

Displaying Image Data in a Database Form: Access

Static Image on a Form or Report

When designing a form or report, you can add an “image” control, using



on the **Design** tab. This is a static decoration on the form, and does not change with the record.



on the **Design** tab will insert your chosen image in the header.

Images can be file types such as JPG, PNG, GIF, BMP.

Image Data in a Record

If a different picture is needed for each record, for example a photo of each employee, this is stored as an Attachment field in the table.

Attachment fields can contain an image, or many other types of file (documents, spreadsheets etc). When you display the image, you are viewing it using the parent software for that type of file.

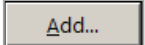
Creating an Image Field

In table Design View, add a field; give it the Attachment data type. Once a field has been given this data type, it cannot be changed to another data type.

Adding and Editing Images Through a Form


A form is the best place to work on images, adding them to records and managing them. Images can also be displayed in reports, using the same steps given below.


Create a form based on the table. Drag the Attachment field onto the form. It adds a special control called an Attachment.

Now try out the form. The images stored in the table will appear in the box on the form. Double-click the attachment control. In the dialog that appears, click  and browse to wherever the chosen image is saved.

If the file uploaded is a common image file type, such as JPG, PNG, GIF, BMP, a thumbnail of the image is displayed in the box on the form. Other file types appear as a filename or a software icon.

Note that it is possible to add several images (files) to a record.

Single-clicking on the control will show a faint mini toolbar . Use the arrows to browse between images that have already been attached.

Use  to display the Attachments dialog for adding and managing image files.