Find Command Notes

Dialog Box Options

Find What

Type the string you want to find. You can use wildcard characters to make the search more general.

Look In

Select one of the two options for searching:

- **Current Field ** - Searches through all records in the current field only. Searching in the current field is almost always quicker than searching through all fields, and is generally much quicker when you search on an indexed field. * **All Fields** - Searches through the entire table

Match

Click the drop-down arrow to display a list of search locations:

- **Any Part of Field** - Searches for any occurrence of the text string. For example, searching for berg finds Bergen and Heidelberg.
- **Match Whole Field** - Recognizes a match only when the text string matches the complete contents of the field. For example, searching for London finds London, but not Londonderry.
- **Start of Field** - Searches for the text string at the beginning of a field. For example, searching for berg finds Bergen, but not Heidelberg.

Search

Select the direction of the search:

- Up
- Toward the first record
- Down
- Toward the last record

Match Case

Select if you want to search for the text string exactly as you typed it in the Find What section. For example, searching for Street finds Street, but not street or STREET.

Search Fields as Formatted

Select if you want to find data based on its display format. For example, dates are stored in the database as numbers, but you may be displaying them in the format "5 Jan 92". To search for records in January 1992, you could enter the search string as * Jan 92 and select this option. However, searching is usually slower when you select this option.

Find Next

Finds the next occurrence (relative to the current position of the insertion point) of the text string you specify. This button is not available until you specify what you want to find.

Cancel

Closes the dialog box.

Shortcuts

Keys: Ctrl+F

From:
https://grandjean.net/wiki/ - **Grandjean & Braverman, Inc**

Permanent link:
https://grandjean.net/wiki/tax_coll/find_command_notes

Last update: **2020/05/20 16:41 UTC**