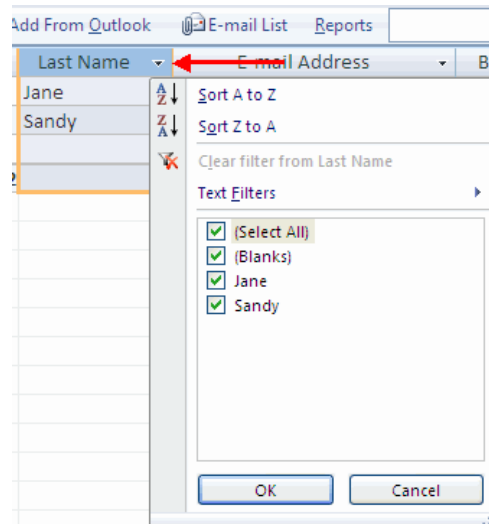# Filter

You can filter records to include only records that you want to display. To filter by a column:

- Open the database in Datasheet View
- Click the **down arrow** in the field label
- Choose the appropriate filter criteria
- Click **OK**

To remove a filter:

- Click the filter button on the field label
- Click Clear Filter
- Click **OK**