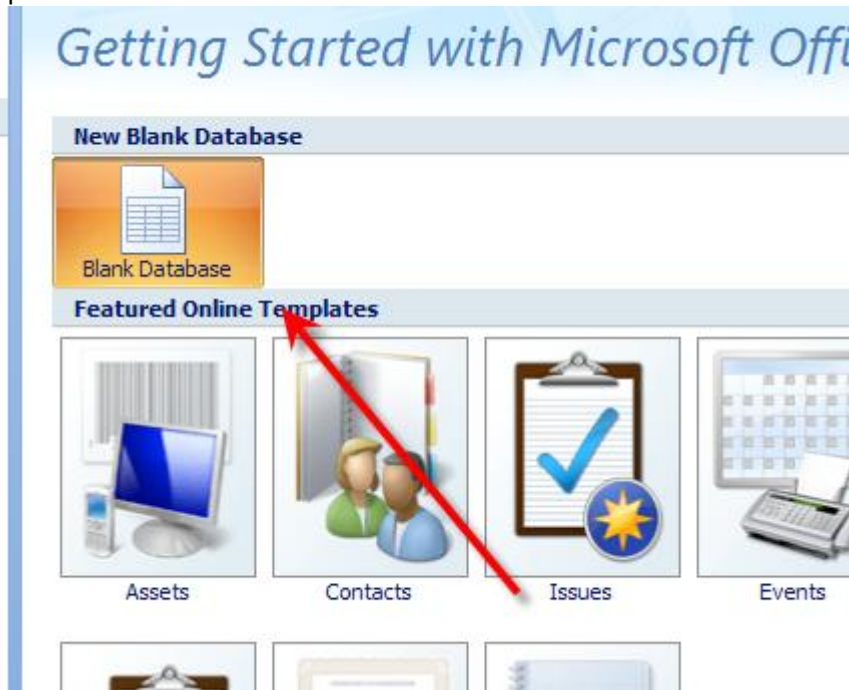
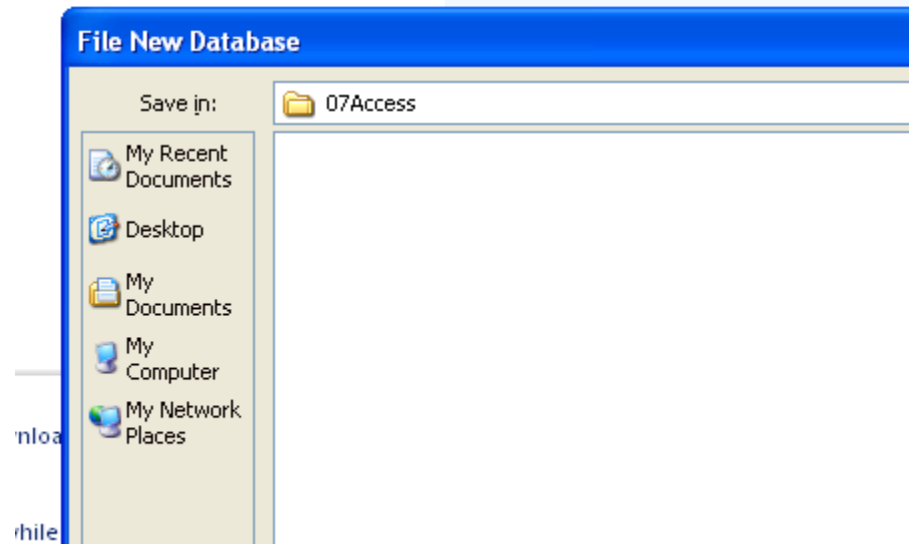
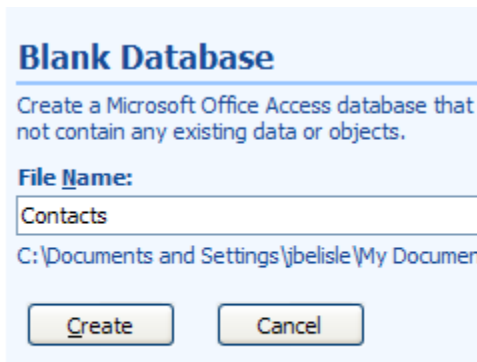


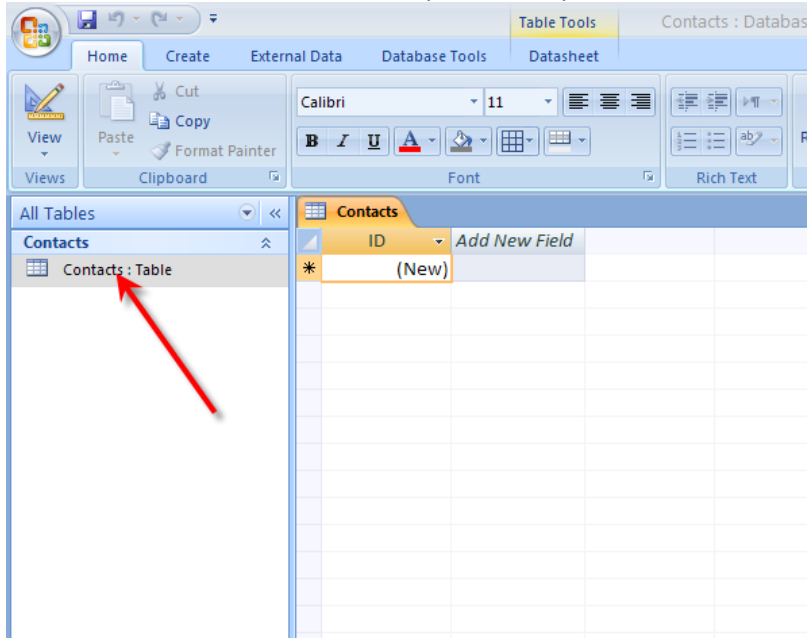
Open a new blank database



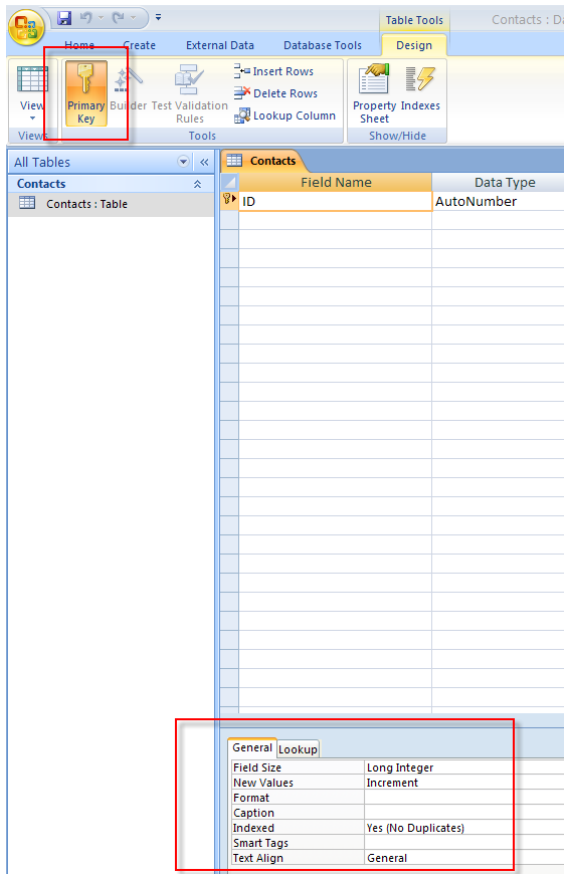
Save it with a descriptive name in the folder of your choice



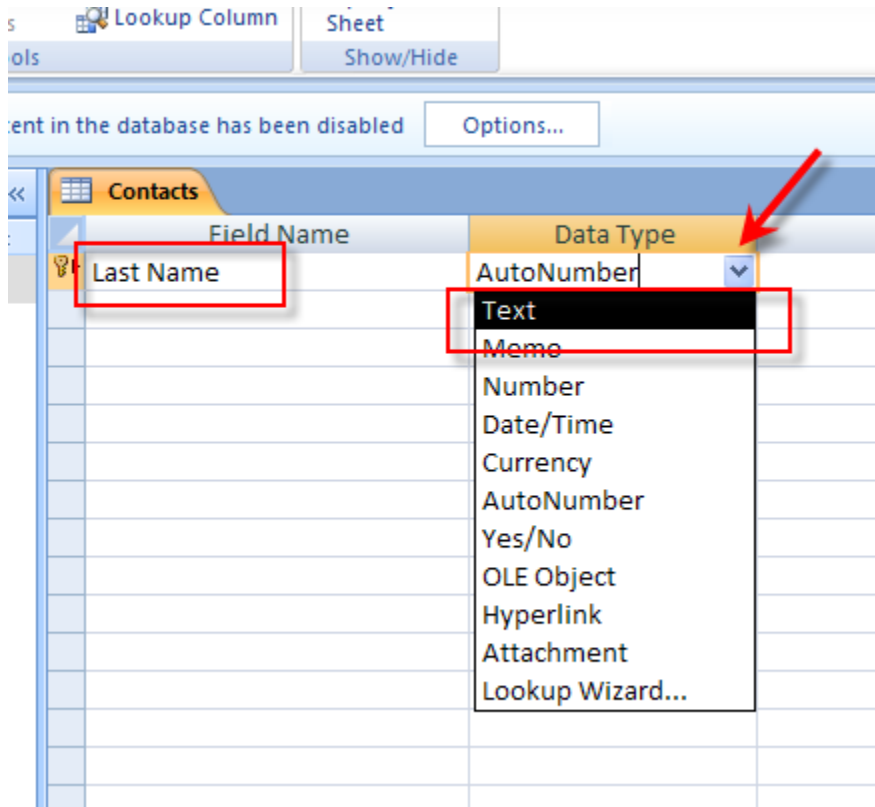
Double click on the table name to open it – it opens in Table View



Switch to Design View by clicking on Home>View>Design view

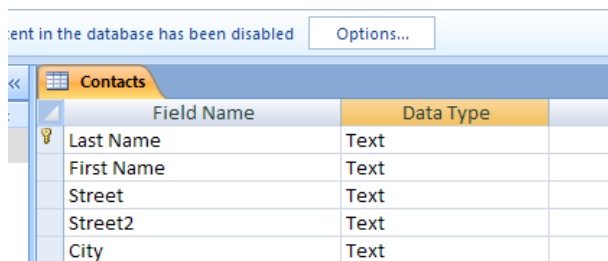


Change the first field name to Last Name, and change the Autonumber default data type to Text – you may add a description if you like – it is optional (see below)



The field description is optional. It helps you describe the field and is also displayed in the status bar when you select this field on a form. Press F1 for help on descriptions.

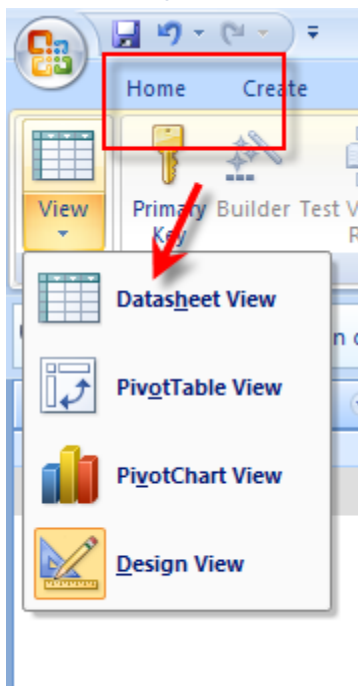
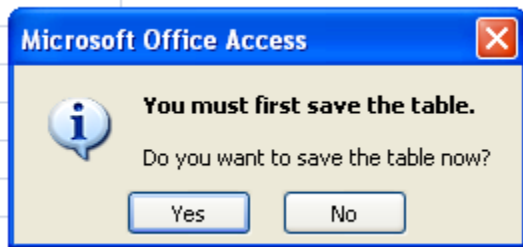
Add other fields of your choice and choose what type of data it will be:



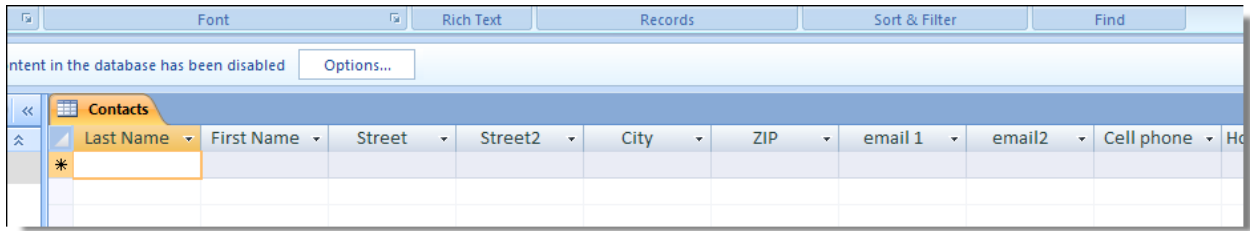
If you include an email address, you should choose to hyperlink it:

Field Name	Data Type
Last Name	Text
First Name	Text
Street	Text
Street2	Text
City	Text
ZIP	Text
email 1	Text
email2	Text
Cell phone	Memo
Home phone	Number
Office phone	Date/Time
	Currency
	AutoNumber
	Yes/No
	OLE Object
	Hyperlink
	Attachment
	Lookup Wizard...

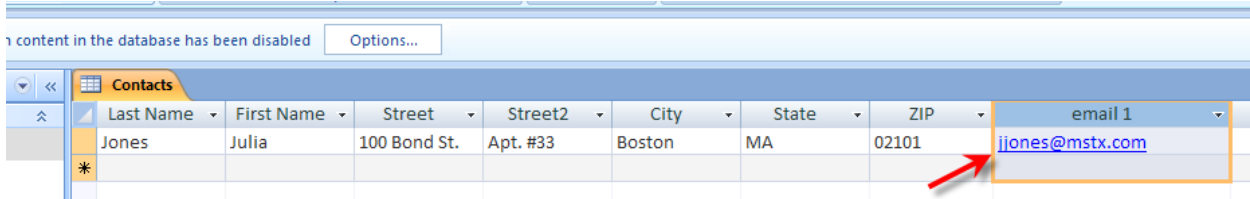
Go back to Datasheet View – you will be prompted to save your table:



You will see the Fields you have designed:



Now you can fill in your information. Use the tab key to progress through the information as you type (notice that the email address is automatically hyperlinked):



If you have an existing list, you can import it into the database if you specify the source:

