

## APPENDIX A

# Naming Conventions

This appendix gives you suggestions for naming variables and other database objects. The suggested standards are based on the Reddick VBA Naming Conventions (RVBA), which are commonly accepted in the industry.

When you're creating variable names, it's important to make the type and intended use of each variable clear and self-documenting. Here are a few rules to follow:

- ▶ Remember to always make variable names mixed case, with each word or abbreviation in the variable name capitalized.
- ▶ Don't use underscore characters in your variable names.
- ▶ Abbreviate variable names only when it's necessary.
- ▶ Make the beginning of each variable name describe the type of data it contains.

Following these conventions will go a long way toward keeping your code concise and readable. The format for an object is

```
[prefixes]tag[BaseName [Suffixes]]
```

A *prefix* appears in lowercase and is used to indicate additional information, such as the scope of a variable. The *tag* also appears in lowercase. It is a short set of characters that indicate the type of an object. Use the *BaseName* to indicate what the object represents. Capitalize the first letter of each word in the *BaseName*. *Suffixes*, when used, provide additional information about the meaning of the *BaseName*. An example of a name for an object is

```
mstrFirstName
```

Use the prefix *m* to indicate that the variable appears at the module level. The tag *str* indicates that the variable contains a string. The *BaseName* *FirstName* indicates that the variable holds a first name. Table A.1 recommends prefixes for Access object tags.

TABLE A.1 Recommended Prefixes for Access Object Tags

Prefix	Control Type	Example
app	Application	appInfoBase
chk	CheckBox	chkReadOnly
cbo	ComboBox	cboLanguages
cmd	CommandButton	cmdRefreshTable
ctl	Control	ctlAny
ctls	Controls	ctlsAll
ocx	CustomControl	ocxCalendar
dap	DataAccessPage	dapCustomers
dcm	DoCmd	dcmOpenForm
fcd	FormatCondition	fcdOverDue
fcds	FormatConditions	fcdsRules
frm	Form	frmDataEntryView
frms	Forms	frmsClientsAndOrders
hyp	Hyperlink	hypCustomers
img	Image	imgHeadShot
lbl	Label	lblShowAllCheckBox
lin	Line	linDivider
lst	ListBox	lstLastTenSites
bas	Module	basErrorControl
ole	ObjectFrame	oleWorksheet
opt	OptionButton	optReadOnly
fra	OptionGroup (frame)	fraColorSchemes
brk	PageBreak	brkTopOfForm
pal	PaletteButton	palBackgroundColor
prps	Properties	prpsActiveForm
shp	Rectangle	shpHidableFrame
ref	Reference	refExcel
refs	References	refsApps
rpt	Report	rptOrders
rpts	Reports	rptsTodaysChanges
scr	Screen	scrSecondSplashScreen
sec	Section	secOrderDetail
fsub	Subform	fsubBillableHours
rsub	SubReport	rsubTopFiveSales
tab	TabControl	tabCustomer
txt	TextBox	txtAdditionalNotes
tgl	ToggleButton	tglShowFormatting

Table A.2 lists prefix tags for standard variable types, as well as the storage space required by each.

TABLE A.2 Standard Variable Data Type Tags

<b>Prefix</b>	<b>Data Type</b>	<b>Storage</b>	<b>Example</b>
byte or byt	Byte	1 Byte	byteArray
bool or f	Boolean	2 bytes	boolSecurityClear
int	Integer	2 bytes	intLoop
lng	Long	4 bytes	lngEnv
sng	Single	4 bytes	sngValue
dbl	Double	8 bytes	dblValue
cur	Currency	8 bytes	curCostPerUnit
dat	Date and Time	8 bytes	datStartTime
obj	Object	Varies	objActiveObject
str	String	1 byte per character	strFirstName
stf	String (fixed length)	10 bytes + 1 byte per char	stfSocNumber
var	Variant	16 bytes + 1 byte per char	varInput

Access 2003 provides the ActiveX Data Objects (ADO) Library. Table A.3 lists the recommended tags for ADO.

TABLE A.3 Recommended ADO Tags

<b>Prefix</b>	<b>Object Type</b>
cmd	Command
cnl	Connection
err	Error
errs	Errors
fld	Field
flds	Fields
prm	Parameter
prms	Parameters
prp	Property
prps	Properties
rst	Recordset

The Access Database Engine uses objects you might need to refer to in VBA code. Table A.4 lists the Jet and Access Database Engine object types and their standard naming prefixes.

TABLE A.4 Jet and Access Database Engine Object/Collection Prefixes

<b>Prefix</b>	<b>Object Type</b>
cnt	Container
cnts	Containers
db	Database
dbms	Databases
dbe	DBEngine
doc	Document
docs	Documents
err	Error
errs	Errors
fld	Field
flds	Fields
grp	Group
grps	Groups
idx	Index
idxs	Indexes
prm	Parameter
prms	Parameters
pdbe	PrivDBEngine
prp	Property
prps	Properties
qry (or qdf)	QueryDef
qrys (or qdfs)	QueryDefs
rst	Recordset
rsts	Recordsets
rel	Relation
rels	Relations
tbl (or tdf)	TableDef
tbls (or tdfs)	TableDefs
usr	User
usrs	Users
wrk	Workspace
wrks	Workspaces

In addition to the standard notations for variables, there are variable notations for scope and lifetime. They should be placed at the beginning of the variable, before any other prefix. Table A.5 lists the scope and lifetime prefixes.

TABLE A.5 Prefixes for Scope and Lifetime

Prefix	Description
(None)	Local variable, procedure-level lifetime
s	Local variable, program-level lifetime (static variable)
m	Private (module) variable, program-level lifetime
g	Public (global) variable, program-level lifetime

Table A.6 lists general naming convention tags for the Navigation Pane objects.

TABLE A.6 Tags for Navigation Pane Objects

Prefix	Object Type
tbl	Table
qry	Query
frm	Form
rpt	Report
mcr	Macro
dap	DataAccessPage
bas	Module

There are two sets of naming conventions you can use when naming specific database window objects: Either use the prefix for the general object prefix from the table, or supply one of the more descriptive tags listed in Table A.7.

TABLE A.7 Tags for Specific Navigation Pane Objects

Prefix	Suffix	Object Type
tlkp	Lookup	Table (lookup)
qsel	(none)	Query (select)
qapp	Append	Query (append)
qxtb	XTab	Query (crosstab)
qddl	DDL	Query (DDL)
qdel	Delete	Query (delete)
qflt	Filter	Query (filter)
qlkp	Lookup	Query (lookup)
qmak	MakeTable	Query (make table)
qspt	PassThru	Query (SQL pass-through)

TABLE A.7 Continued

<b>Prefix</b>	<b>Suffix</b>	<b>Object Type</b>
qtot	Totals	Query (totals)
quni	Union	Query (union)
qupd	Update	Query (update)
fdlg	Dlg	Form (dialog)
fmnu	Mnu	Form (menu)
fmsg	Msg	Form (message)
fsfr	Subform	Form (subform)
rsrp	SubReport	Form (subreport)
mmnu	Mnu	Macro (menu)