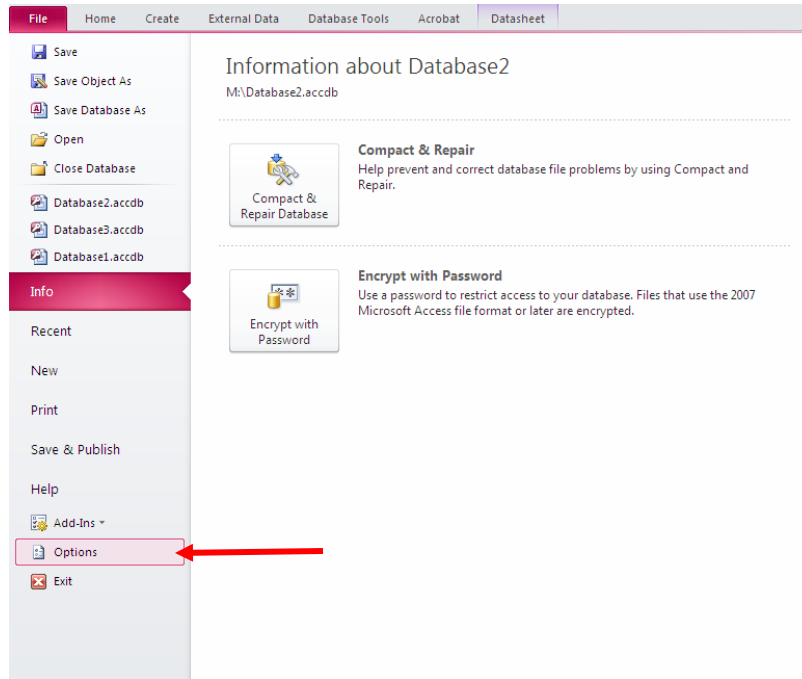


Customizable Options

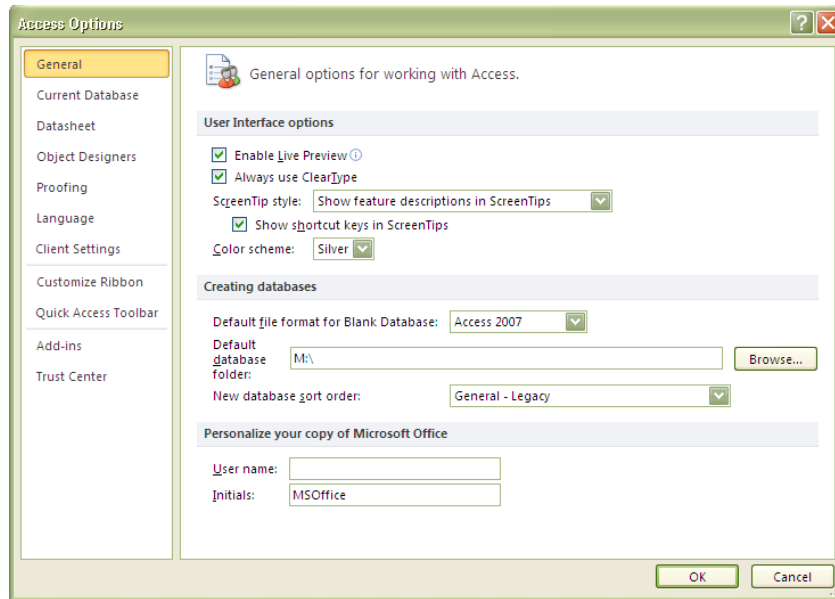
To access these customizable options:

- Click the **File Menu**
- Click **Options**



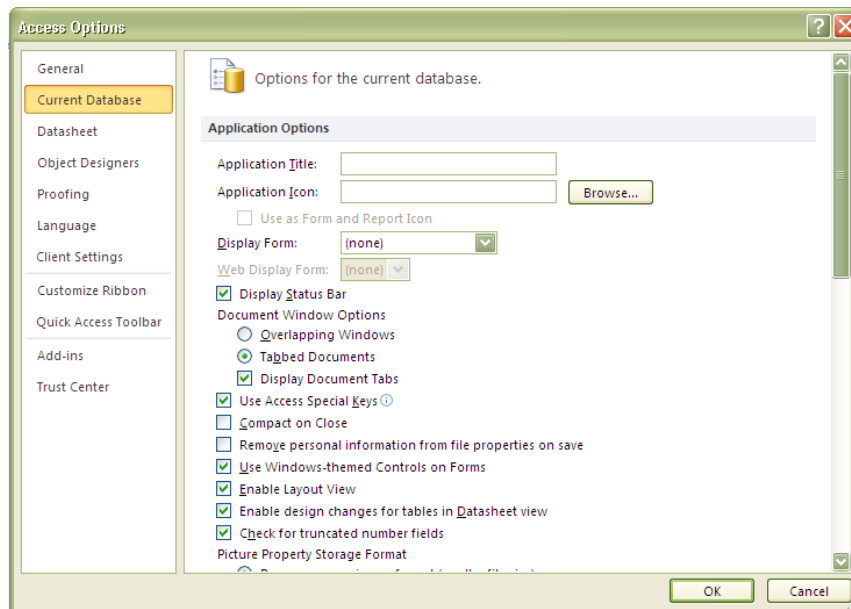
Popular

These features allow you to personalize your work environment with the use of ScreenTips, the location and file format of the databases, and the username.



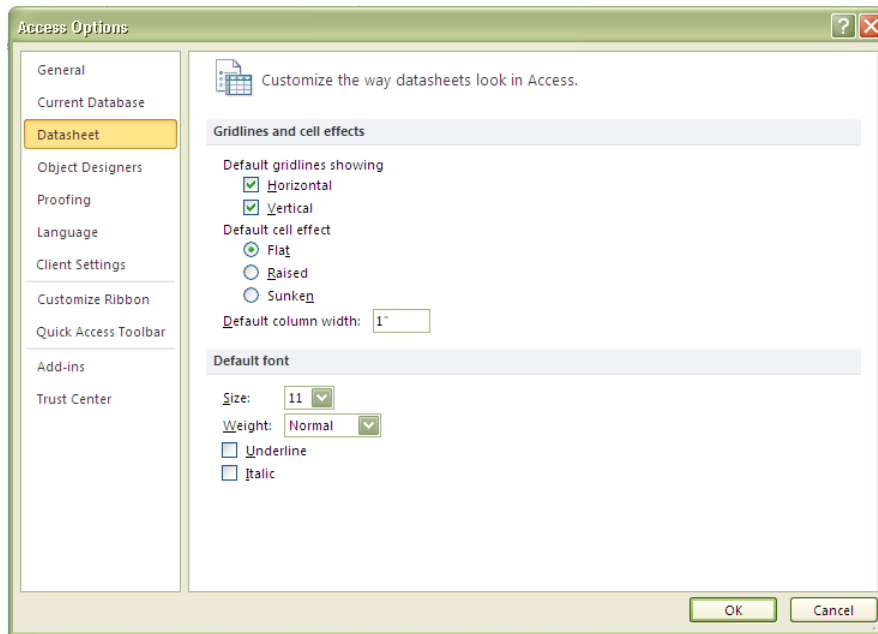
Current Database

This feature allows you to set options for the Application, Navigation, Ribbon and Toolbars, AutoCorrect, and Filters.



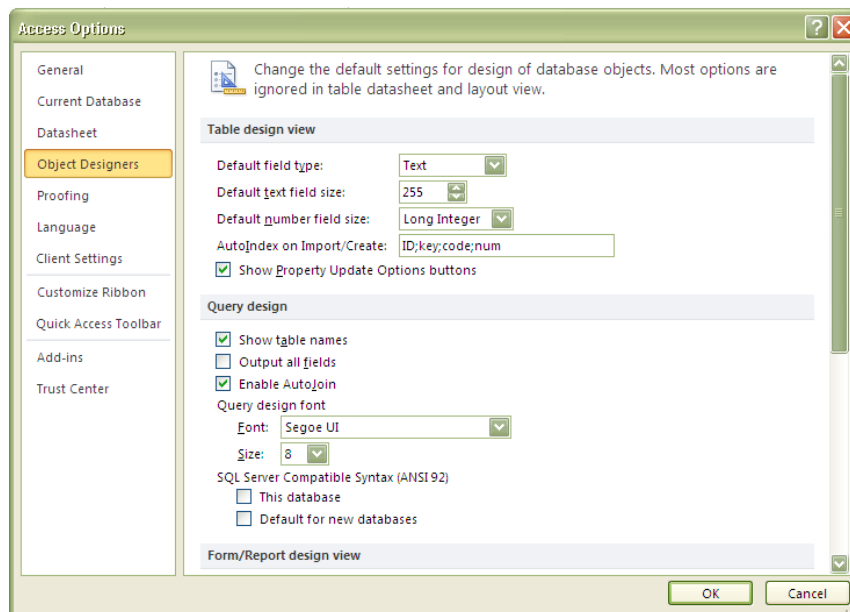
Datasheet

This features allows you to personalize options in the way the datasheet looks, including default colors, gridlines and cell effect, and font.



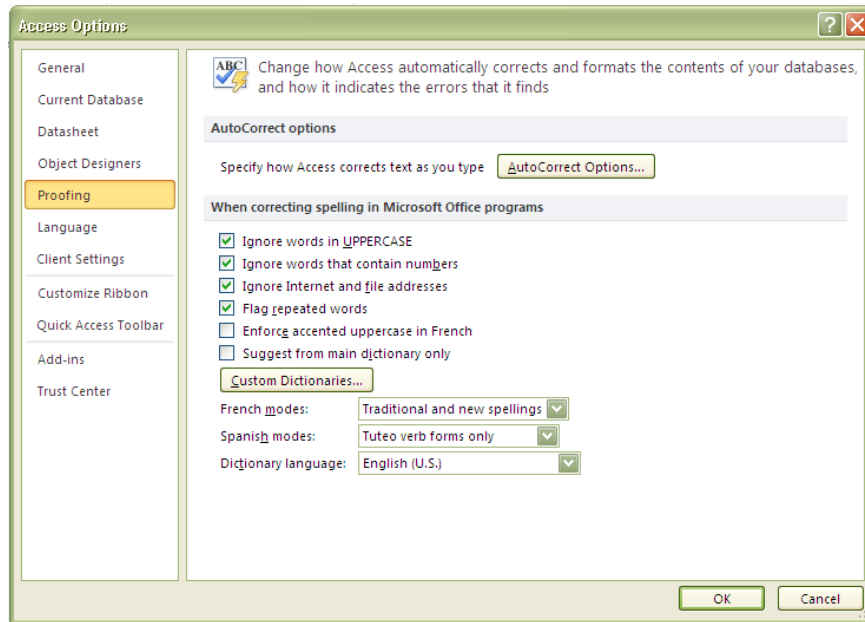
Object Designers

This feature allows you to customize the options for creating and modifying database objects in Access including Table Design, Query Design, Forms/Reports, and Error Checking.



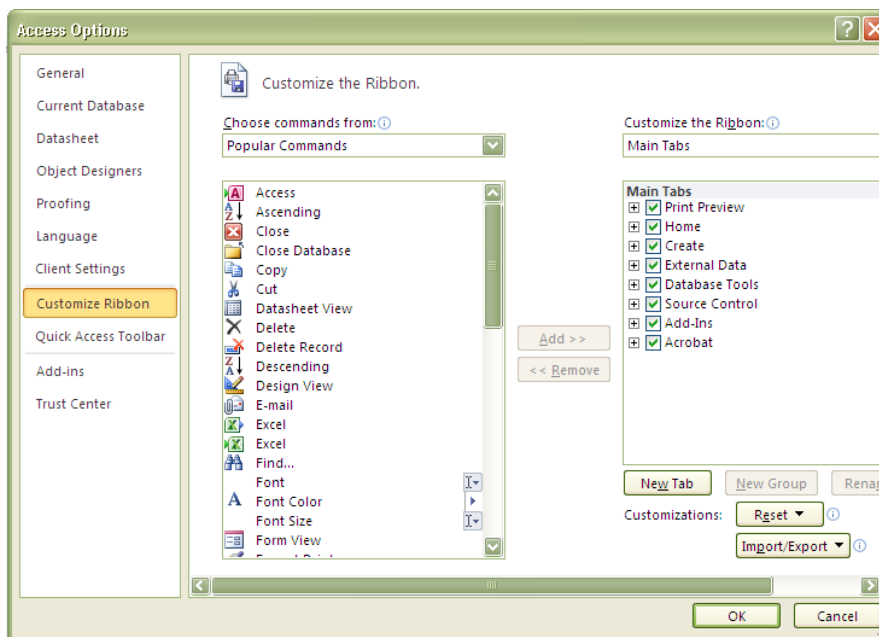
Proofing

This feature allows you to change how Access automatically correct and formats the contents of the database and how it indicates errors.



Customize Ribbon

This feature allows for advanced customization of Access including, Editing, Display, Printing, and other advanced options.



Quick Access Toolbar

Quick Access Toolbar allows you to add features to the Quick Access Toolbar. If there are tools that you are utilizing frequently, you may want to add these to the Quick Access Toolbar.

