Making Queries in MS Access 97
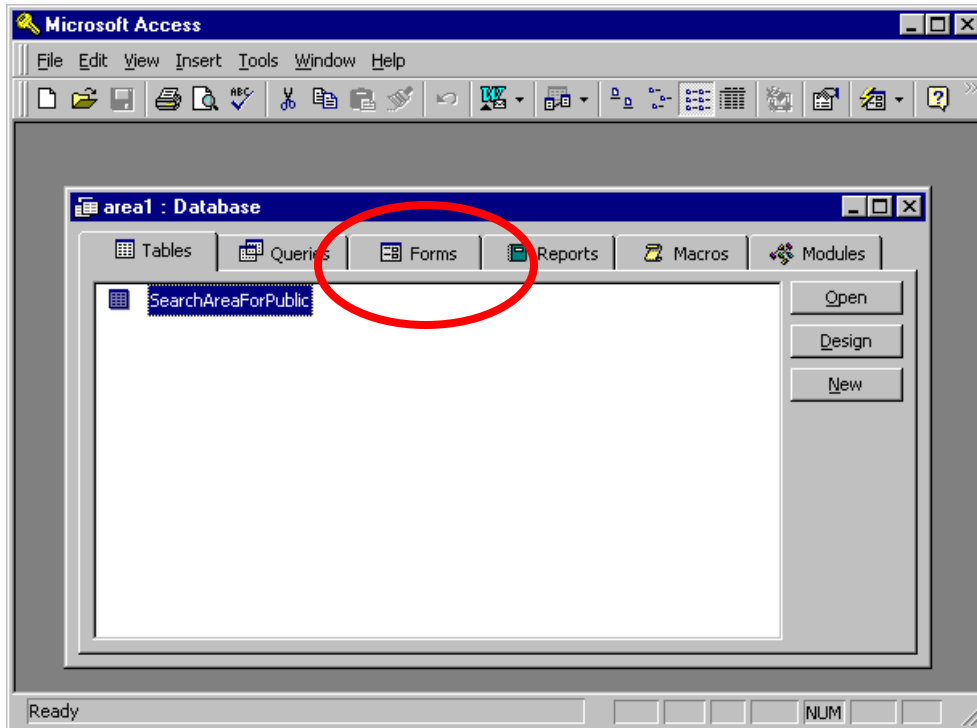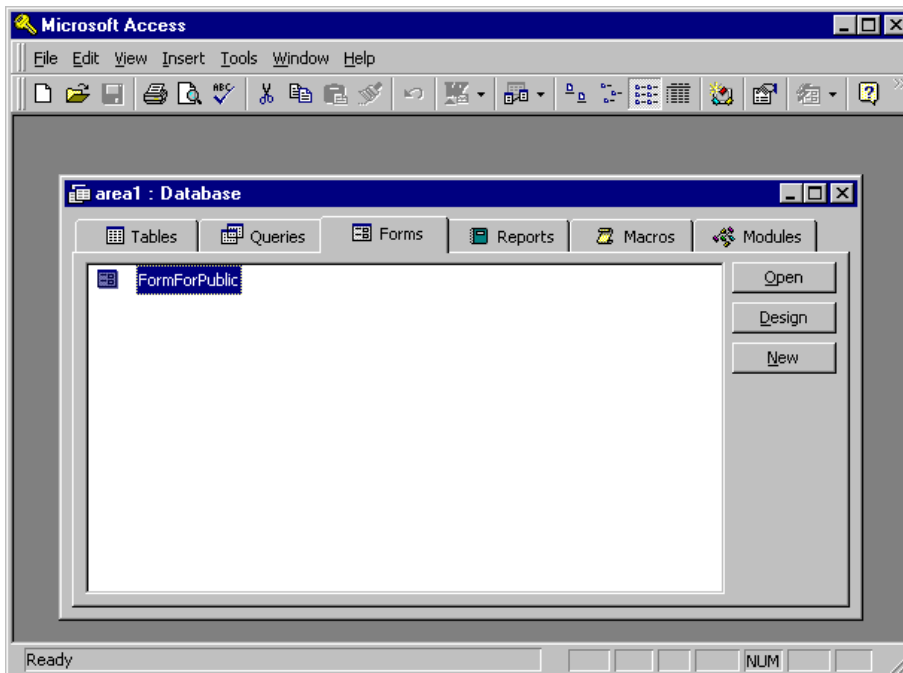
1.) For MS Access 97 users, your database should come up a window that looks something like this:

2.) Select the "Forms" tab and double click on the "FormForPublic"

3.) You should get a screen that looks similar to this:

4.) Now highlight the vessel name in the blank for "VESSELTERMS" and select the circled binocular icon on the toolbar:

5.) Now write the vessels name that you are interested in locating and select "Find Next":

6.) The "Find and Replace" box will still be up so you may have to close out the box to view your selection.