## **Database Memo Fields**

**DID YOU KNOW ...** you can use memo fields for long descriptions that expand the information in other fields or provide miscellaneous information that does not fit in any other field?

## What Database Memo Fields Give You

- Store descriptive information as a separate field in tabular view
- Create a string field of nearly unlimited length (more than a megabyte of a text)
- · View or edit the text in a separate window
- · View the full content of a memo field in single record view



## How to Create Database Memo Fields

- Create a new field in the database table.
- Select Memo from the Field Type menu.
- In tabular view, double-click on the memo field.
- Enter the desired text in the Memo window that opens.



## WANT TO KNOW MORE?

Search the information available on MicroImages' Web Site

