

Access

Let users perform their own searches with a parameter query

With some databases, it's impossible to design a select query that would satisfy everyone. In these situations, create a single parameter query that allows users to search the database with their own keywords.

For example, to create a parameter query that allows users to search for books by author or title in a Books database that contains an Author field and a Title field, follow these steps:

1. Create a select query that displays all records in both fields.
2. Under the Authors field, type [Enter an Author Name] in the Criteria cell.
3. Under the Title field, type [Enter a Title] in the Or cell.
4. Run the query.

Running the query displays the Enter Parameter Dialog box with the Enter An Author Name prompt. To find books by a certain author, for instance, the user would type the author's name in the box, click OK, leave the second prompt blank, and click OK to run the query. Conversely, to find a book by its title, leave the Enter An Author Name box blank, click OK, type the title in the Enter A Title box, and click OK to run the query.