

Access Users Group – Lunch time

The Access Shortcut Tool

29 Sept, 2020

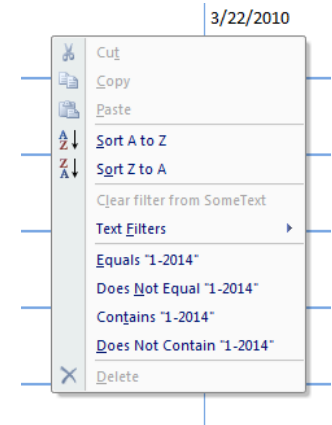
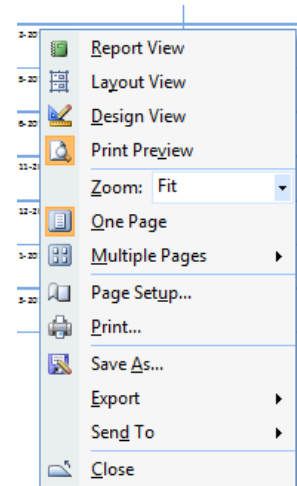
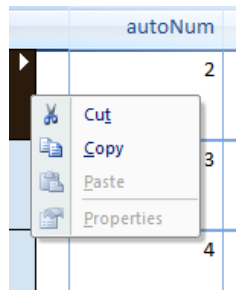
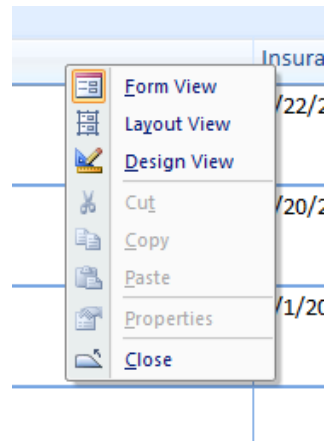
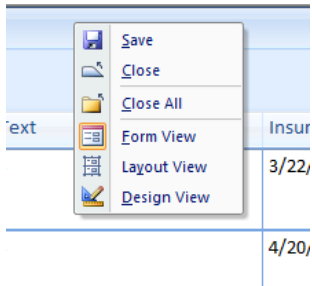
Presenter:



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- www.dev-soln.com

What is a shortcut menu

- Technically, it is a member of the CommandBars collection



History

- Integral part of Windows applications.
- Each windows application has its own set of shortcut menus, Access has roughly 200.
- Prior to A2007, Access had a feature which allowed you to customize menus, no more.
- Although menus have been removed, replaced by the ribbon, shortcut menus remain.

Access Commandbars

How many are there?

```
?application.commandbars.count
```

What are they?

```
For each cbr in application.commandbars
```

```
    debug.print cbr.name
```

```
Next
```

What controls do they contain?

```
With commandbars("Form Datasheet Column")
```

```
    for intloop = 1 to .Controls.Count
```

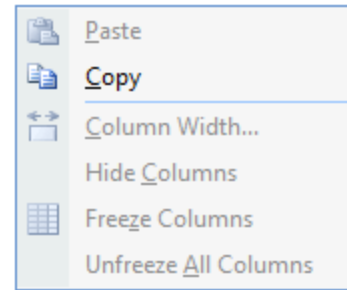
```
        debug.Print .Controls(intLoop).Caption, .Controls(intLoop).ID
```

```
    next
```

```
End with
```

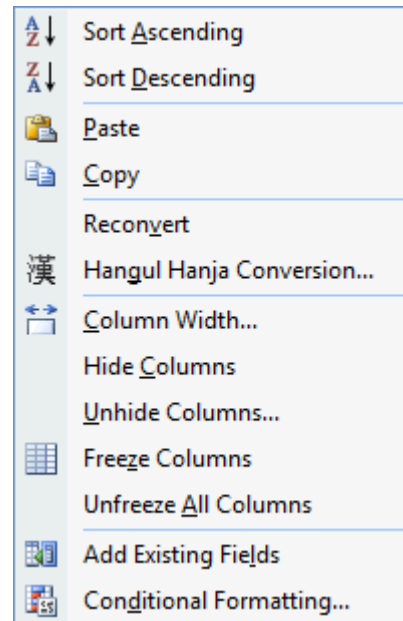
Displaying elements of a Commandbar

Commandbars("Form Datasheet Column").ShowPopup



Actual list of all controls in the commandbar.

Note:
Shortcut menus are context sensitive. Some controls will be hidden, others will be enabled/disabled depending on the context the menu is used in.



Creating your own Shortcut Menu

- Early Binding:
 - Microsoft Office XX.0 Object Library

- Declare variables

```
Dim cbr as CommandBar , ctrl as CommandBarControl
Dim cbrButton As CommandBarButton
Dim cbrcombo As CommandBarComboBox
Dim cbrEdit As CommandBarControl
```

- Define commandbar

```
set cbr = CommandBars.Add(Name, [Position], [Menubar], [Temporary])
```

Name := name used to refer to the commandbar

Position := Must be 5 for shortcut menus

Menubar := [True/False] Replace the active menu bar – default is False

Temporary := False if you want the cbar to remain in the application between sessions

Adding controls

- **Defining Controls:**

Set ctrl = cbr.Controls.Add([Type], [ID], [Parameter], [Before], [Temp])

Type := msoConrolButton,
 msoControlEdit,
 msoControlDropdown,
 msoControlPopup

ID := value of the ID from any of the
built-in controls

Parameter := any value you want to pass
to the procedure which will be executed
when the option is selected

Before := where you want the control in
the commandbar. If greater than the
number of controls in the commandbar,
it will raise an error

Temp := False if you want the control
to remain between sessions

```
Set ctrl0 = .Add(Type:=1, Temporary:= -1)
With ctrl0
    .Caption = "&Print"
    .OnAction = "=fnReportPrint()"
    .FaceID = 4
    .Visible = -1
    .Enabled = -1
    .BeginGroup = 0
    .ToolTipText = "&Print"
    .Width = 177
End With
```


Control Properties

.Caption := same as form caption

.OnAction := "=fnReportPrint()"

- this refers to the procedure which will run when the option is selected

.FaceID := if using one of images associated with built-in options

.Visible := self explanatory

.Enabled := self explanatory

.BeginGroup := insert a line separator between items

.ToolTipText := self explanatory

.State := Checked or unchecked

A simple menu

```
Dim cbr As Object
Dim ctrl0 As Object
Dim ctrl1 As Object

ON Error goto ProcError

'Change -1 to 0 in the following line to add a permanent menu
Set cbr = CommandBars.Add("Dale's Report Menu", 5, , -1)
With Commandbars("Dale's Report Menu").Controls
    Set ctrl0 = .Add(Type:=16, ID:=177) '&Multiple Pages
    Set ctrl0 = .Add(Type:=1, ID:=4) '&Print...
    Set ctrl0 = .Add(Type:=10, ID:=31458) '&Export
    With ctrl0.Controls
        Set ctrl1 = .Add(Type:=1, ID:=12951) '&PDF or XPS
    End With

    Set ctrl0 = .Add(Type:=10, ID:=30095) 'Sen&d To
    With ctrl0.Controls
        Set ctrl1 = .Add(Type:=1, ID:=2188) 'M&ail Recipient (as
        Attachment)...
    End With

    Set ctrl0 = .Add(Type:=1, ID:=14782) '&Close

End With

ProcExit:
Exit Sub 'change to function if needed

ProcError:
msgbox err.number & vbCrLf & err.description, , "Script error"
debug.print "Script error", err.number, err.description
Resume ProcExit
```

Using Built-in Commandbars

- I frequently disable the built-in commandbars on forms and reports.
- Built-in commandbars are disabled in runtime applications
- Sometimes it is difficult to determine what commandbar you are seeing, especially with datasheets (21 separate cbars)
 - Form Datasheet
 - Form Datasheet Column
 - Form Datasheet Row
 - Form Datasheet Cell
 - Form Datasheet Subcolumn
- You can manipulate built-in commandbars in your applications
 - Be really careful when doing this.
 - Recommend making these temporary

Runtime Shortcut Menus

- Built-in menus are disabled
- You can copy and use the built-in menus but takes a bit more work.

Access Shortcut Tool

Access Shortcut Tool V1.01.03 (2/14/2019)

Options Filters

Existing CommandBars

Index	Name	Built-In	Position	Type
1	Property Sheet	<input checked="" type="checkbox"/>	Floating	Normal
2	Form Datasheet Subcolumn	<input checked="" type="checkbox"/>	Popup	PopUp
3	Form Datasheet Cell	<input checked="" type="checkbox"/>	Popup	PopUp
4	Form Datasheet Row	<input checked="" type="checkbox"/>	Popup	PopUp
5	Navigation Pane Category Po	<input checked="" type="checkbox"/>	Popup	PopUp
6	Form View Popup	<input checked="" type="checkbox"/>	Popup	PopUp
7	Form View Record	<input checked="" type="checkbox"/>	Popup	PopUp
8		<input checked="" type="checkbox"/>	Popup	PopUp
9	Subform Datasheet	<input checked="" type="checkbox"/>	Popup	PopUp
10	Form Datasheet Column	<input checked="" type="checkbox"/>	Popup	PopUp
11	Form View Control	<input checked="" type="checkbox"/>	Popup	PopUp
12	Menu Bar	<input checked="" type="checkbox"/>	Top	MenuBar
13	Database Table/Query	<input checked="" type="checkbox"/>	Popup	PopUp
14	Database Form	<input checked="" type="checkbox"/>	Popup	PopUp
15	Database Report	<input checked="" type="checkbox"/>	Popup	PopUp
16	Database Macro	<input checked="" type="checkbox"/>	Popup	PopUp
17	Database Module	<input checked="" type="checkbox"/>	Popup	PopUp
18	Database TitleBar	<input checked="" type="checkbox"/>	Popup	PopUp
19	Table DesignTitleBar	<input checked="" type="checkbox"/>	Popup	PopUp
20	Table Design Upper Pane	<input checked="" type="checkbox"/>	Popup	PopUp
21	Table Design Lower Pane	<input checked="" type="checkbox"/>	Popup	PopUp
22	Table Design Properties	<input checked="" type="checkbox"/>	Popup	PopUp

Controls for: Form Datasheet Subcolumn

ID	Seq	Index	Caption	Type Desc	OnAction
1	1	1	Show &My Shortcuts	Button	=dfcbtn_FilterMyShortcuts()
31220	2	2	S&ubform	PopUp	
6715	3	1	--&Form	Button	
1823	4	2	--&Datasheet	Button	
6716	5	3	--Pivot&Table	Button	
6717	6	4	--Pivot&Chart	Button	
1	7	5	--	Button	
210	8	3	Sort &Ascending	Button	
211	9	4	Sort &Descending	Button	
19	10	5	&Copy	Button	
22	11	6	&Paste	Button	
3720	12	7	Recon&vert	Button	
3492	13	8	Han&gul Hanja Conversion.	Button	
542	14	9	&Column Width...	Button	
1955	15	10	Hide &Columns	Button	
2764	16	11	&Unhide Columns...	Button	
544	17	12	Free&ze Columns	Button	
1794	18	13	Unfreeze &All Columns	Button	
501	19	14	Add Existing Fie&lds	Button	
3058	20	15	Con&ditional Formatting.	Button	

Add New Copy Import Delete Rename Preview Add Control to cBar Add Control to PopUp Delete Edit Control

Access Shortcut Tool

- Download the application from www.dev-soln.com
- Unzip and past the accde file in either:
 - C:\Users\yourUserID\AppData\Roaming\Microsoft\AddIns
 - Folder of your choice.
- Install
 - This application does not require admin permissions!
 - Database Tools => Database Tools => Add-Ins => Add-in Manager
 - Add New ... => browse to folder where it was installed
- Launch
 - Database Tools => Database Tools => Add-Ins

Features

- Options:

- What's this menu

- Public Function dfcvt_WhatsThisMenu()

- MsgBox CommandBars.ActionControl.Parent.Name

- End Function

- Filters

- Add New

- Copy

- Import

Articles and Other Resources

- Articles
 - [Understanding and using CommandBars Part 1](#)
 - [Understanding and using CommandBars Part 2](#)
 - [Using built-in Shortcut Menus](#)
 - [Using Shortcut menus in Access run-time](#)
- [Access Shortcut Tool](#)