


Macros

You can create a macro to perform a specific action in your database

1. In the Database window, click **Macros**  under **Objects**.
2. Click the **New** button on the Database window toolbar.
3. Add an action to the macro.

How?

1. In the Macro window, click the first empty row in the **Action** column.
2. In the **Action** column, click the arrow to display the action list.
3. Click the action you want to use.

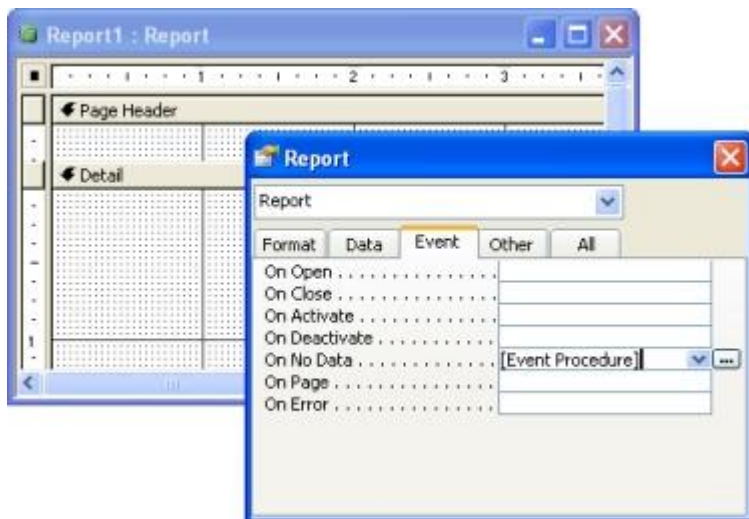
Examples-Print a report; open a query; open a form; find a record; open a report and so on.

Make sure to save the macro with a sensible name

How to run the Macro

The macro must be attached to an event in order to run

In the design view of the form or query right click and select properties and then events:



Press the ... button to select which

Macro you want to run on that event. Save and try it out.