



Charis Alexandra Training Ltd

Input Mask

An input mask allows you to control how the data is entered into the field. Certain text settings here take priority over the format.

Character	Use
0	Digit. You must enter a single digit in this position.
9	Digit. Single digits in this position are optional.
#	Enter a digit, a space, or a plus or minus sign in this position. If you skip this position, Access enters a blank space.
L	Letter. You must enter a single letter in this position.
?	Letter. Single letters in this position are optional.
A	Letter or digit. You must enter a single letter or digit in this position.
a	Letter or digit. Single letters or digits in this position are optional.
&	Any character or space. You must enter either a single character or a space in this position.
C	Any character or space. Characters or spaces in this position are optional.
.,:;- /	Decimal and thousands placeholders, date and time separators. The character you select depends on your Microsoft Windows regional settings.
>	All characters that follow appear in uppercase.
<	All characters that follow appear in lowercase.
!	Causes the input mask to fill from left to right instead of from right to left.
\	Forces Access to display the character that immediately follows. This is the same as enclosing a character in double quotation marks.



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Character	Use
"Literal text"	Encloses any text that you want users to see in double quotation marks.
Password	In Design view for tables or forms, setting the Input Mask property to Password creates a password entry box. When users type passwords in the box, Access stores the characters but displays asterisks (*).