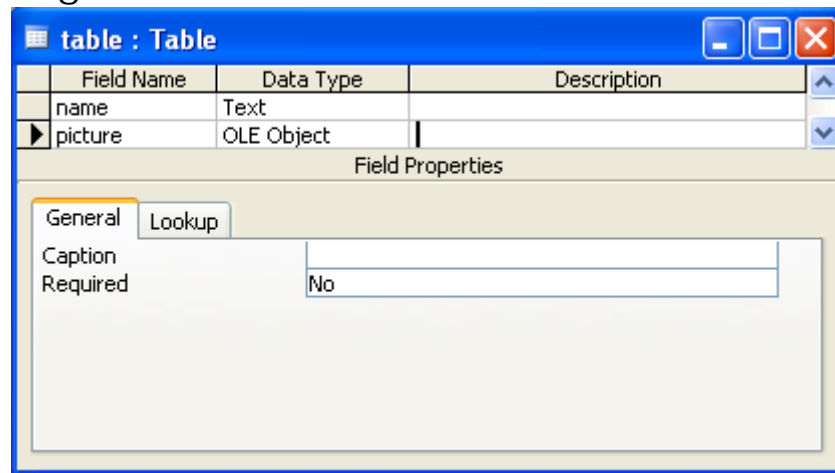


# Making a Picture Field

When defining the fields:



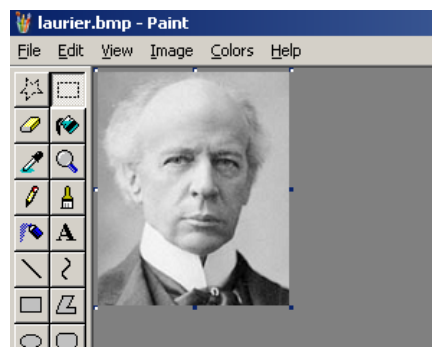
To Input the data (Way 1)

1. Make a folder to save your database and all of your pictures. Move your database into the folder.

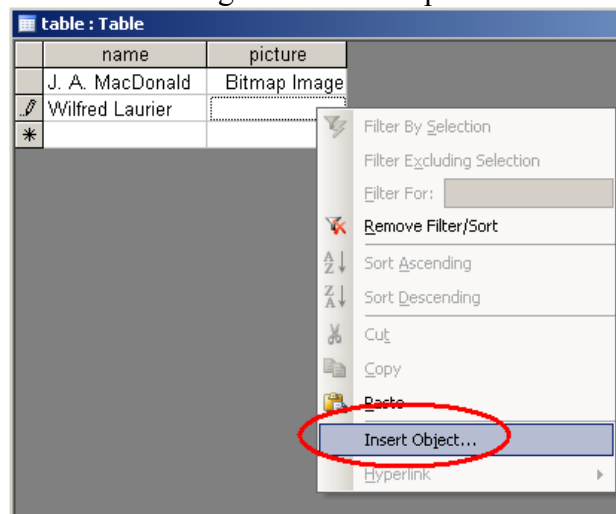
2. Find your picture.

Save it in paint as a **bitmap**.

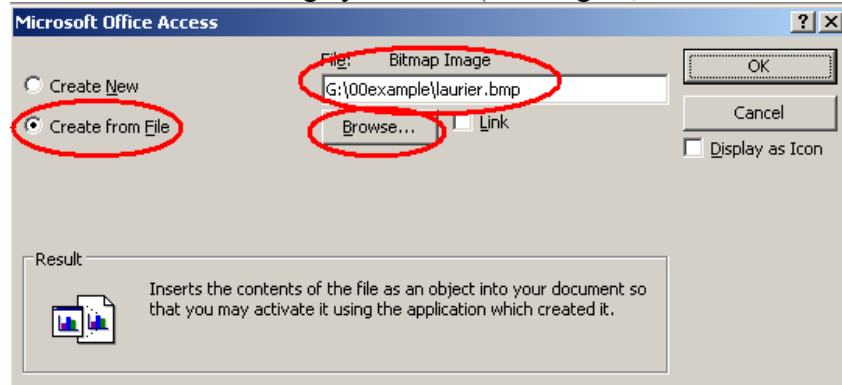
Your pictures should be no more than about **200 pixels by 200 pixels**. Smaller is better.



3. Enter the record's other information. Right click on the picture field.



4. Pick create from file. Choose the image you want. (Once again, it must be a bitmap)

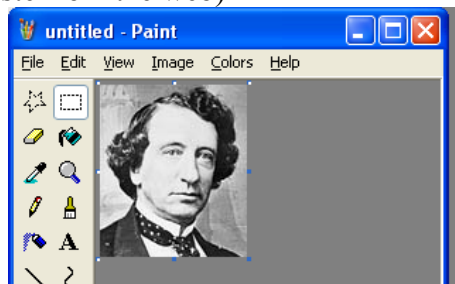


5. The image doesn't appear in the table, but the word BITMAP does.

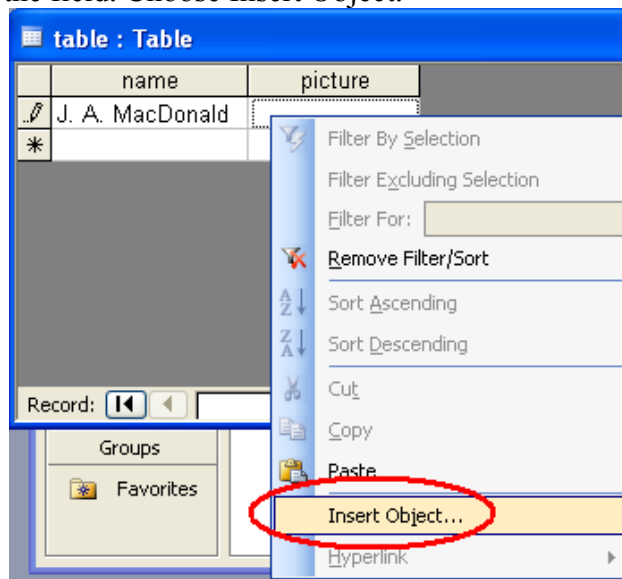
table : Table	
name	picture
J. A. MacDonald	Bitmap Image
Wilfred Laurier	Bitmap Image
*	

To Input the data (Way 2)

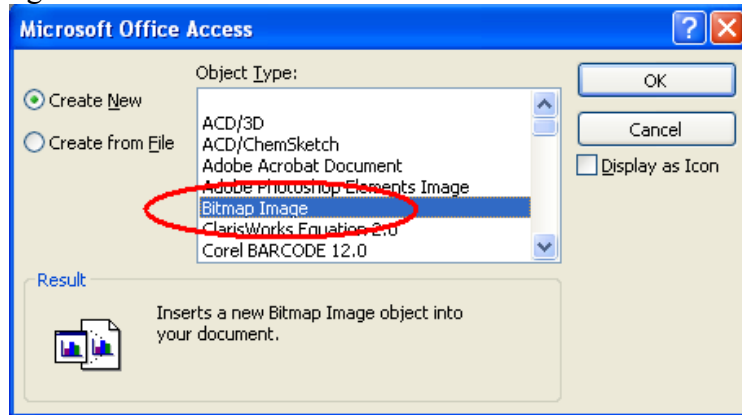
1. Open in Paint (Or cut and paste from the web)



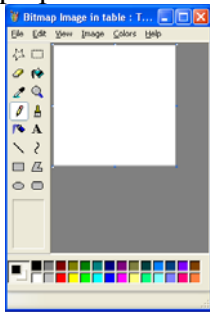
2. Access, right click on the field. Choose Insert Object.



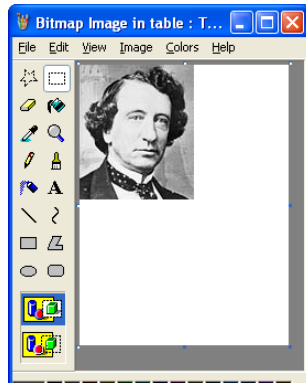
3. Choose bitmap image.



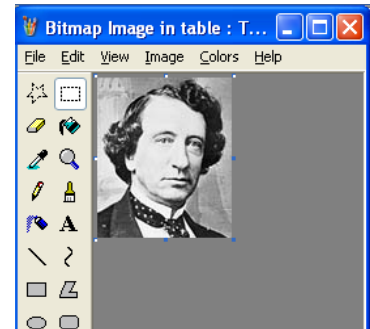
4. A paint file will pop up.



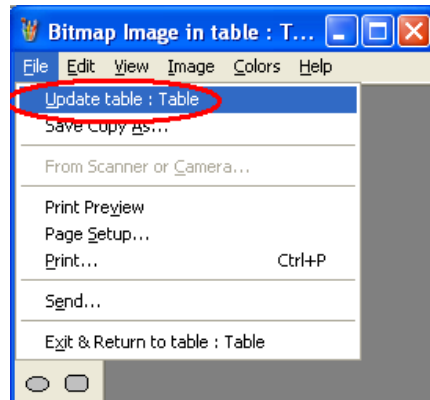
5. Go to your original paint image. Choose Edit → Select All (Or Ctrl+A). Go to the paint image for the database. Paste it in.



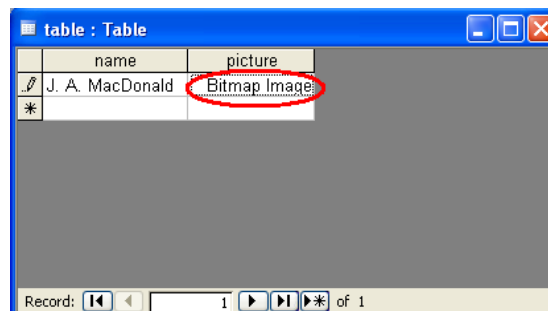
6. Resize the image by dragging the corner in.



7. Update the image in the database.



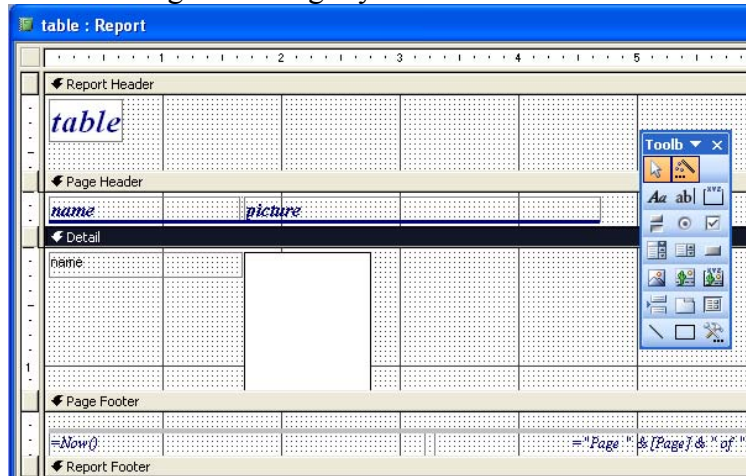
8. Close Paint.



# Making a Report with a picture field

Make the table as usual with the report wizard.

You may have to resize the design view slightly:



When you preview your report, the pictures will appear.

