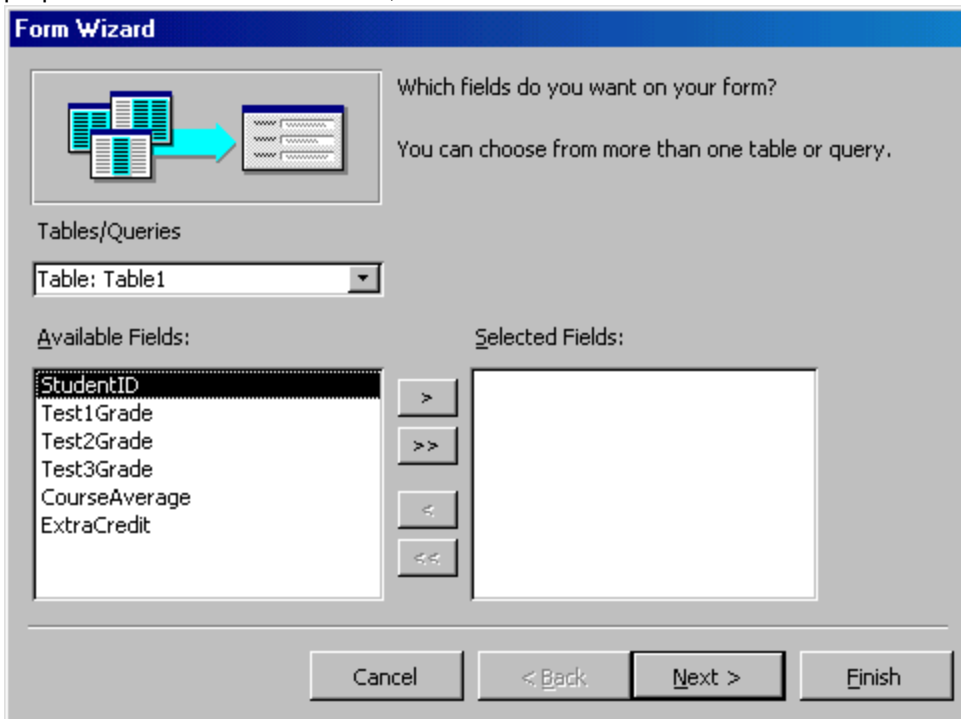


### Create Form by Using Wizard

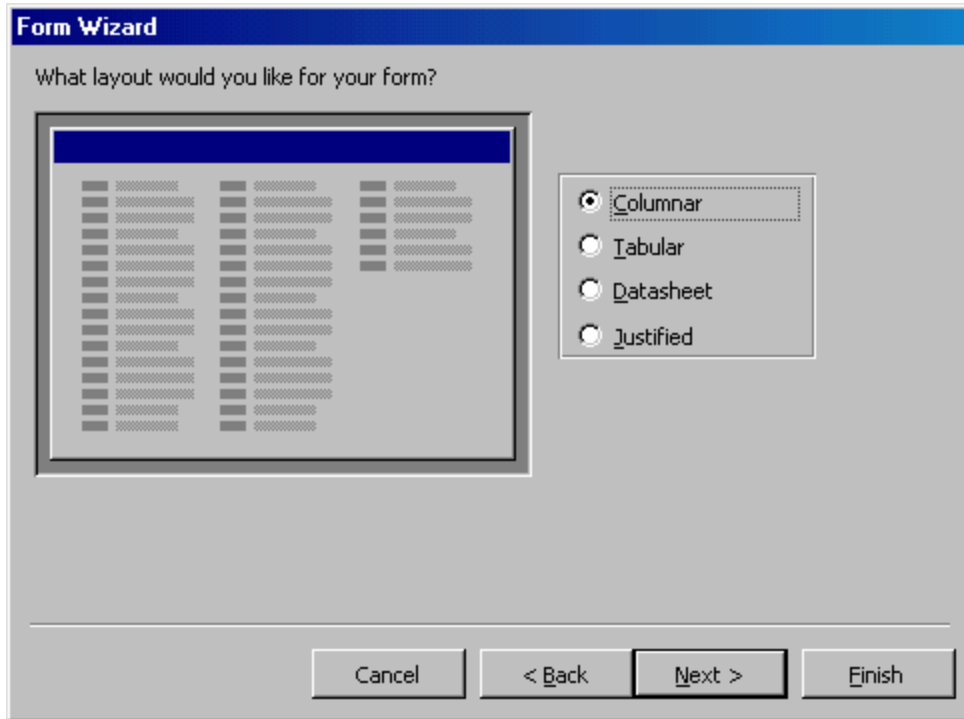
To create a form using the assistance of the wizard, follow these steps:

1. Click the **Create form by using wizard** option on the database window.
2. From the **Tables/Queries** drop-down menu, select the table or query whose datasheet the form will modify. Then, select the fields that will be included on the form by highlighting each one the **Available Fields** window and clicking the single right arrow button **>** to move the field to the **Selected Fields** window. To move all of the fields to Selected Fields, click the double right arrow button **>>**. If you make a mistake and would like to remove a field or all of the fields from the Selected Fields window, click the left arrow **<** or left double arrow **<<** buttons. After the proper fields have been selected, click the **Next >** button to move on to the next screen.

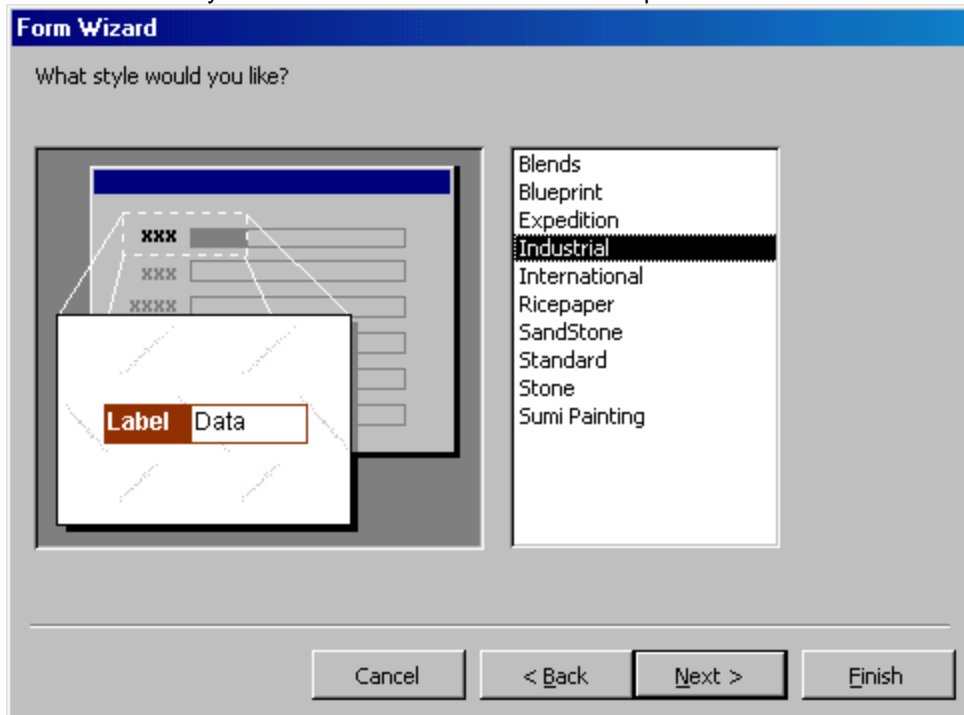


3. On the second screen, select the layout of the form.
  - o **Columnar** - A single record is displayed at one time with labels and form fields listed side-by-side in columns
  - o **Justified** - A single record is displayed with labels and form fields are listed across the screen
  - o **Tabular** - Multiple records are listed on the page at a time with fields in columns and records in rows
  - o **Datasheet** - Multiple records are displayed in Datasheet View

Click the **Next >** button to move on to the next screen.

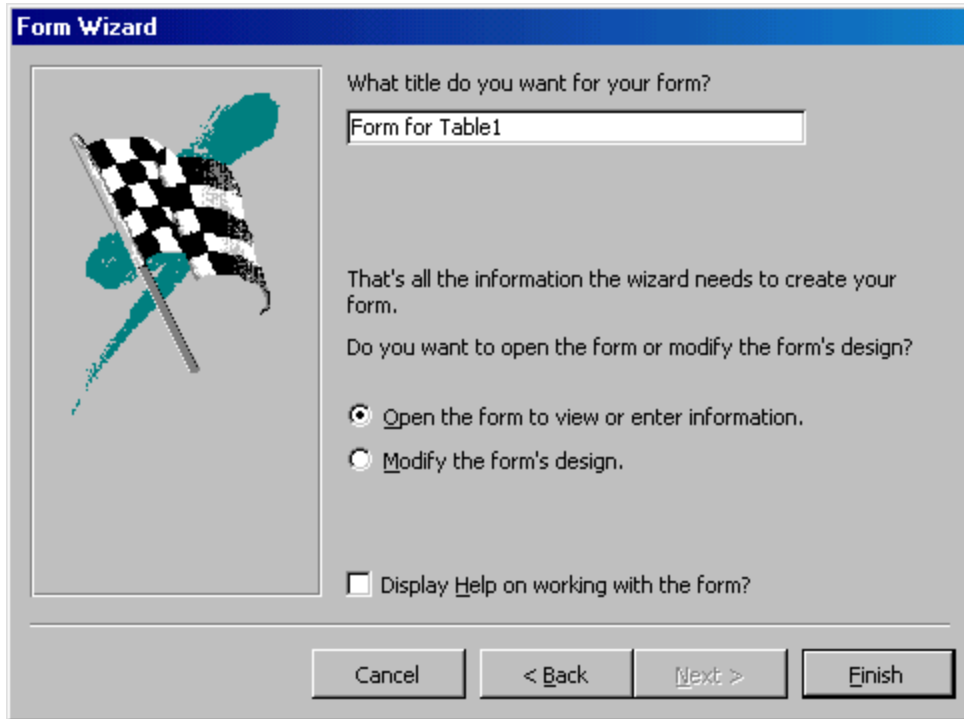


4. Select a visual style for the form from the next set of options and click **Next >**.



5. On the final screen, name the form in the space provided. Select "Open the form to view or enter information" to open the form in Form View or "Modify the form's design" to open it in Design View. Click **Finish** to create the

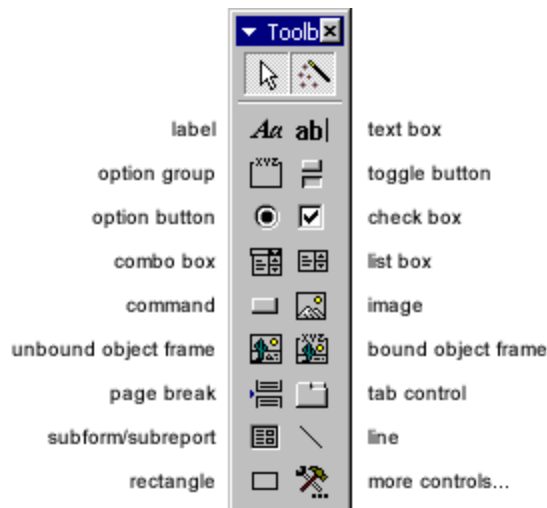
form.



**Create Form in Design View**

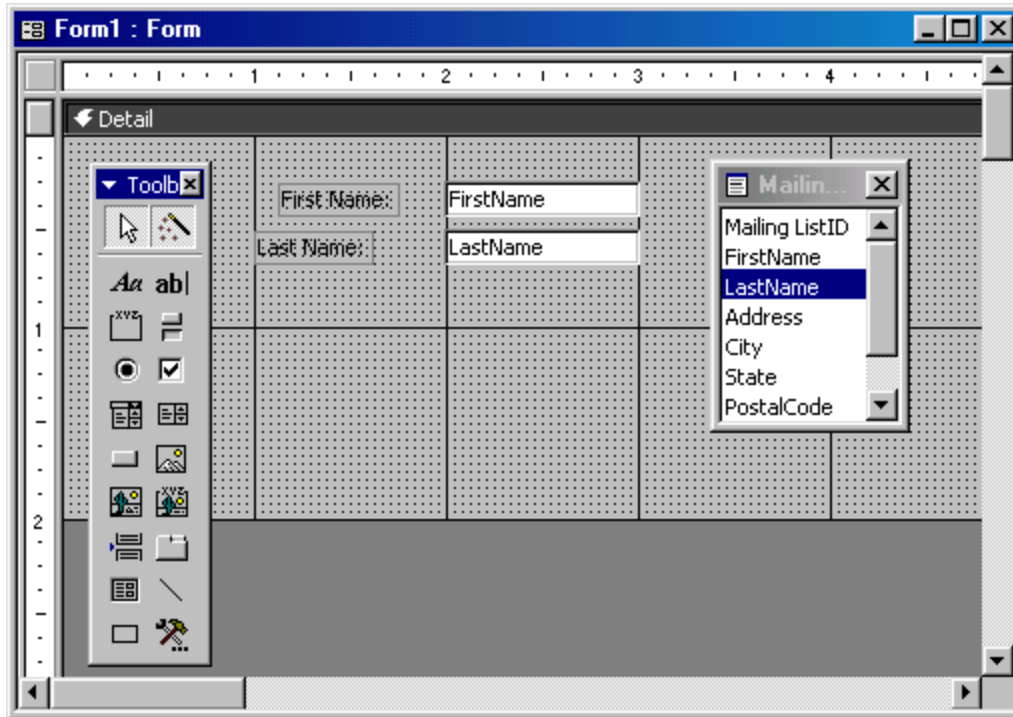
To create a form from scratch without the wizard, follow these steps:

1. Click the **New** button on the form database window.
2. Select "Design View" and choose the table or query the form will be associated with the form from the drop-down menu.
3. Select **View|Toolbox** from the menu bar to view the floating toolbar with additional options.




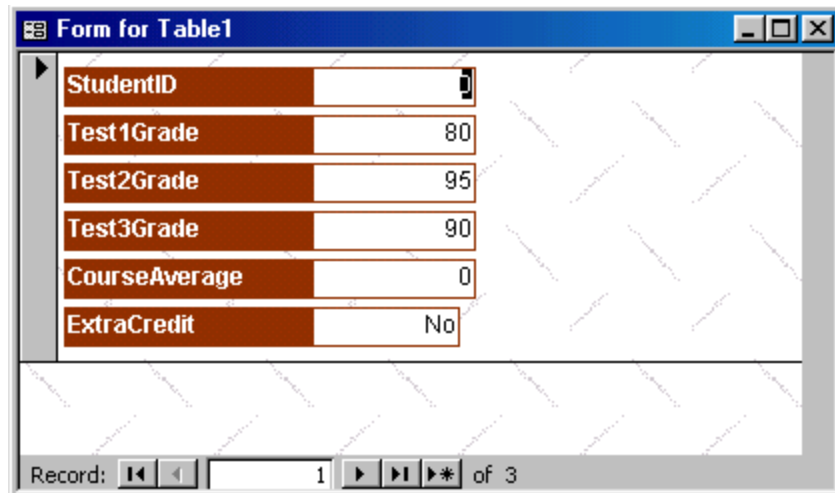
4. Add controls to the form by clicking and dragging the field names from the Field List floating window. Access creates a text box for the value and label for the field name when this action is accomplished. To add controls for all of the fields in the Field List, double-click the Field List window's title bar and drag all of the highlighted fields to

the form.



### Adding Records Using A Form

Input data into the table by filling out the fields of the form. Press the **Tab** key to move from field to field and create a new record by clicking **Tab** after the last field of the last record. A new record can also be created at any time by clicking the **New Record** button  at the bottom of the form window. Records are automatically saved as they are entered so no additional manual saving needs to be executed.

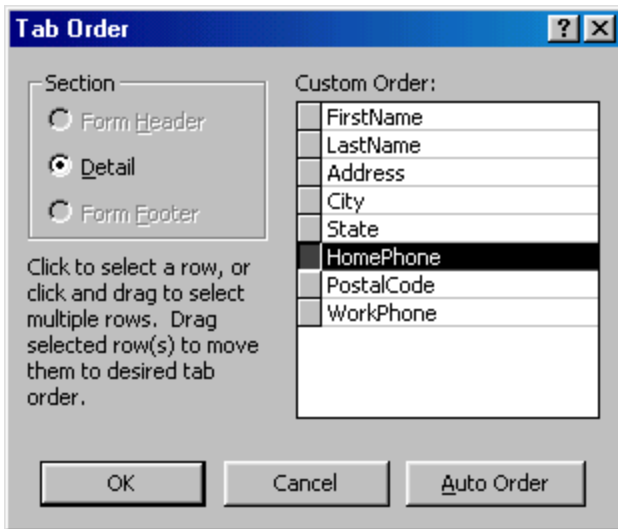


### Editing Forms

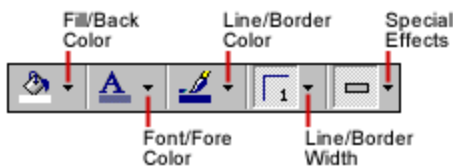
The follow points may be helpful when modifying forms in Design View.

- **Grid lines**- By default, a series of lines and dots underlay the form in Design View so form elements can be easily aligned. To toggle this feature on and off select **View|Grid** from the menu bar.

- **Snap to Grid** - Select **Format|Snap to Grid** to align form objects with the grid to allow easy alignment of form objects or uncheck this feature to allow objects to float freely between the grid lines and dots.
- **Resizing Objects** - Form objects can be resized by clicking and dragging the handles on the edges and corners of the element with the mouse.
- **Change form object type** - To easily change the type of form object without having to create a new one, right click on the object with the mouse and select **Change To** and select an available object type from the list.
- **Label/object alignment** - Each form object and its corresponding label are bounded and will move together when either one is moved with the mouse. However, to change the position of the object and label in relation to each other (to move the label closer to a text box, for example), click and drag the large handle at the top, left corner of the object or label.
- **Tab order** - Alter the tab order of the objects on the form by selecting **View|Tab Order...** from the menu bar. Click the gray box before the row you would like to change in the tab order, drag it to a new location, and release the mouse button.



- **Form Appearance** - Change the background color of the form by clicking the **Fill/Back Color** button on the formatting toolbar and click one of the color swatches on the palette. Change the color of individual form objects by highlighting one and selecting a color from the **Font/Fore Color** palette on the formatting toolbar. The font and size, font effect, font alignment, border around each object, the border width, and a special effect can also be modified using the formatting toolbar:



- **Page Header and Footer** - Headers and footers added to a form will only appear when it is printed. Access these sections by selecting **View|Page Header/Footer** on the menu bar. Page numbers can also be added to these sections by selecting **Insert|Page Numbers**. A date and time can be added from **Insert|Date and Time....** Select **View|Page Header/Footer** again to hide these sections from view in Design View.

This page explains the uses for other types of form controls including lists, combo boxes, checkboxes, option groups, and command buttons.

### List and Combo Boxes

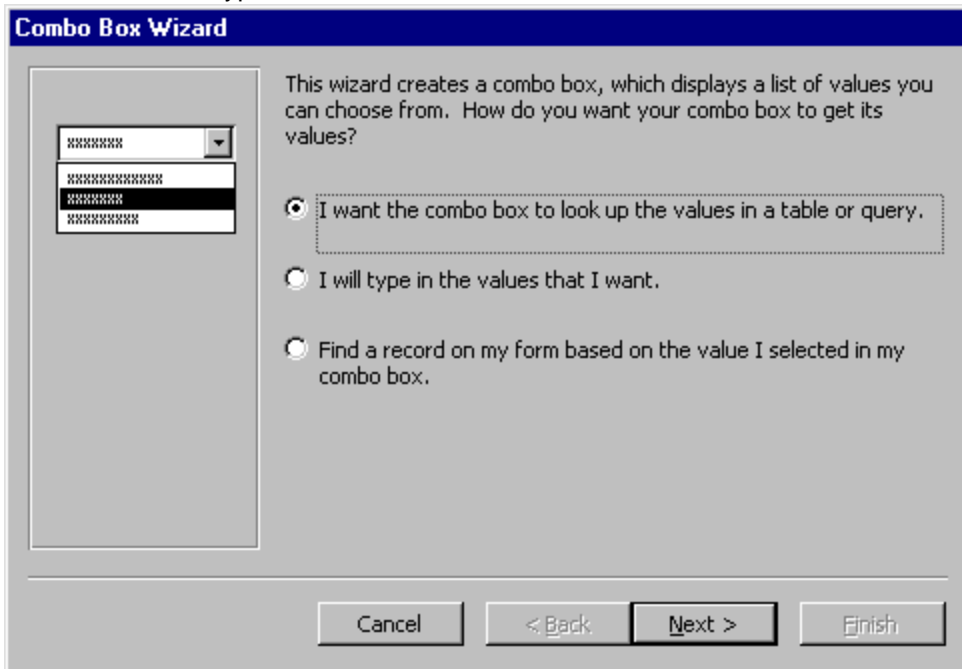
If there are small, finite number of values for a certain field on a form, using combo or list boxes may be a quicker and easier way of entering data. These two control types differ in the number of values they display. List values are all displayed while the combo box values are not displayed until the arrow button is clicked to open it as shown in these examples:

**Combo Box**

**List Box**

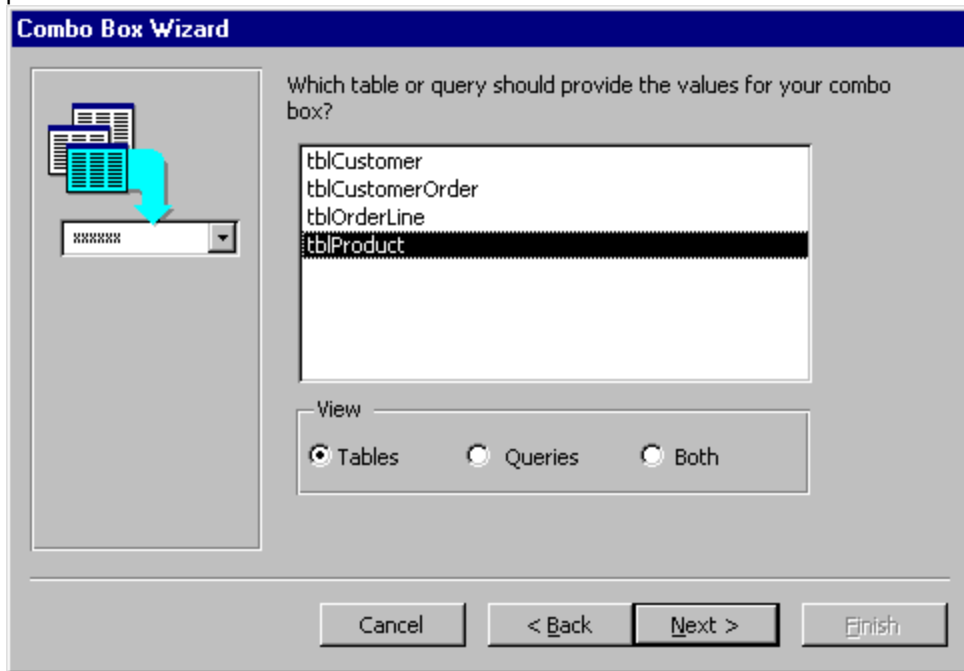
By using a combo or list box, the name of the academic building does not need to be typed for every record. Instead, it simply needs to be selected from the list. Follow these steps to add a list or combo box to a form:

1. Open the form in **Design View**.
2. Select **View|Toolbox** to view the toolbox and make sure the "Control Wizards" button is pressed in.
3. Click the list or combo box tool button and draw the outline on the form. The combo box wizard dialog box will appear.
4. Select the source type for the list or combo box values and click **Next >**.

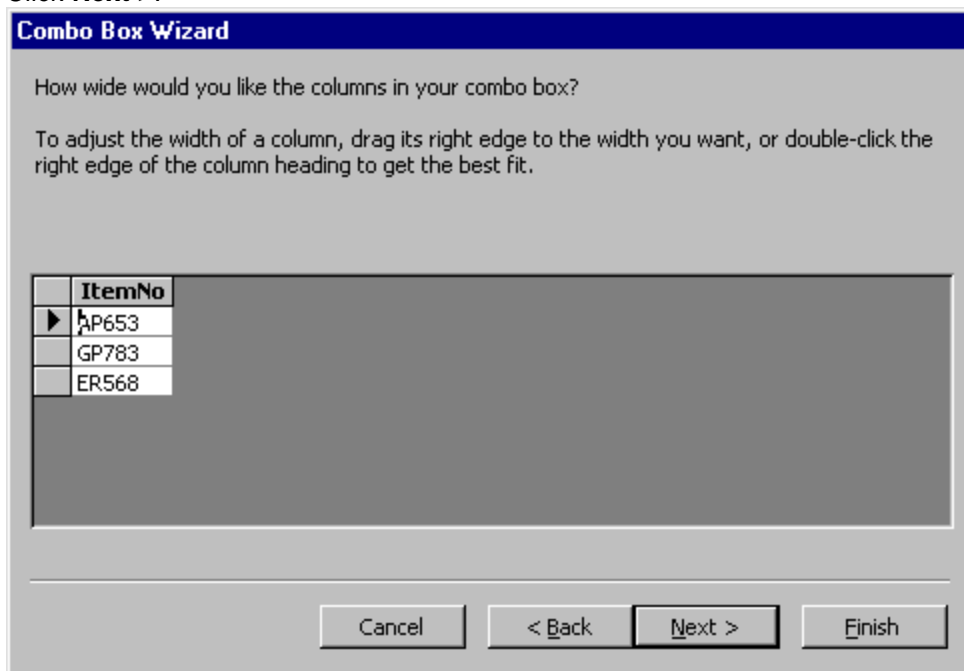


5. Depending on your choice in the first dialog box, the next options will vary. If you chose to look up values from a table or query, the following box will be displayed. Select the table or query from which the values of the combo box will come from. Click **Next >** and choose fields from the table or query that was selected. Click **Next >** to

proceed.

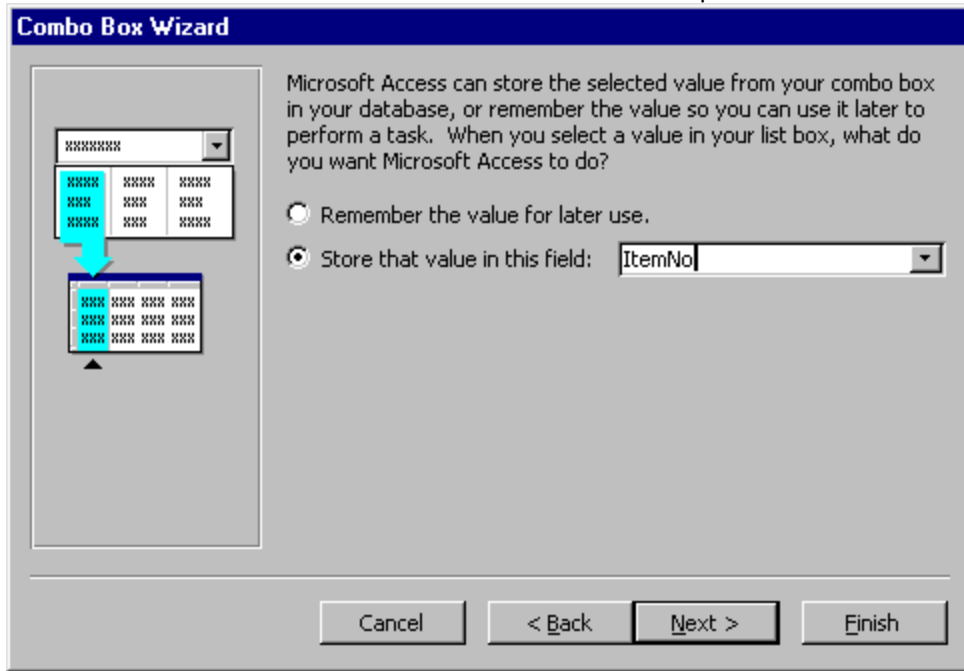


6. On the next dialog box, set the width of the combo box by clicking and dragging the right edge of the column. Click **Next >**.



7. The next dialog box allows tells Access what to do with the value that is selected. Choose "Remember the value for later use" to use the value in a macro or procedure (the value is discarded when the form is closed), or select

the field that the value should be stored in. Click **Next >** to proceed to the final screen.



8. Type the name that will appear on the box's label and click **Finish**.

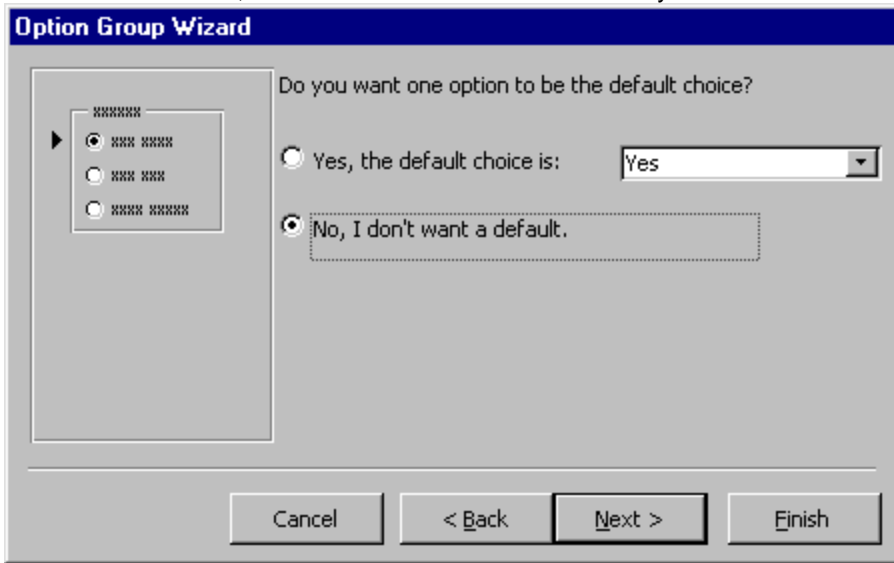
### Check Boxes and Option Buttons

Use check boxes and option buttons to display yes/no, true/false, or on/off values. Only one value from a group of option buttons can be selected while any or all values from a check box group can be chosen. Typically, these controls should be used when five or less options are available. Combo boxes or lists should be used for long lists of options. To add a checkbox or option group:

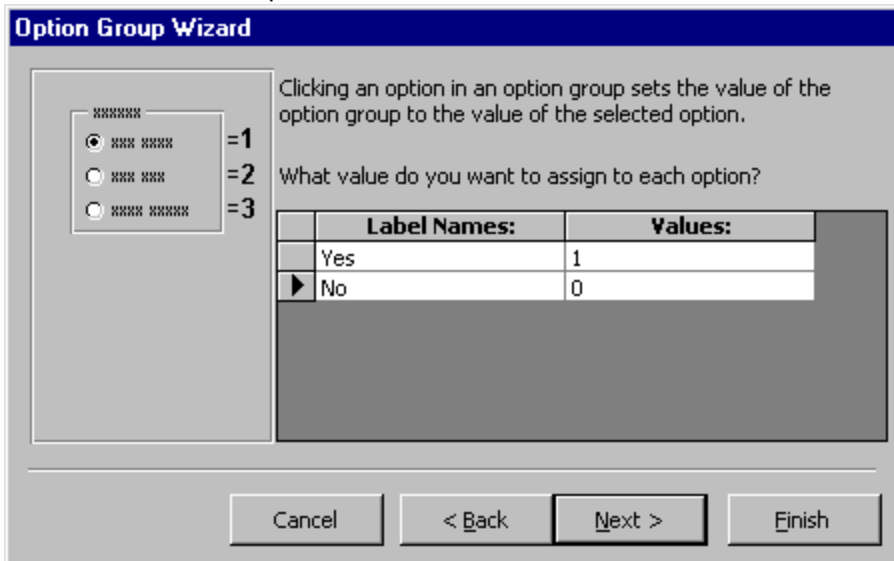
1. Click the **Option Group** tool on the toolbox and draw the area where the group will be placed on the form with the mouse. The option group wizard dialog box will appear.
2. On the first window, enter labels for the options and click the tab key to enter additional labels. Click **Next >** when finished typing labels.



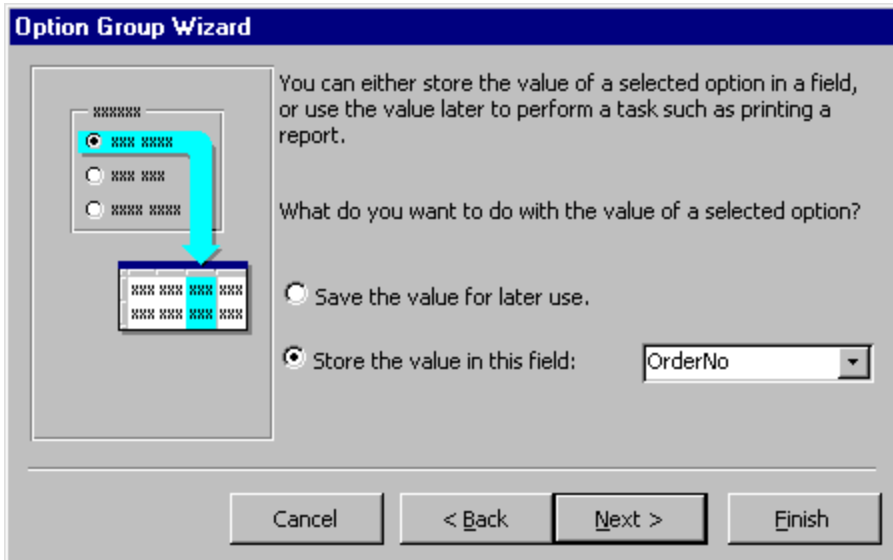
3. On the next window, select a default value if there is any and click **Next >**.



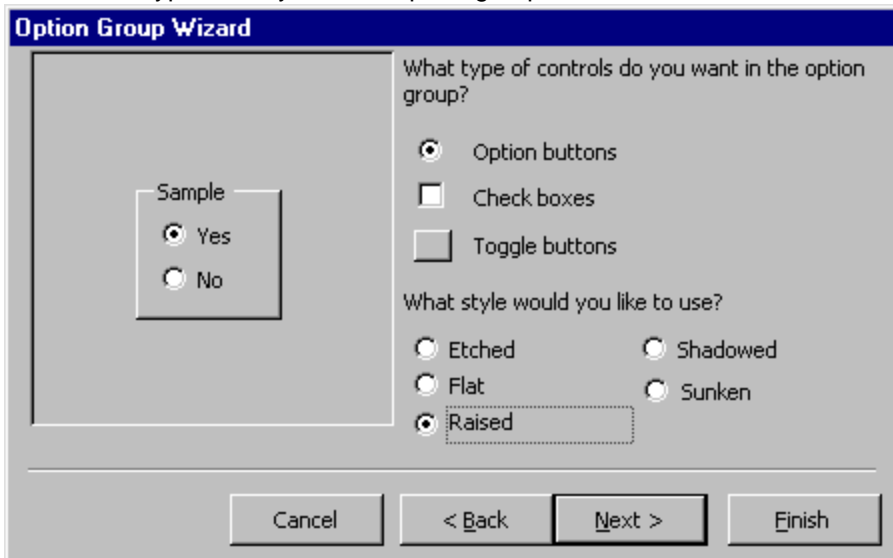
4. Select values for the options and click **Next >**.



- Choose what should be done with the value and click **Next >**.



- Choose the type and style of the option group and click **Next >**.



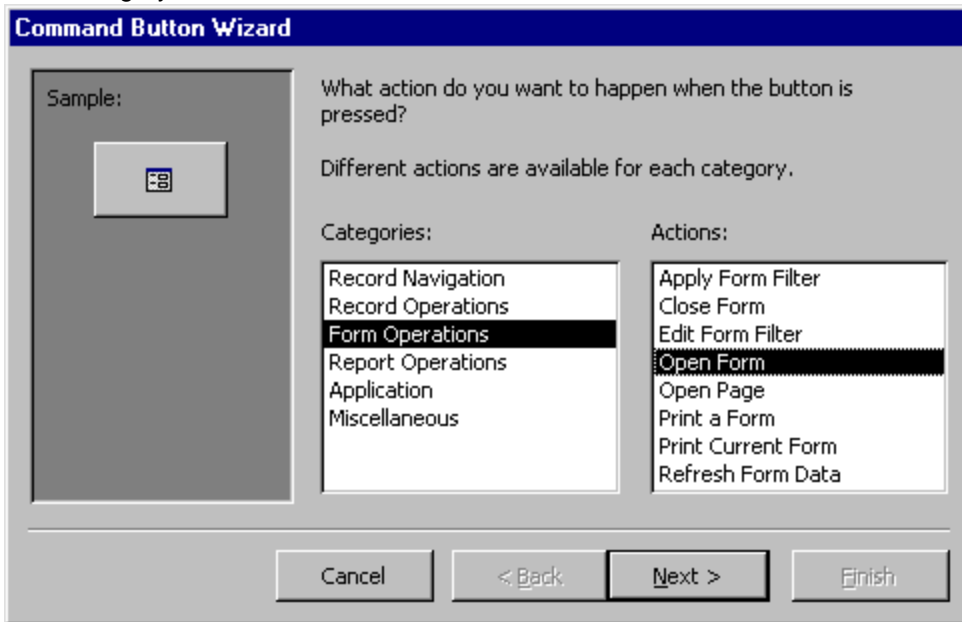
- Type the caption for the option group and click **Finish**.

### Command Buttons

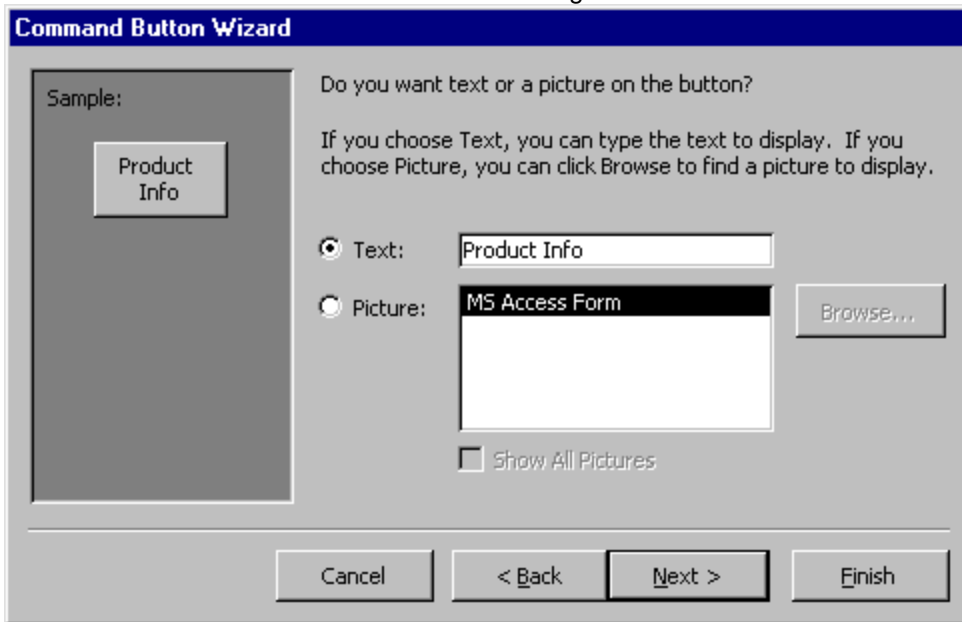
In this example, a command button beside each record is used to open another form.

- Open the form in Design View and ensure that the Control Wizard button on the toolbox is pressed in.
- Click the command button icon on the toolbox and draw the button on the form. The Command Button Wizard will then appear.

- On the first dialog window, action categories are displayed in the left list while the right list displays the actions in each category. Select an action for the command button and click **Next >**.



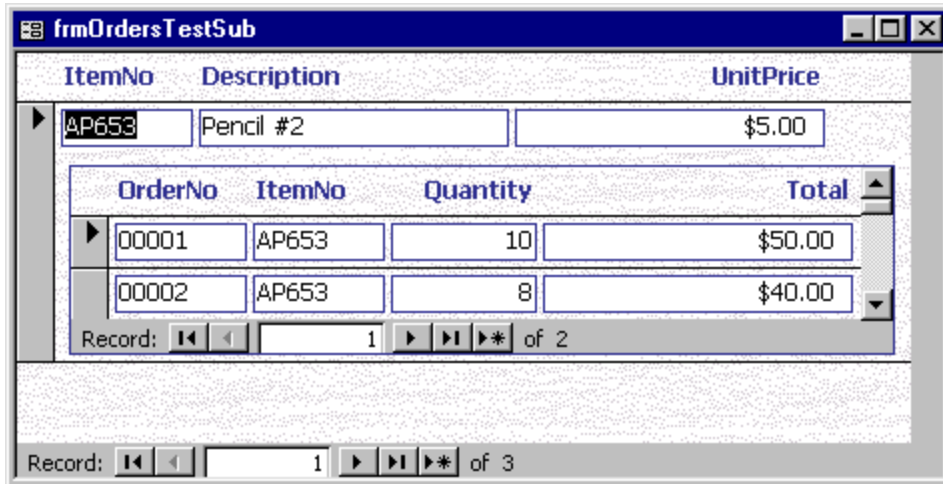
- The next few pages of options will vary based on the action you selected. Continue selecting options for the command button.
- Choose the appearance of the button by entering caption text or selecting a picture. Check the **Show All Pictures** box to view the full list of available images. Click **Next >**.



- Enter a name for the command button and click **Finish** to create the button.

**What Is A Subform?**

A subform is a form that is placed in a parent form, called the main form. Subforms are particularly useful to display data from tables and queries that have one-to-many relationships. For example, in the sample below, data on the main form is drawn from an item information table while the subform contains all of the orders for that item. The item record is the "one" part of this one-to-many relationship while the orders are the "many" side of the relationship since many orders can be placed for the one item.



The remainder of this page explains three methods for creating subforms and they assume that the data tables and/or queries have already been created.

**Create a Form and Subform at Once**

Use this method if neither form has already been created. A main form and subform can be created automatically using the form wizard if [table relationships](#) are set properly or if a query involving multiple tables is selected. For example, a relationship can be set between a table containing customer information and one listing customer orders so the orders for each customer are displayed together using a main form and subform. Follow these steps to create a subform within a form:

1. Double-click **Create form by using wizard** on the database window.
2. From the **Tables/Queries** drop-down menu, select the first table or query from which the main form will display its data. Select the fields that should appear on the form by highlighting the field names in the **Available Fields** list on the left and clicking the single arrow > button or click the double arrows >> to choose all of the fields.

