

**Figure 5-22 Properties for a Control**

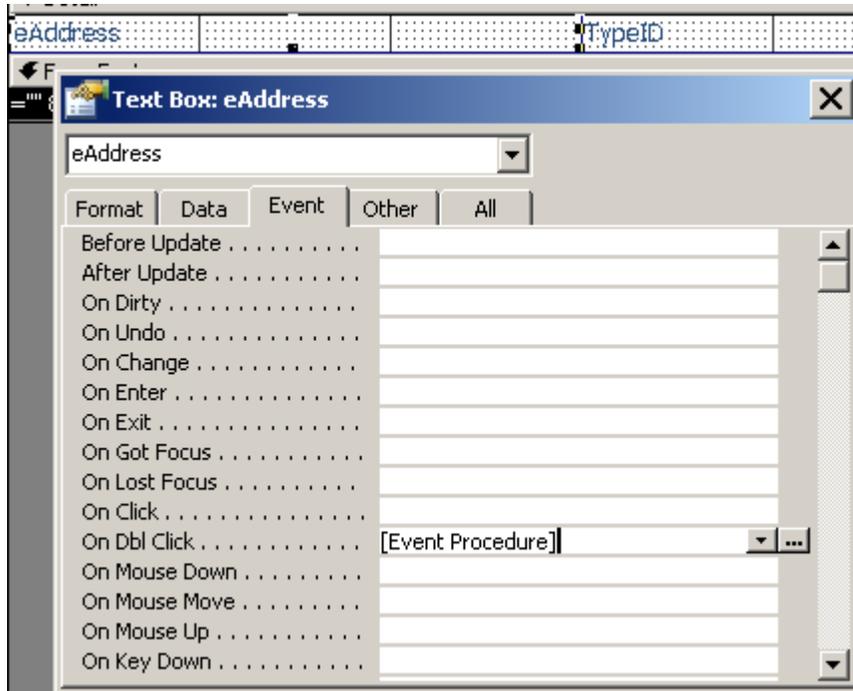


**Click** on the **Event** tab of the Properties window

**Click** in the **DoubleClick** event

Off to the right, you will see a Builder  button -- **Click** on this and, if you have not yet created code, 'Code Builder' will be one of the choices. Access will create the declaration statement, then a blank line where you can start typing code, then an 'End sub' statement

Figure 5-23 Define an [Event Procedure]



When you create code like this, you will see **[Event Procedure]** in the property sheet for that event

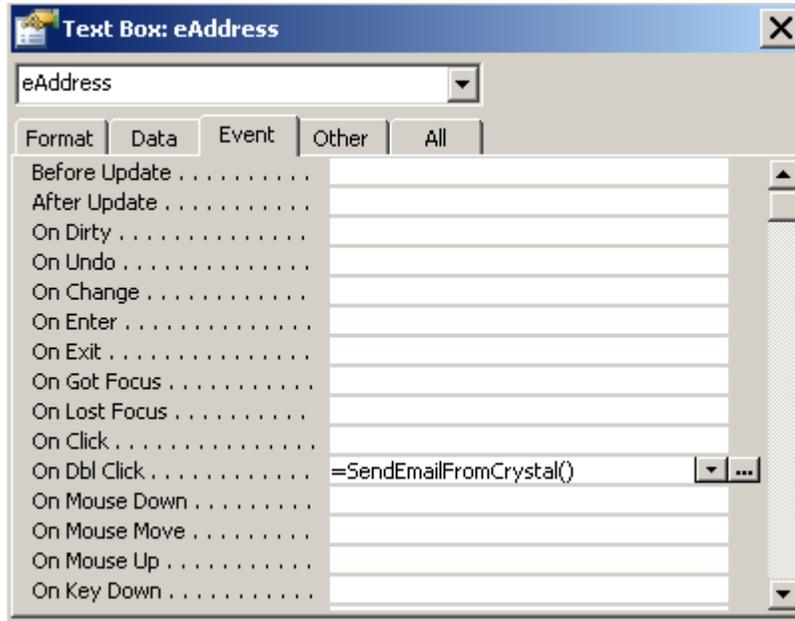
Alternately, you could create code as a **Private** (or not) **Function** ... something like this:

---

```
Private Function SendEmailFromCrystal( )
    If IsNull(Me.eAddress) Then
        MsgBox "eMail Address is not filled out" _
            , , "Cannot send eMail"
        Exit Sub
    End If
    Application.FollowHyperlink _
        "mailto:" & Me.eAddress & "?subject=From%20Crystal"
End Sub
```

---

then, directly on the property sheet, you could write this in the property, instead of the usual **[Event Procedure]** -->  
**= SendEmailFromCrystal ( )**

**Figure 5-24 Assign Function to an Event Property**

Additional parameters you can use in a MailTo specification:

```
?subject=Subject
?&body=Your message here
%20 = space
%26 = &
%0A = newline
```

## Rules For Code

Procedures can be in any order -- it is more efficient to put the procedures that are going to be used more often near the top of the code just so Access uses less time to find them when necessary. The main rules are this:

1. **Option** statements (called *Compiler Directives*) must be at the top

```
'capital letters will be equal to lowercase letters for comparison  ABC = abc
Option Compare Database

'variables must be defined (i.e.: Dim) before you can use them
Option Explicit
```

Using **Option Explicit** is very important. For more information, visit this link:

**Always Use Option Explicit, by Tom Wickerath**

[http://www.access.qbuilt.com/html/gem\\_tips.html#VBEOptions](http://www.access.qbuilt.com/html/gem_tips.html#VBEOptions)

2. variables that are global to the module (all procedures in the module can use it) are declared before any procedure code. Otherwise, if a variable will just be used by a particular procedure, it is declared in the procedure itself.

3. code has to be between a procedure declaration statement and the End Sub/Function statement -- you can't have loose code hanging around that is not *inside* a procedure unless it is a comment.

4. comments can be anywhere.

## Organizing Code and Other Information

Here is a tip to organize code or SQL or instructions or links (etc) that you write or get from other sources:

Each time you write something that you think would be useful at a later date for yourself or to help someone, use NotePad to save it as a text file.

To put NotePad on your Start button:

1. click Start
2. choose --> All Programs, Accessories
3. Highlight NotePad
4. hold down the CTRL key while you drag it to your Start button and place it in the list (make sure you are still holding CTRL when you let go of the mouse to make a copy)

For example, here might be a few of your filenames:

code\_NotInList.txt  
code\_FindRecord.txt

tip\_DebugCompile.txt  
tip\_WindowsDefaults.txt

sql\_Syntax.txt

help\_FormatCodes\_DateTime.txt

step\_DocumentingADatabase.txt

UA\_CodeTags.txt

Both FindRecord and NotInList need to be changed for the circumstances they are being used, but at least you have "shell" code to build around. In my FindRecord file, I have code that goes behind the form at the top since that is easiest to understand and what I most often give to other people. I also have a generic function that takes parameters and goes into a standard module that is below the first procedure. I also put the instructions to give the user in the text file.

Here are some prefix examples:

code -- contains code

blog -- link to a blog

db -- has a database attachment you can download

dfn -- definition

eqn - equation

help -- from the Application help

idea -- something you want to write more about later

link -- link

sql -- SQL syntax

step -- numbered steps to do something

tip -- has instructions

UA -- information specific to UtterAccess (my favorite on-line forum)

If you are not sure how you might search, use the filename to specify multiple search terms.

code\_LastDateOfMonth\_DaysInMonth\_EOM.txt

code\_CreateDates\_FillComboWithDayOfWeek\_DOW.txt

*(This might be instructions on creating a Dates table and code to create date records for 20 or so years, and then instructions to fill a combo box with all dates for a particular day of the week, like all the Tuesdays)*

If you open one of the text files to give the information to someone else, after you submit the post and it renders on the screen, copy the post link, subject, and date to the top of your text file. If the post is on UtterAccess, copy the URL (Uniform Resource Locator) from the AddressBar of your browser window and truncate all the information after the number. For instance:

-----  
filename --> link\_MainformSubform.txt  
-----

12-6-07

Some rather basic use of relationships -- Mainform/Subform

<http://www.utteraccess.com/forums/showflat.php?Cat=&Number=1551226>  
-----

When someone posts code or SQL or a link that you know will be a good reference, make a note of (1) the link (2) a title (3) who wrote it and, once again, save text files. For example:

```
code_CloseOpenForms_ArvinMeyer.txt
code_PrinterEscapeSequence_datAdrenaline.txt
code_hideNavigationPane_2007_JohnViescas.txt
link_Access2007_JeffConrad.txt
link_Performance_mishej.txt
```

When you want to find "your" help, use the Windows search facility. For instance, you might be looking for something on how to send printer escape sequences and you remember that datAdrenaline (Brent Spaulding, Access MVP) wrote it.

Right-click on the top level Application directory for your code in [Windows Explorer](#) (or [My Computer](#)) and choose --> [Search](#)

All or part of the filename --> \*print\*\_dat\*  
to find --> code\_PrinterEscapeSequence\_datAdrenaline.txt

With the title and a link at the top of the document, you can just copy and paste for others. For example:

```
-----
sending hex code to printer ... windows default printer, by datAdrenaline (Brent)
http://www.utteraccess.com/forums/showflat.php?Cat=&Number=1406383
-----
```

If you know you have a file that covers the information you are looking for but you cannot remember your search terms, search '[A word or phrase in the file](#)' -- and then when you find it, rename the file to include what you originally used to *try* to find it by searching on the name.

If a site has some good code that you know you will reference (two examples are [www.mvps.org](http://www.mvps.org) and [www.AllenBrowne.com](http://www.AllenBrowne.com) ), I save things like this:

```
code_API_OpenFile_CommonDialog_KenGetz_mvps.txt
```

The link is there too, but if you also copy the code for yourself, it is convenient to name it starting with 'code\_'

```
~~~~~
I also have a document with basic links that I give out often (like the Access Basics document posted in the UtterAccess Tutorials forum and Allen Browne's reserved word list) -- but I keep this short or it would be faster to use the Windows search <smile>
~~~~~
```

You can also keep all your Access code in a database and reference it in all your applications ... but I like using TXT files because not everything is code.

You might have code/info for other applications as well, like Excel, Word, and PowerPoint. Create folders for each application and put the text files under the application folder. Within an application folder, you may create several more folders under them (such as code written for specific versions, or stuff written by other MVPs) -- and when you search, start at the top level directory for that application.

The TXT file thing works real well for me (and I update them) so, like an engineer, I think, "why fix it if it isn't broken?"

Hope this information helps you get organized <smile>

## **Creating a Main Form and Subform**

In my opinion, each form/subform should be based on just one table\*. If you wish to manipulate information in more than one table, it is best to use a main form to for the "parent" table and subforms to display and edit information in each of the related tables.

*\*Note: This is a general guideline that helps when you are beginning to use Access. As you get better and realize that certain records must be created before related records, you can bend this rule.*

Create the main form and the form(s) that will be used as subform(s) -- make sure to put the linking key fields on them (usually ID fields).

*to put a subform on a main form:*

Create a subform control on your main form using the subform/subreport tool in the toolbox (Cancel the wizard if it pops up and fill properties manually)

Then, from the design view of the main form:

1. turn on the properties window – **Right-Click** anywhere and choose **Properties** from the shortcut menu
2. **Click** ONE time on the subform control if it is not already selected
3. **Click** on the **DATA** tab of the **Properties** window

**SourceObject** --> drop list and choose the name of the form you will use as a subform (You can also **Drag** a form object from the database window and drop it on the main form. This automatically sets the **SourceObject** property.)

**LinkMasterFields** --> **MainID**

**LinkChildFields** --> **MainID**

If you have multiple fields, delimit the list with semi-colon

**LinkMasterFields** --> **MainID;Fieldname\_main**

**LinkChildFields** --> **MainID;Fieldname\_child**

WHERE:

-- **MainID** is replaced with *your* field name holding an AutoNumber field (usually) in the parent table and a Long Integer field in the child table. **Fieldname\_main** is the fieldname in the main **RecordSet** – and it is best to actually put the field on the main form. **Fieldname\_child** is the name of a field in the child **RecordSet** – and, once again, it is best that this field actually be ON the related subform.

Even though the Help for Access says that the linking fields do not have to be ON the forms, I find this not be to be the case. It is best that you reference fields that are ON each of the respective

forms. If a control is bound, I usually make the **Name** of the control the same as the **ControlSource** (what is in it). This does not follow standards but I find that it eases confusion. There are those who disagree and insist that controls should be named according to convention such as:

[Naming Conventions for Microsoft Access - Leszynski/Reddick Guidelines for Microsoft Access](http://msdn.microsoft.com/archive/default.asp?url=/archive/en-us/dnaraccess/html/msdn_20naming.asp)  
[http://msdn.microsoft.com/archive/default.asp?url=/archive/en-us/dnaraccess/html/msdn\\_20naming.asp](http://msdn.microsoft.com/archive/default.asp?url=/archive/en-us/dnaraccess/html/msdn_20naming.asp)

[Reddick VBA \(RVBA\) Naming Conventions](http://www.xoc.net/standards/default.asp)  
<http://www.xoc.net/standards/default.asp>

It is common to set the **Visible** property to **No** for the control(s) containing the field(s) used in **LinkChildFields**

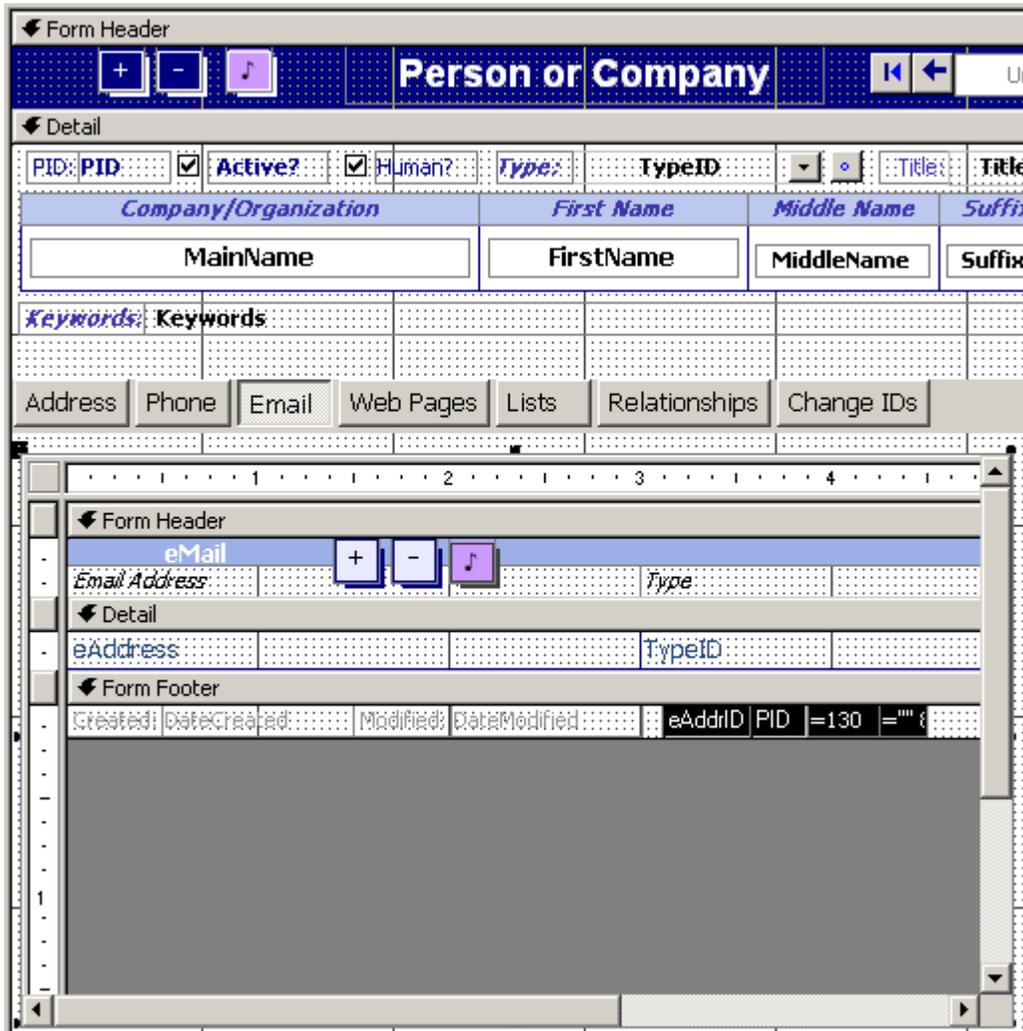
4. while still on the subform control, **Click** the **ALL** tab in the **Properties** window -- change the **Name** property to match the **SourceObject** property (minus **Form.** in the beginning if Access puts it there).

***Difference between Subform Control and Subform***

The first **Click** on a subform control puts handles\* around the subform control.

\*black squares in the corners and the middle of each side -- resizing handles

**Figure 5-25 Subform Control Selected**



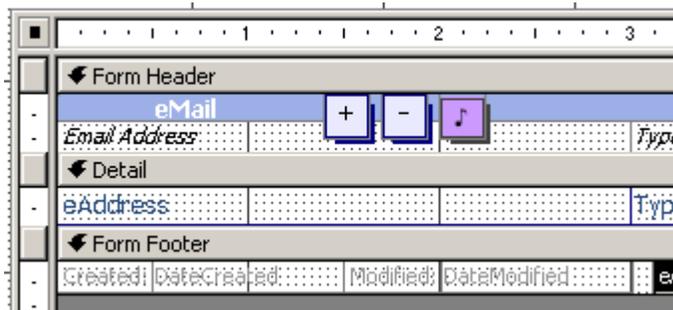
The subform control has properties such as

Name  
SourceObject  
LinkMasterFields  
LinkChildFields  
Visible  
Locked  
Left  
Top  
Width  
Height

The subform control is the container for the subform or subreport used as the **SourceObject**.

Figure 5-26 shows that the second **Click** gets you INTO the subform that is contained by the subform control ...then when you first **Click** on the contained form, you will see a black square where the rulers intersect in the upper left of the "form" you are "in"

**Figure 5-26 Form Contained by Subform Control is Selected**



me.subform\_controlname --> the subform control

me.subform\_controlname.form --> the form inside the subform control

me.subform\_controlname.form.controlname --> a control on the form contained by the subform control

The form that is contained by the subform control is an independent form -- you can open it directly from the database window, just as you can with any other form. It is often referred to as a "subform" because of the way it is being used.

It is advisable to edit forms used as subforms directly, instead of within the main form. Since I often do not disable **Name AutoCorrect**, oh-uh, I mean **Name AutoCorrect**, I have had trouble with Access putting property changes in the wrong place for **RowSource** and **RecordSource**. Since it occasionally happens there, for major changes, I go to the design view of the "sub" form directly from the database window when the main form is closed.

### **Failures caused by Name AutoCorrect**

<http://allenbrowne.com/bug-03.html>