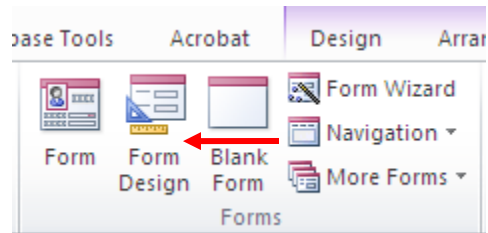


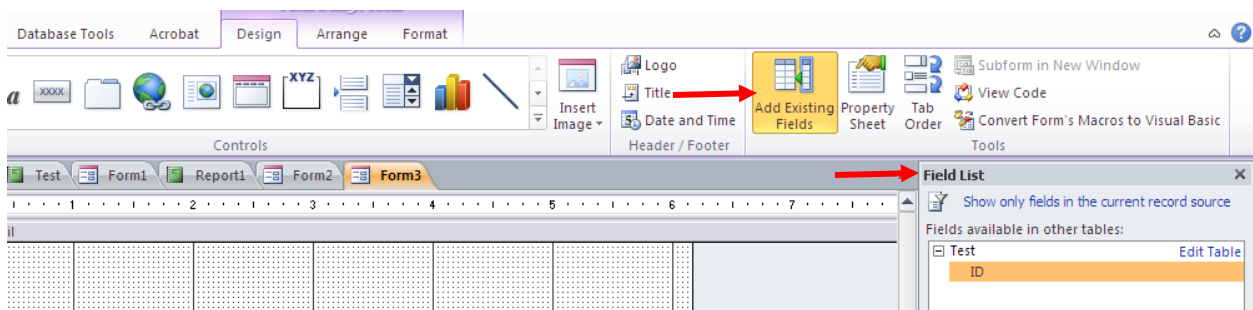
Create a Form

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

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



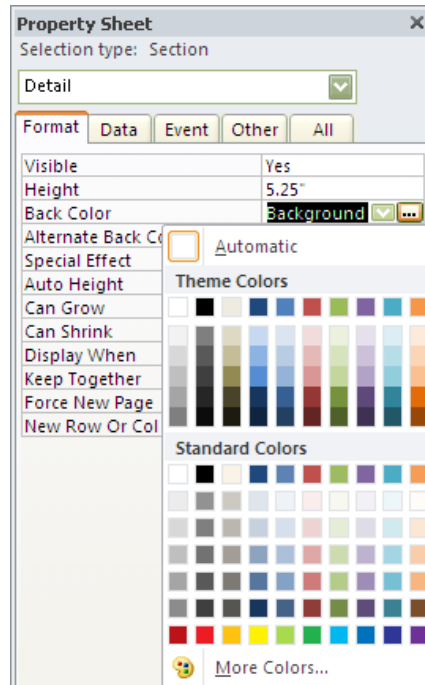
- Click the **Add Existing Fields** Button
- In the **Field List** box on the right, click and drag the fields you would like on the form



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

