Supported field properties

Property	Use
Caption	The label text that is displayed for this field by default in forms, reports, and queries. If this property is empty, the name of the field is used. Any text string is allowed. **Tip** An effective caption is usually brief.
Field Size	Determines the amount of space that is allocated for each value. For AutoNumber fields, only two values are allowed: • The Long Integer field size is used for AutoNumber fields that are not used as replication IDs. This is the default value. You should not change this value unless you are creating a replication ID field. **Note** Replication is not supported in databases that use a new file format, such as .accdb. This setting makes AutoNumber fields compatible with other Long Integer Number fields when they are used in relationships or joins. Each field value requires 4 bytes of storage. • The **Replication ID** field size is used for AutoNumber fields that are used as replication IDs in a database replica. Do not use this value unless you are working in or implementing the design of a replicated database. Each field value requires 16 bytes of storage.
Format	If you are using an AutoNumber field as a primary key or as a Replication ID, you should not set this property. Otherwise, choose a number format that meets your specific needs.
Indexed	Specifies whether the field has an index. There are three available values: • **Yes (No duplicates)** Creates a unique index on the field. • **Yes (Duplicates OK)** Creates a non-unique index on the field. • **No** Removes any index on the field. **Note** Do not change this property for a field that is used in a primary key. Without a unique index, it is possible to enter duplicate values, which can break any relationships in which the key is a part. Although you can create an index on a single field by setting the **Indexed** field property, some types of indexes cannot be created in this way. For example, you cannot create a multi-field index by setting this property. Find more information about creating indexes in the **See Also** section.
New Values	Determines whether an AutoNumber field increments with each new value or uses

random numbers. Select one of the following:

- **Increment**   Starts with the value 1 and incrementally increases by 1 for each new record.
- **Random**   Starts with a random value and assigns a random value to each new record. Values are of the Long Integer field size, and range from -2,147,483,648 to 2,147,483,647.

Smart Tags	Attaches a smart tag to the field.
Text Align	Specifies the default alignment of text within a control.

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Currency

Purpose   Use to store monetary data.

Data in a Currency field is not rounded off during calculations. A Currency field is accurate to 15 digits to the left of the decimal point and 4 digits to the right. Each Currency field value requires 8 bytes of storage.

Supported field properties

Property	Use
Caption	The label text that is displayed for this field by default in forms, reports, and queries. If this property is empty, the name of the field is used. Any text string is allowed. **Tip** An effective caption is usually brief.
Decimal Places	Specifies the number of decimal places to use when displaying numbers.
Default Value	Automatically assigns the specified value to this field when a new record is added.
Format	Determines the way that the field appears when it is displayed or printed in datasheets or in forms or reports that are bound to the field. You can use any valid number format. In most cases, you should set the **Format** value to **Currency**.
Indexed	Specifies whether the field has an index. There are three available values: - **Yes (No duplicates)** Creates a unique index on the field. - **Yes (Duplicates OK)** Creates a non-unique index on the field. - **No** Removes any index on the field.

Note   Do not change this property for a field that is used in a primary key.

Although you can create an index on a single field by setting the **Indexed** field property, some types of indexes cannot be created in this way. For example, you cannot create a multi-field index by setting this property. For more information about how to create indexes, refer to the **See Also** section.

Property	Use
Input Mask	Displays editing characters to guide data entry. For example, an input mask might display a dollar sign (**$**) at the beginning of the field.
Required	Requires that data be entered in the field.
Smart Tags	Attaches a smart tag to the field.
Text Align	Specifies the default alignment of text within a control.
Validation Rule	Supplies an expression that must be true whenever you add or change the value in this field. Use in conjunction with the **Validation Text** property.
Validation Text	Enter a message to display when a value that is entered violates the expression in the **Validation Rule** property.

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Date/Time

Purpose   Use to store time-based data.

Supported field properties

Property	Use
Caption	The label text that is displayed for this field by default in forms, reports, and queries. If this property is empty, the name of the field is used. Any text string is allowed. **Tip** An effective caption is usually brief.
Default Value	Automatically assigns the specified value to this field when a new record is added.
Format	Determines the way that the field appears when it is displayed or printed in datasheets, or in forms or reports that are bound to the field. You can use a predefined format or build your own custom format. +List of predefined formats +Lists of components that you can use in custom formats
IME Mode	Controls the conversion of characters in East Asian versions of Windows.
IME Sentence Mode	Controls the conversion of sentences in East Asian versions of Windows.

Specifies whether the field has an index. There are three available values:

- **Yes (No duplicates)**   Creates a unique index on the field.
- **Yes (Duplicates OK)**   Creates a non-unique index on the field.
- **No**   Removes any index on the field.

Indexed	**Note** Do not change this property for a field that is used in a primary key. Although you can create an index on a single field by setting the **Indexed** field property, some types of indexes cannot be created in this way. For example, you cannot create a multi-field index by setting this property. For more information about creating indexes, see the **See Also** section.
Input Mask	Displays editing characters to guide data entry. For example, an input mask might display a dollar sign (**$**) at the beginning of the field.
Required	Requires that data be entered in the field.
Show Date Picker	Specifies whether to show the **Date Picker** control. **Note** If you use an input mask for a Date/Time field, the **Date Picker** control is unavailable regardless of how you set this property.
Smart Tags	Attaches a smart tag to the field.
Text Align	Specifies the default alignment of text within a control.
Validation Rule	Supplies an expression that must be true whenever you add or change the value in this field. Use in conjunction with the **Validation Text** property.
Validation Text	Enter a message to display when a value that is entered violates the expression in the **Validation Rule** property.

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Hyperlink

Purpose   Use to store a hyperlink, such as an e-mail address or a Web site URL.

A hyperlink can be a UNC path or a URL. It can store up to 2048 characters.

Supported field properties

Property	Use
Allow Zero Length	Allows entry (by setting to **Yes**) of a zero-length string (**""**) in a Hyperlink, Text, or Memo field.
Append Only	Determines whether to track field value changes. There are two settings: - **Yes** Tracks changes. To view the field value history, right-click the field, and then click **Show column history**.

- **No**   Does not track changes.

 Warning   Setting this property to **No** deletes any existing field value history.

Caption	The label text that is displayed for this field by default in forms, reports, and queries. If this property is empty, the name of the field is used. Any text string is allowed. **Tip** An effective caption is usually brief.
Default Value	Automatically assigns the specified value to this field when a new record is added.
Format	Determines the way that the field appears when it is displayed or printed in datasheets or in forms or reports that are bound to the field. You can define a custom format for a Hyperlink field. Find more information about defining a format in the **See Also** section.
IME Mode	Controls the conversion of characters in East Asian versions of Windows.
IME Sentence Mode	Controls the conversion of sentences in East Asian versions of Windows.
Indexed	Specifies whether the field has an index. There are three available values: - **Yes (No duplicates)** Creates a unique index on the field. - **Yes (Duplicates OK)** Creates a non-unique index on the field. - **No** Removes any index on the field. **Note** Do not change this property for a field that is used in a primary key. Although you can create an index on a single field by setting the **Indexed** field property, some types of indexes cannot be created in this way. For example, you cannot create a multi-field index by setting this property. For more information about creating indexes, see the **See Also** section.
Required	Requires that data be entered in the field.
Smart Tags	Attaches a smart tag to the field.
Text Align	Specifies the default alignment of text within a control.
Unicode Compression	Compresses text that is stored in this field when less than 4,096 characters are stored.
Validation Rule	Supplies an expression that must be true whenever you add or change the value in this field. Use in conjunction with the **Validation Text** property.
Validation Text	Enter a message to display when a value that is entered violates the expression in the **Validation Rule** property.

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Memo

Purpose   Use to store a block of text that is more than 255 characters in length and is formatted text.

Supported field properties

Property	Use
Allow Zero Length	Allows entry (by setting to **Yes**) of a zero-length string (**""**) in a Hyperlink, Text, or Memo field.
Append Only	Determines whether to track field value changes. There are two settings: • **Yes** Tracks changes. To view the field value history, right-click the field, and then click **Show column history**. • **No** Does not track changes. **Warning** Setting this property to **No** deletes any existing field value history.
Caption	The label text that is displayed for this field by default in forms, reports, and queries. If this property is empty, the name of the field is used. Any text string is allowed. **Tip** An effective caption is usually brief.
Default Value	Automatically assigns the specified value to this field when a new record is added.
Format	Determines the way that the field appears when it is displayed or printed in datasheets or in forms or reports that are bound to the field. You can define a custom format for a Memo field. Find more information about defining a format in the **See Also** section.
IME Mode	Controls the conversion of characters in East Asian versions of Windows.
IME Sentence Mode	Controls the conversion of sentences in East Asian versions of Windows.
Indexed	Specifies whether the field has an index. There are three available values: • **Yes (No duplicates)** Creates a unique index on the field. • **Yes (Duplicates OK)** Creates a non-unique index on the field. • **No** Removes any index on the field. **Note** Do not change this property for a field that is used in a primary key. Although you can create an index on a single field by setting the **Indexed** field property, some types of indexes cannot be created in this way. For example, you cannot create a multi-field index by setting this property. For more information about creating indexes, see the **See Also** section.
Required	Requires that data be entered in the field.
Smart Tags	Attaches a smart tag to the field.
Text Align	Specifies the default alignment of text within a control.

Unicode Compression	Compresses text that is stored in this field when less than 4,096 characters are stored.
Validation Rule	Supplies an expression that must be true whenever you add or change the value in this field. Use in conjunction with the **Validation Text** property.
Validation Text	Enter a message to display when a value that is entered violates the expression in the **Validation Rule** property.

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Number

Purpose   Use to store a numeric value that isn't a monetary value. If you might use the values in the field to perform a calculation, use the Number data type.

Supported field properties

Property	Use
Caption	The label text that is displayed for this field by default in forms, reports, and queries. If this property is empty, the name of the field is used. Any text string is allowed. **Tip** An effective caption is usually brief.
Decimal Places	Specifies the number of decimal places to use when displaying numbers.
Default Value	Automatically assigns the specified value to this field when a new record is added.
Field Size	Select one of the following: • **Byte** — Use for integers that range from 0 to 255. Storage requirement is 1 byte. • **Integer** — Use for integers that range from -32,768 to 32,767. Storage requirement is 2 bytes. • **Long Integer** — Use for integers that range from -2,147,483,648 to 2,147,483,647. Storage requirement is 4 bytes. **Tip** Use **Long Integer** when you create a foreign key to relate to another table's AutoNumber primary key field. • **Single** Use for numeric floating point values that range from -3.4 x 10^{38} to 3.4 x 10^{38} and up to seven significant digits. Storage requirement is 4 bytes. • **Double** Use for numeric floating point values that range from -1.797 x 10^{308} to 1.797 x 10^{308} and up to fifteen significant digits. Storage requirement is 8 bytes. • **Replication ID** Use for storing a globally unique identifier required for

replication. Storage requirement is 16 bytes. Note that replication is not supported using the .accdb file format.

- **Decimal**   Use for numeric values that range from -9.999... x 10^{27} to 9.999... x 10^{27}. Storage requirement is 12 bytes.

 Tip   For best performance, always specify the smallest sufficient **Field Size**.

Format	Determines the way that the field appears when it is displayed or printed in datasheets, or in forms or reports that are bound to the field. You can use any valid number format.
Indexed	Specifies whether the field has an index. There are three available values: - **Yes** (**No duplicates**) Creates a unique index on the field. - **Yes** (**Duplicates OK**) Creates a non-unique index on the field. - **No** Removes any index on the field. **Note** Do not change this property for a field that is used in a primary key. Although you can create an index on a single field by setting the **Indexed** field property, some types of indexes cannot be created in this way. For example, you cannot create a multi-field index by setting this property. For more information about creating indexes, see the **See Also** section.
Input Mask	Displays editing characters to guide data entry. For example, an input mask might display a dollar sign (**$**) at the beginning of the field.
Required	Requires that data be entered in the field.
Smart Tags	Attaches a smart tag to the field.
Text Align	Specifies the default alignment of text within a control.
Validation Rule	Supplies an expression that must be true whenever you add or change the value in this field. Use in conjunction with the **Validation Text** property.
Validation Text	Enter a message to display when a value that is entered violates the expression in the **Validation Rule** property.

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OLE Object

Purpose   Use to attach an OLE Object, such as a Microsoft Office Excel spreadsheet, to a record. If you want to use OLE features, you must use the OLE Object data type.

In most cases, you should use an Attachment field instead of an OLE Object field. OLE Object fields support fewer file types than Attachment fields support. In addition, OLE Object fields do not allow you to attach multiple files to a single record.

Supported field properties

Property	Use
Caption	The label text that is displayed for this field by default in forms, reports, and queries. If this property is empty, the name of the field is used. Any text string is allowed. **Tip** An effective caption is usually brief.
Required	Requires that data be entered in the field.
Text Align	Specifies the default alignment of text within a control.

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Text

Purpose   Use to store up to 255 characters of text.

Supported field properties

Property	Use
Allow Zero Length	Allows entry (by setting to **Yes**) of a zero-length string (**""**) in a Hyperlink, Text, or Memo field.
Caption	The label text that is displayed for this field by default in forms, reports, and queries. If this property is empty, the name of the field is used. Any text string is allowed. **Tip** An effective caption is usually brief.
Default Value	Automatically assigns the specified value to this field when a new record is added.
Field Size	Enter a value from 1 to 255. Text fields can range from 1 to 255 characters. For larger text fields, use the Memo data type. **Tip** For best performance, always specify the smallest sufficient **Field Size**. For example, if you are storing postal codes of a known length, you should specify that length as the **Field Size**.
Format	Determines the way that the field appears when it is displayed or printed in datasheets or in forms or reports that are bound to the field. You can define a custom format for a Text field. Find more information about defining a format in the **See Also** section.
IME Mode	Controls the conversion of characters in East Asian versions of Windows.
IME Sentence Mode	Controls the conversion of sentences in East Asian versions of Windows.
Indexed	Specifies whether the field has an index. There are three available values:

- **Yes (No duplicates)**   Creates a unique index on the field.
- **Yes (Duplicates OK)**   Creates a non-unique index on the field.
- **No**   Removes any index on the field.

  Note   Do not change this property for a field that is used in a primary key.

  Although you can create an index on a single field by setting the **Indexed** field property, some types of indexes cannot be created in this way. For example, you cannot create a multi-field index by setting this property. For more information about creating indexes, see the **See Also** section.

Required	Requires that data be entered in the field.
Smart Tags	Attaches a smart tag to the field.
Text Align	Specifies the default alignment of text within a control.
Unicode Compression	Compresses text that is stored in this field when less than 4,096 characters are stored.
Validation Rule	Supplies an expression that must be true whenever you add or change the value in this field. Use in conjunction with the **Validation Text** property.
Validation Text	Enter a message to display when a value that is entered violates the expression in the **Validation Rule** property.

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Yes/No

Purpose   Use to store a Boolean value.

Supported field properties

Property	Use
Caption	The label text that is displayed for this field by default in forms, reports, and queries. If this property is empty, the name of the field is used. Any text string is allowed. **Tip** An effective caption is usually brief.
Default Value	Automatically assigns the specified value to this field when a new record is added.
Format	Determines the way that the field appears when it is displayed or printed in datasheets, or in forms or reports that are bound to the field. Select one of the following: • **True/False** Displays the value as either True or False. • **Yes/No** Displays the value as either Yes or No. • **On/Off** Displays the value as either On or Off.

Specifies whether the field has an index. There are three available values:

- **Yes (No duplicates)**   Creates a unique index on the field.
- **Yes (Duplicates OK)**   Creates a non-unique index on the field.
- **No**   Removes any index on the field.

Indexed

 Note Do not change this property for a field that is used in a primary key.

Although you can create an index on a single field by setting the **Indexed** field property, some types of indexes cannot be created in this way. For example, you cannot create a multi-field index by setting this property. For more information about creating indexes, see the **See Also** section.

Text Align	Specifies the default alignment of text within a control.
Validation Rule	Supplies an expression that must be true whenever you add or change the value in this field. Use in conjunction with the **Validation Text** property.
Validation Text	Enter a message to display when a value that is entered violates the expression in the **Validation Rule** property.