

Print Access Query SQL

To print out the SQL statements from a simple Access Select query:

1. Show selected query in design view
2. Right mouse on title bar
3. **Select SQL View** [This creates a separate window with just SQL]
4. Copy separate window of SQL to clipboard
5. Paste clipboard of SQL to MS Word
6. Save/Print.[This is the most compact form]

To format the extracted SQL statements with one statement per line.

1. Copy MS Word document with compact SQL to a new file.
2. Select all but the first and last items
3. Replace “, II” with “,^pII” [This creates one line per SQL field]
4. Look for spelling errors, syntax errors or words not in MS dictionary.
5. Save/Print.

To count the number of fields in your SQL query

1. Use the MS Word document with one line per SQL query
2. Select all the but first and last lines.
3. Select Tools/Word Count.
4. Find the number of paragraphs.
5. This is the number of fields in this query.