

Using the Input Mask in Access 2003

Introduction to Input Mask

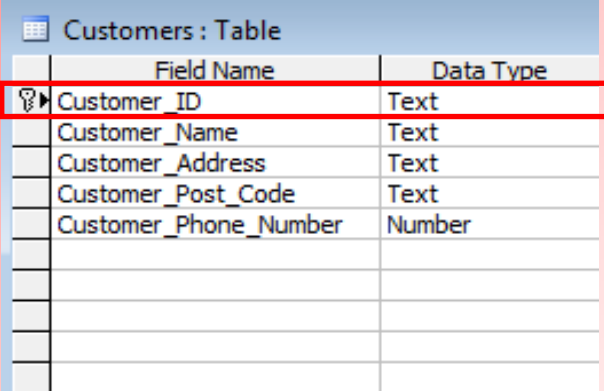
The Input Mask can be used to control how data is entered into a field. This allows data integrity to be maintained within the database.

Input masks provide a set format for data entry in a field by using characters and symbols. When an input mask is applied to a field, any data entered into that field must follow the specific pattern defined by the input mask.

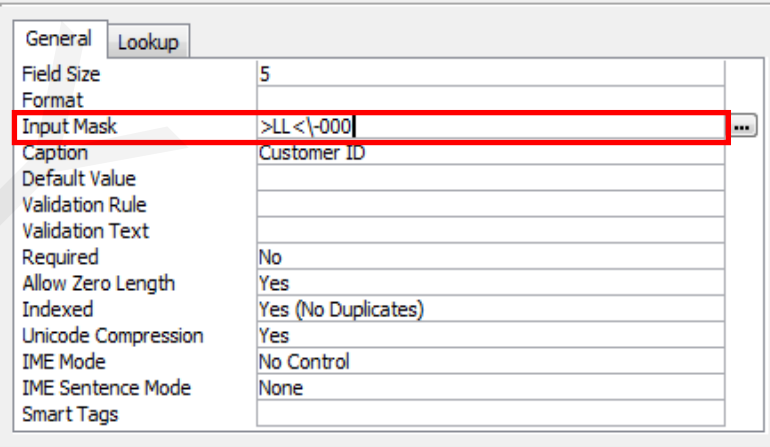
Step 1

1. In **Design View** select the field that an input mask is to be applied to.
2. From the **Field Properties** select **General > Input Mask >** Type required input mask. (e.g., >LL<\-000).

OR



	Field Name	Data Type
☛	Customer_ID	Text
	Customer_Name	Text
	Customer_Address	Text
	Customer_Post_Code	Text
	Customer_Phone_Number	Number



General	Lookup
Field Size	5
Format	
Input Mask	>LL<\-000
Caption	Customer ID
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	Yes (No Duplicates)
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	

Step 2

3. In **Design View** select the field that an input mask is to be applied to.
4. From the **Field Properties** select **General > Input Mask**
5. Click the **Input Mask Builder** button.
6. Select the appropriate Input Mask from those listed in the Input mask Wizard > **Next**.

General **Lookup**

Field Size	6
Format	
Input Mask	
Caption	Post Code
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	Yes (Duplicates OK)
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	

Input Mask Wizard

Which input mask matches how you want data to look?

To see how a selected mask works, use the Try It box.

To change the Input Mask list, click the Edit List button.

Input Mask:	Data Look:
Phone Number	(5555) 123432
Postal Code	LN25 4DC
Password	*****
Long Time	13:12:00
Short Date	27/09/1969
Short Time	13:12

Try It:

Step 3

7. Enter the required **Input Mask > Next.**
8. Select a point to store the data **> Next > Finish.**

Input Mask Wizard

How do you want to store the data?

With the symbols in the mask, like this:
EM26 5EY

Without the symbols in the mask, like this:
RN417MU

Cancel < Back Next > Finish

Input Mask Wizard

Do you want to change the input mask?

Input Mask Name: User Defined

Input Mask: >LL00LL

What placeholder character do you want the field to display?
Placeholders are replaced as you enter data into the field.

Placeholder character: -

Try It: LU19HY

Cancel < Back Next > Finish

Access Input Mask Characters

0	Digit required (0 through 9)
9	Digit or space optional.
#	Digit or space optional, blank positions converted to spaces, plus and minus signs allowed.
L	Letter required (A through Z).
?	Letter optional (A through Z).
A	Letter or digit required.
a	Letter or digit optional.
&	Any character or space required
C	Any character or a space optional.
.,	Decimal placeholder and thousands separator.
;-/	Date, and time separators. (The actual character used depends on the regional settings specified in Microsoft Windows Control Panel.)

<	Causes all characters that follow to be converted to lowercase.
>	Causes all characters that follow to be converted to uppercase.
!	Causes the input mask to display from right to left, rather than from left to right. Characters typed into the mask always fill it from left to right. You can include the exclamation point anywhere in the input mask.
\	Causes the character that follows to be displayed as a literal character. Used to display any of the characters listed in this table as literal characters (for example, \A is displayed as just A).
Password	Setting the InputMask property to the word Password creates a password entry text box. Any character typed in the text box is stored as the character but is displayed as an asterisk (*).



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Access 2003 tutorial useful.
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