**Characters that define input masks**

The following table lists the placeholder and literal characters for an input mask and explains how it controls data entry:

|  |  |
| --- | --- |
| **Character** | **Explanation** |
| 0 | User must enter a digit (0 to 9). |
| 9 | User can enter a digit (0 to 9). |
| # | User can enter a digit, space, plus or minus sign. If skipped, Access enters a blank space. |
| L | User must enter a letter. |
| ? | User can enter a letter. |
| A | User must enter a letter or a digit. |
| a | User can enter a letter or a digit. |
| & | User must enter either a character or a space. |
| C | User can enter characters or spaces. |
| . , : ; - / | Decimal and thousands placeholders, date and time separators. The character you select depends on your Microsoft Windows regional settings. |
| > | Coverts all characters that follow to uppercase. |
| < | Converts all characters that follow to lowercase. |
| ! | Causes the input mask to fill from left to right instead of from right to left. |
| \ | Characters immediately following will be displayed literally. |
| "" | Characters enclosed in double quotation marks will be displayed literally. |

Source: <http://office.microsoft.com/en-us/access-help/control-data-entry-formats-with-input-masks-HA010096452.aspx#_Toc292266517>