# Quick Tips for the Dysmorphology Access Database:

For those familiar with Microsoft Access and Access Databases, using the Dysmorphology Data Entry Database should be nothing new to you. However, if you're unfamiliar with Access, the following tips will be very useful:

- **To search within a field on a form**: Click on the field as if you wish to enter data. When you see the cursor blinking in the field, hit Ctrl-F to open the search dialog box. Enter the data you wish to search for and click the Find Next button. If, for example, you wanted to quickly find individual 54001, you would click on the ID field, hit Ctrl-F, type in 54001, then click the Find Next button. Access will take you to the next instance of individual 54001 in the database.
- **Help! I can't get out of a discrepancy warning!** Use the Esc key to undo your last entry in the form. (Occasionally it might be necessary to hit the Esc key twice to get the warning to disappear.)
- **How do I use the navigation bar?**
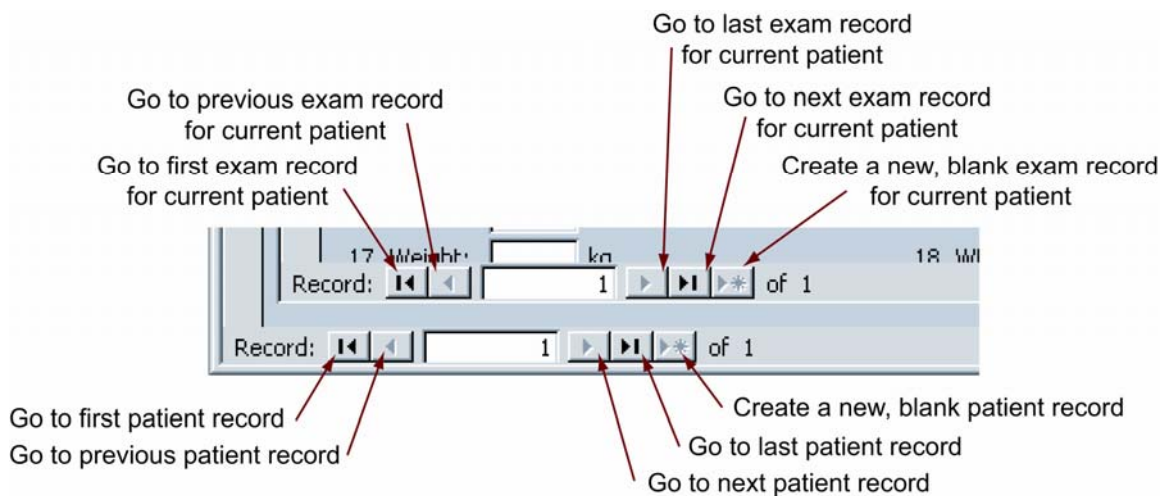
- **How do I create a new individual or exam record?** To create a new individual record, click the "Click to add a new subject" button or the "arrow-star" button in the bottom-most navigation bar. To enter a new exam form for an individual already in the database, click to "arrow-star" button on the top-most navigation bar.
- **How do I add local examiner names to the database?** To add local examiner name to the database, click the "Enter Examiner Last Names" button on the Switchboard. Click in the bottommost row (with the star next to it) and enter the examiner's last name.
- **How do I make my preferred countries of origin appear at the top of the country list?** Click the "Modify Country Order" button on the Switchboard. In the window that appears, click the checkbox next to the names of the countries you wish to appear at the top of the list.