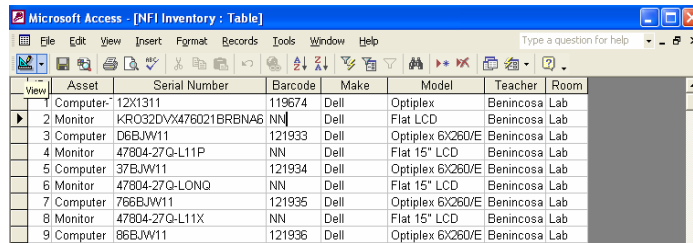


How to Set a Default for a Field in Access

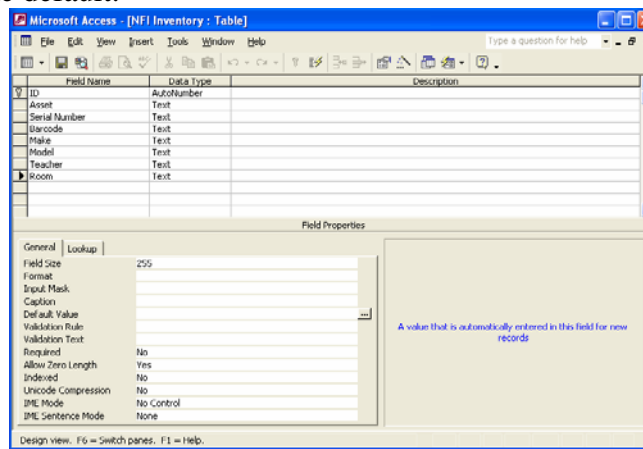
1. With your data table open, click on the Design View icon  on the toolbar.



The screenshot shows the Microsoft Access interface with a table named 'NFI Inventory : Table' open in Design View. The table has the following columns: Asset, Serial Number, Barcode, Make, Model, Teacher, and Room. The data rows are as follows:

Asset	Serial Number	Barcode	Make	Model	Teacher	Room
1 Computer	12X1311	119674	Dell	Optiplex	Benincosa	Lab
2 Monitor	KRQ32DVX476021BRBNA6	NN	Dell	Flat LCD	Benincosa	Lab
3 Computer	D6BJW11	121933	Dell	Optiplex 6X260/E	Benincosa	Lab
4 Monitor	47804-27Q-L11P	NN	Dell	Flat 15" LCD	Benincosa	Lab
5 Computer	37BJW11	121934	Dell	Optiplex 6X260/E	Benincosa	Lab
6 Monitor	47804-27Q-LONG	NN	Dell	Flat 15" LCD	Benincosa	Lab
7 Computer	766BJW11	121935	Dell	Optiplex 6X260/E	Benincosa	Lab
8 Monitor	47804-27Q-L11X	NN	Dell	Flat 15" LCD	Benincosa	Lab
9 Computer	86BJW11	121936	Dell	Optiplex 6X260/E	Benincosa	Lab

2. On the new screen, in the Field Name column, click beside the field in which you want to set the default.



The screenshot shows the Microsoft Access interface with the 'Field Properties' dialog box open. The 'Field Name' column is selected, and the 'Default Value' property is being edited. The 'Default Value' field contains the text 'A volen that is automatically entered in this field for new records'.

Field Name	Data Type	Description
ID	AutoNumber	
Asset	Text	
Serial Number	Text	
Barcode	Text	
Make	Text	
Model	Text	
Teacher	Text	
Room	Text	

Field Properties

General | Lookup

Field Size: 255

Format:

Input Mask:

Caption:

Default Value: A volen that is automatically entered in this field for new records

Validation Rule:

Validation Text:

Required: No

Allow Zero Length: Yes

Indexed: No

Unicode Compression: No

IME Mode: No Control

IME Sentence Mode: None

3. At the bottom of that same screen, click in the box to the right of **Default Value**.
4. Type in the word you want to set as the default for that field.
5. Click on the diskette to save that change.