

Ways that you can use attached files

Remember these guidelines as you work with attached files:

- You can attach files only to databases that you create in Access and that use the .accdb file format. You **cannot** share attachments between a Access (.accdb) database and a database in the earlier (.mdb) file format.
- You must create a field in a table and set that field to the Attachments data type. After you set the data type to Attachments, you cannot change it.
- You can store multiple files in a single record. For example, you can store images, and files created with word processing and spreadsheet programs.
- You can attach a maximum of two gigabytes of data (the maximum size for an Access database). Individual files cannot exceed 256 megabytes in size.
- You use the **Attachments** dialog box to add, edit, and manage attachments. You can open the dialog box directly from the attachment field in a table by double-clicking the field. If you want to manage attachments from a form or view attachments from a report, you add the attachment control to the form or report and then bind the control to the underlying attachment table field.
- By default, the attachment control renders images and displays the program icon that corresponds to other file types. For example, let's say you have a photo, a resume, and a Visio drawing attached to a record. When you scroll through the attachments, the control renders the image and displays the program icons for the document and the drawing.
- When you open the **Attachments** dialog box from a table or a form, you can add, remove, edit, and save attached files. When you open the **Attachments** dialog box from a report, you can save the attached files only to another location.
- Access will compress your attached files unless those files are compressed natively. For example, JPEG files are compressed by the graphics program that created them, so Access does not compress them.
- If the program that was used to create the attached file is installed on your computer, you can open and edit the attached files in that program.
- You can save the attached files to locations on your hard disk drive or on the network. Then you can edit the attachments and make sure that you like your changes before you save those changes back to your database.
- You can manipulate attachments programmatically.