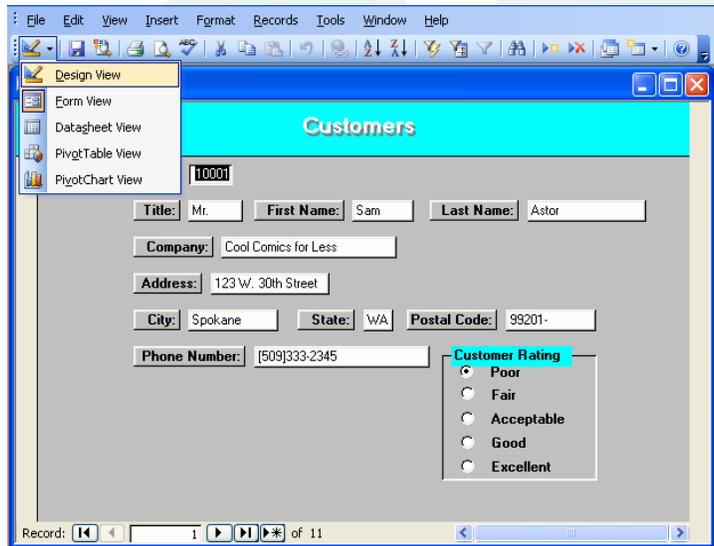
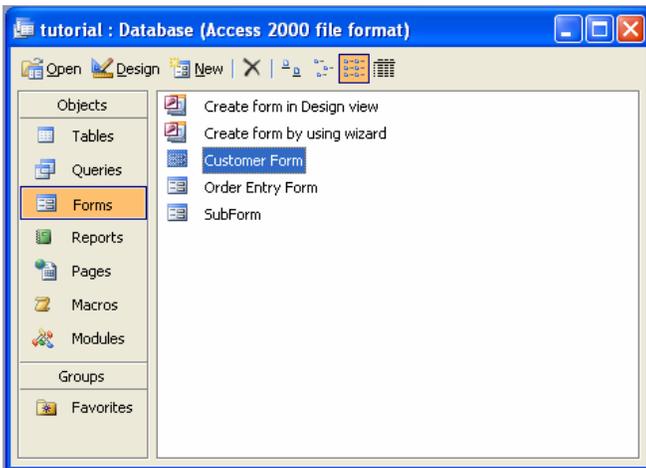


Creating Navigational Buttons

First, open the CUSTOMER FORM in DESIGN MODE.



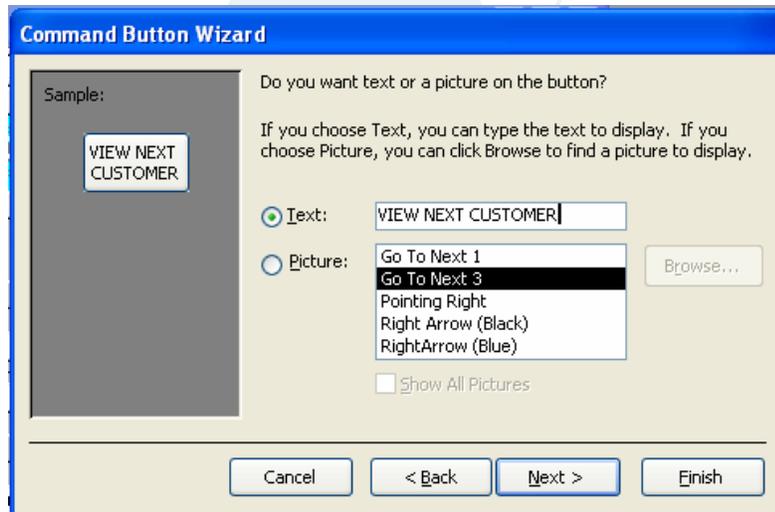
To create buttons, click the COMMAND BUTTON icon



To create a button that will show the next customer record, select RECORD NAVIGATION under the CATEGORY HEADING and GO TO NEXT RECORD under the ACTIONS heading. Then click NEXT



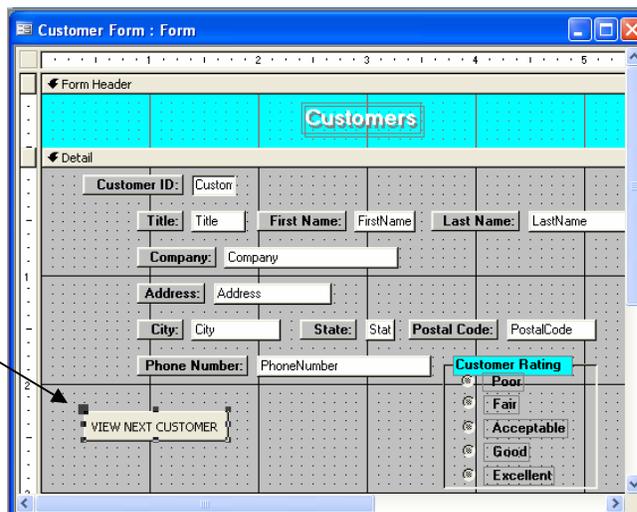
Select the TEXT option button and type VIEW NEXT CUSTOMER in the text box and click NEXT



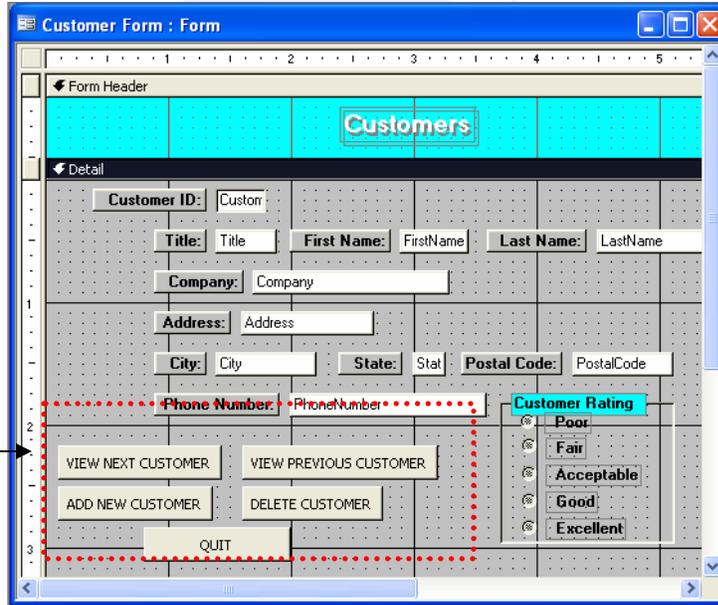
You can rename the button or leave it as is. Click FINISH for your button to be applied.



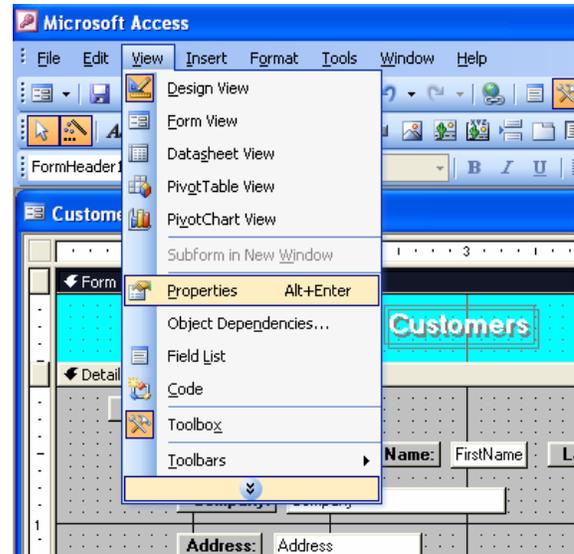
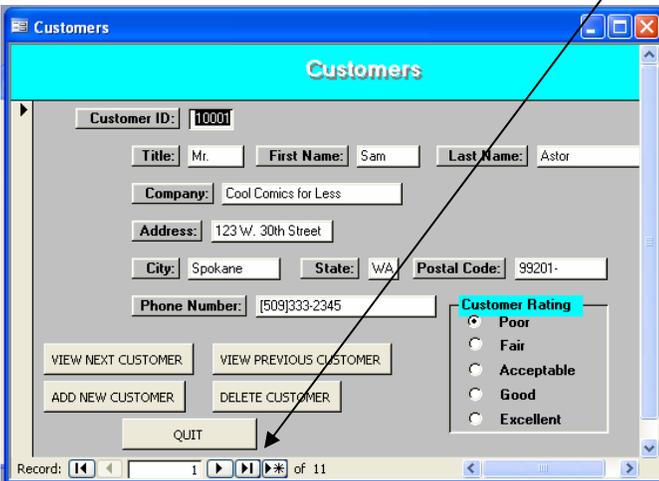
Your button should look as follows:



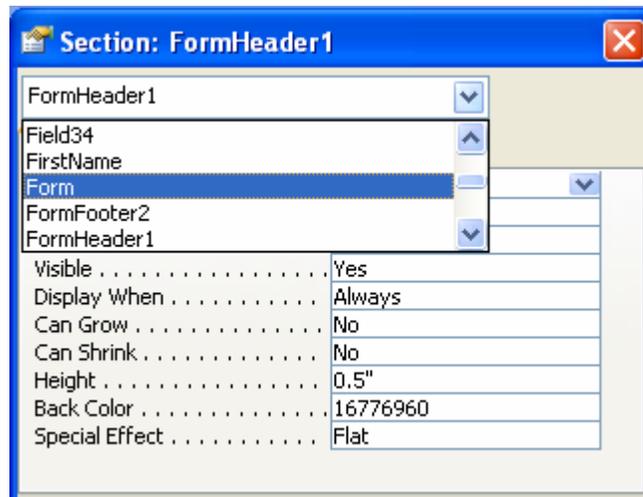
You will want to create buttons that VIEW PREVIOUS CUSTOMER, ADD NEW CUSTOMER, DELETE CUSTOMER, FIND CUSTOMER, and QUIT.



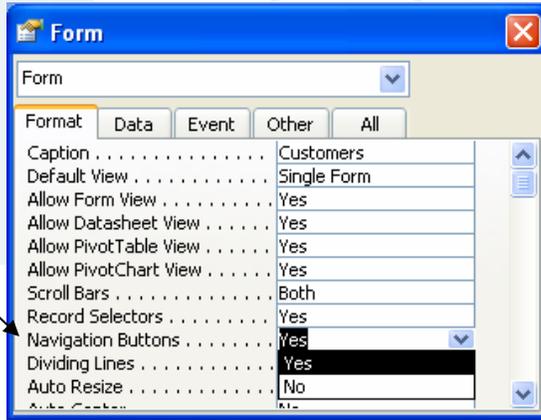
Next you will want to turn off the navigational buttons provided by Access. To do this, choose the VIEW menu and select PROPERTIES.



You will want to choose the properties for the FORM

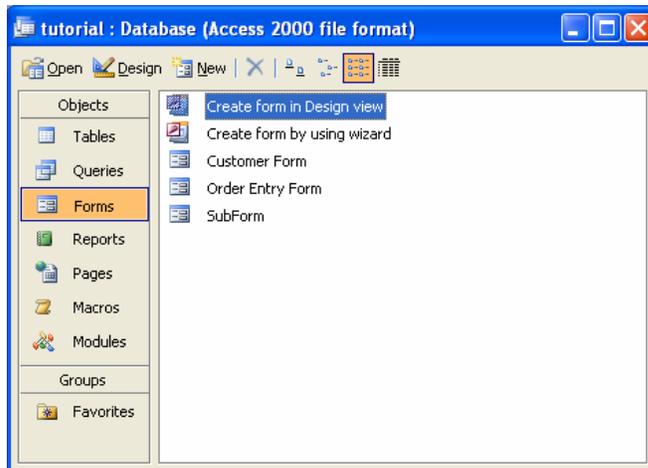


Under **NAVIGATIONAL BUTTONS** click the drop down box and switch to **NO**.

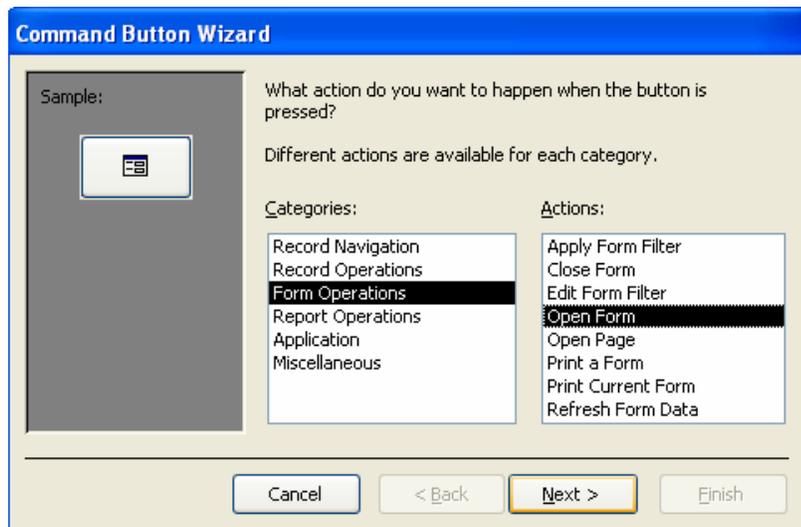


Creating a Switchboard Menu

To create the switchboard form, under **FORMS** you will want to select **CREATE FORM IN DESIGN VIEW**. Be sure to select **DESIGN MODE** when creating your switchboard.



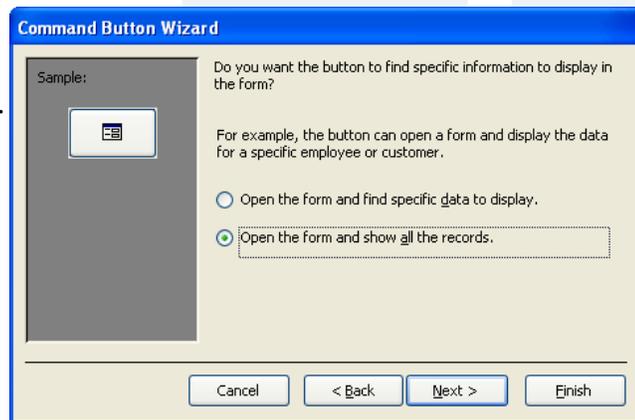
To create switchboard buttons, follow the previous instructions for creating a button. When creating buttons that will direct you to a form, you will want to select **FORM OPERATIONS**. To view or add another customer, select **OPEN FORM**. Then select **NEXT**.



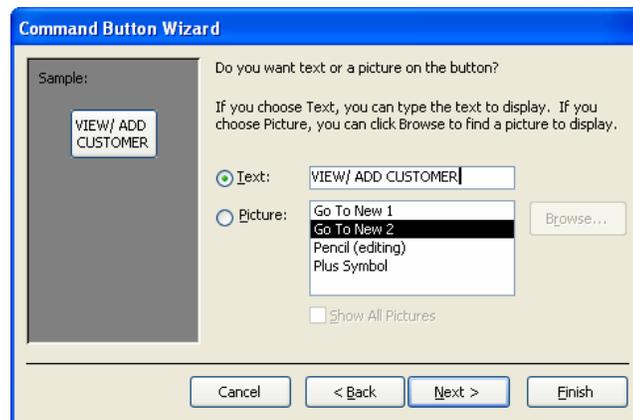
Because you are creating a CUSTOMER button, select CUSTOMER FORM from the list of choices and click NEXT.



You will want to select the OPEN THE FORM AND SHOW ALL THE RECORDS option and click NEXT.



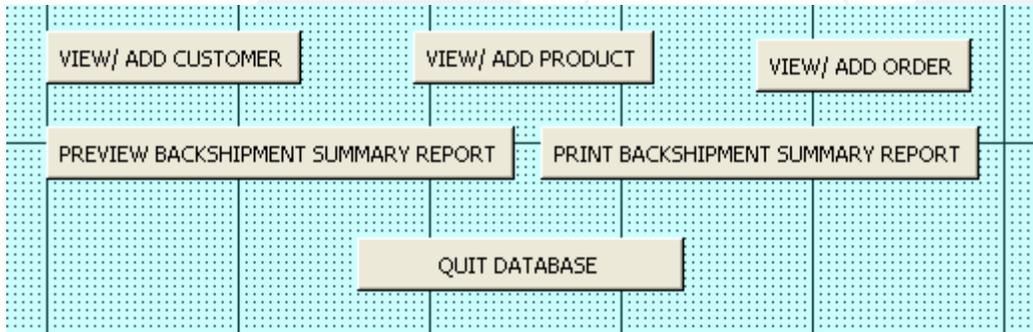
Select TEXT and change the text to VIEW/ ADD CUSTOMER. Then select NEXT.



Once again, you may change the button name or leave it as the default. Then click FINISH.

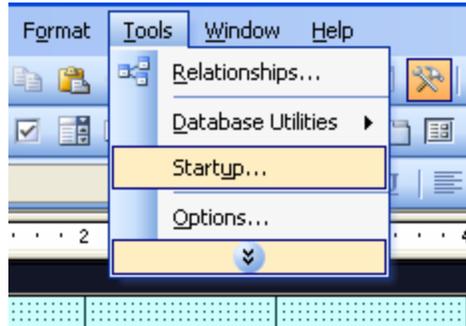


You will also want to create buttons that VIEW/ ADD PRODUCT, VIEW/ ADD ORDER, PREVIEW BACKSHIPMENT SUMMARY REPORT, PRINT BACKSHIPMENT SUMMARY REPORT, and QUIT DATABASE. Your form should look as follows:



Once again you will want to switch the already present NAVIGATIONAL BUTTONS to off.

Finally, you will want this switchboard menu to be the first thing that pops up every time you open the database. To do this, you will select STARTUP from the TOOLS menu.



Under DISPLAY FORM/PAGE you will choose the SWITCHBOARD option and press OK. This will allow for your switchboard to appear first every time the database is opened.

