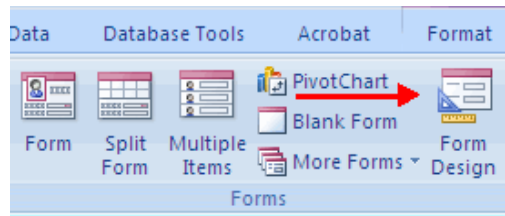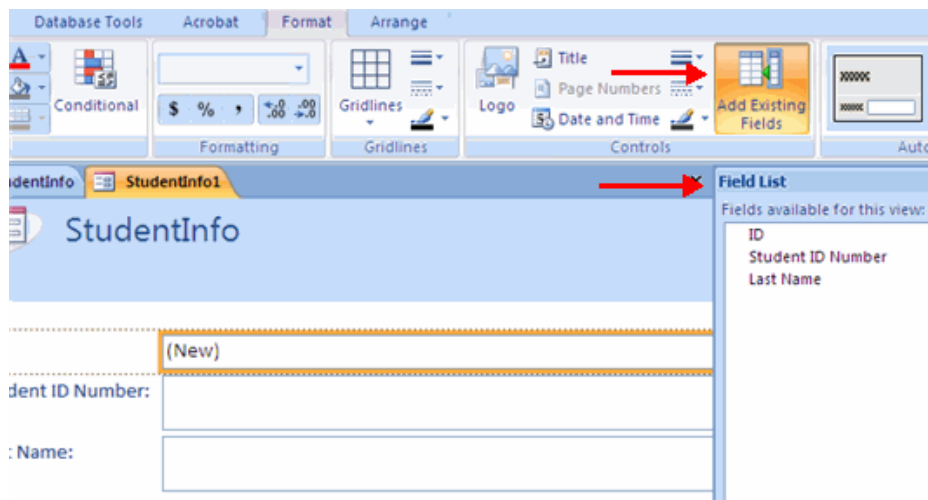# Create a Form

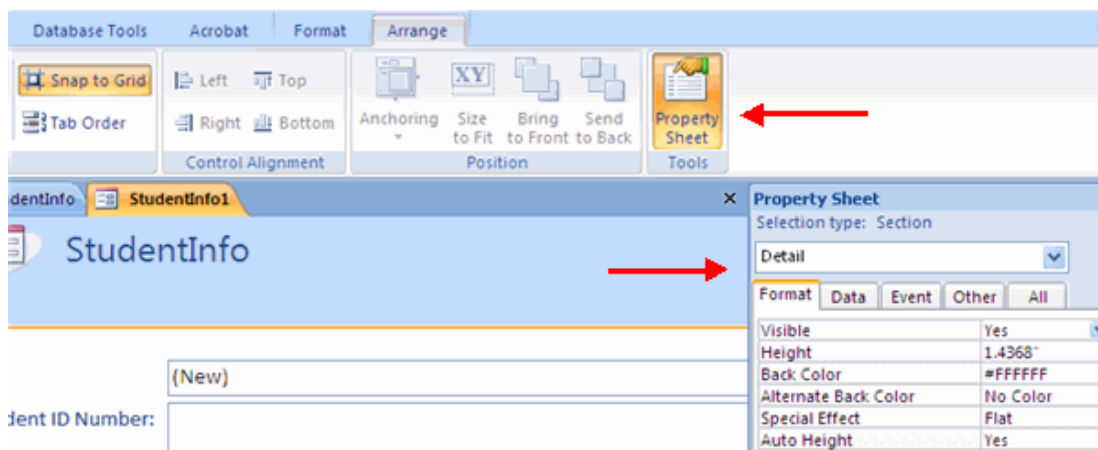You can create a form from a table or a query. To create a form:

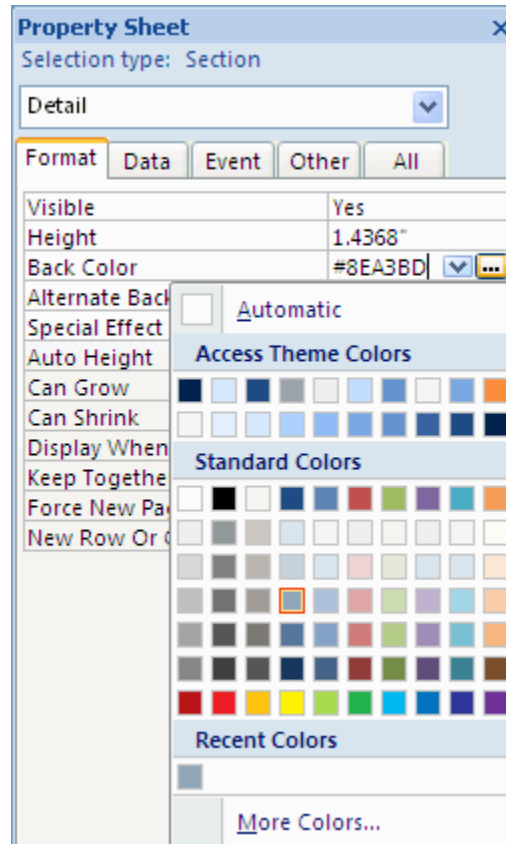- Click the **Create** tab
- Click the **Form Design** button

- Click the **Format** tab
- Click the **Add Existing Fields Button**
- In the **Field List** box on the right, click and drag the fields you would like on the form

- To change the colors and fonts, click the **Property Sheet** button on the **Arrange** tab

- Choose the **Section** you wish to modify
- Choose the properties you wish to modify

To preview the form:

- Click the **Views** button on the Home tab
- Click the **Form View** button