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| **To do this ...** | **Validation Rule for Fields** | **Explanation** |
| Accept letters (a - z) only | Is Null OR Not Like "\*[!a-z]\*" | Any character outside the range A to Z is rejected. (Case insensitive.) |
| Accept digits (0 - 9) only | Is Null OR Not Like "\*[!0-9]\*" | Any character outside the range 0 to 9 is rejected. (Decimal point and negative sign rejected.) |
| Letters and spaces only | Is Null Or Not Like "\*[!a-z OR "" ""]\*" | Punctuation and digits rejected. |
| Digits and letters only | Is Null OR Not Like "\*[!((a-z) or (0-9))]\*" | Accepts A to Z and 0 to 9, but no punctuation or other characters. |
| Exactly 8 characters | Is Null OR Like "????????" | The question mark stands for one character. |
| Exactly 4 digits | Is Null OR Between 1000 And 9999 | For Number fields. |
| Is Null OR Like "####" | For Text fields. |
| Positive numbers only | Is Null OR >= 0 | Remove the "=" if zero is not allowed either. |
| No more than 100% | Is Null OR Between -1 And 1 | 100% is 1. Use 0 instead of -1 if negative percentages are not allowed. |
| Not a future date | Is Null OR <= Date() |  |
| Email address | Is Null OR ((Like "\*?@?\*.?\*") AND   (Not Like "\*[ ,;]\*")) | Requires at least one character, @, at least one character, dot, at least one character. Space, comma, and semicolon are not permitted. |
| You must fill in *Field1* | Not Null | Same as setting the field's *Required* property, but lets you create a custom message (in the *Validation Text* property.) |
| Limit to specific choices | Is Null OR "M" Or "F" | It is better to use a lookup table for the list, but this may be useful for simple choices such as Male/Female. |
| Is Null OR IN (1, 2, 4, 8) | The IN operator may be simpler than several ORs. |
| Yes/No/Null field | Is Null OR 0 or -1 | The Yes/No field in Access does not support Null as other databases do. To simulate a real Yes/No/Null data type, use a Number field (size Integer) with this rule. (Access uses 0 for False, and -1 for True.) |