

Finding all the records in a range of dates by Cindy O'Hora

Database's power lies in the retrieval of information. Sometimes how to do that retrieval is not so obvious. One such example is finding dated records in a range like a year. It is easy to find a specific date using the Find command.

Suppose that you wanted all the records in a certain year.

First try:

Go Layout ... Find

You enter the year "99" in the date field. Result - No records.

Organize ... Show All Records

Second try:

Go Layout ... Find

You type in the year's whole number like "1999" in the date field. Result - No records.

Organize ... Show All Records

Third try:

You grit your teeth and enter it in date format 00/00/99. Result - nothing.

At this point you are no doubt shouting at your Mac. "Don't you tell me there are none. I can see them right there."

Organize ... Show All Records

To work with date ranges:

Use arithmetic symbols to control your finds. Less than < or greater than > can be very helpful in a date search.

To Find all the records in the year 1997 or later:

1. Go Layout ...Find
2. In the date field enter >12/31/1996
3. Hit the return key.

You now have all the records from January 1, 1997 to the present.

If you had entered 1/1/1997 you would not get any records for Jan 1 because you used **greater than**. Computers can be so darn literal!

Picky, picky, picky

You enter =>1/1/1997 to get all records starting with January 1, 1997.

Or harness the option trick - To get the greater than or equal to sign "≥" hold down the option key as you type the greater than key.

To get less than or equal to "≤" - hold down the option key and type the less than key. Tricky huh!

Range

Now suppose you want to isolate the records for a few months. Like from January to June in a single year.

1. Go Layout ...Find
2. In the date field enter ≥1/1/97 to isolate all the records from 1/1/97 to the present.
3. Repeat the Find - Enter ≤6/30/97. This time click the **Find from Visible** bullet in the gray status panel on the left side of the database.
4. Hit the Find button in the status panel.

This Find is now limited to the records looking in the records you isolated in the first Find action. It results in a list of records between January first and June 30th in 1997.

★ Remember - whenever you are finished with a find operation you'll undoubtedly want to return the database to having all the records visible :

Go Organize ... Show All Records

Although we can achieve this Find easily you should check out the Match command for an easier way to do more sophisticated Finds within a date range.

The first place to look for information is in the section of the manual where you least expect to find it. ~Murphy's Laws of Technology

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