

# Design Database Forms

**DID YOU KNOW** . . . you can create a form from a table for data entry and viewing that includes the fields and added labels of your choice?

## What Database Forms Give You

- Independent labels that can be used as headings or after database fields
- Field prefixes and labels that include spaces and symbols not valid for field names, such as \* and &
- Multiple fields on one line
- Custom alignment of fields

Each time you add a field or label, a new line is added to the form. It is often best to wait until all fields and labels are added before aligning them so you do not have to redo alignment work.

The image shows two windows from a database application. On the left is the 'AgriculturCensus' form, which is a data entry form with various fields and labels. On the right is the 'Form Editor' window, which allows for adding, deleting, and modifying fields and labels. The 'Form Editor' window shows a list of fields and labels, with options to add, delete, or verify minimum and maximum values. The 'AgriculturCensus' form shows fields for County, Agricultural Census Code, FIPS, State, State FIPS, Farms, Total cropland, Harvested cropland, Average market value of sales, Market value of crops, Market value of livestock, Sales < \$2500, and Sales \$2,500to \$4,999.

Initial form shown at left after fields and labels added. Redesigned form shown below.

The image shows the redesigned 'AgriculturCensus' form. The fields and labels are now aligned and formatted for better readability. The form includes a 'Help' button in the top right corner. The fields are arranged in a more organized manner, with labels placed to the left of the input fields. The form is titled 'AgriculturCensus' and has a menu bar with 'Table', 'Edit', 'Record', and 'Help'.

## How to Make Database Forms

- Click on the Make Table/Form icon, choose New Form, and enter a name.
- Choose Table/Edit Form in the newly named form window.
- Select the table to provide fields for the form.
- Add fields and labels and drag them to the desired position.
- Choose Table/Edit Form to make additions or changes to an existing form.

**WANT TO KNOW MORE?**

Search the information available on  
**MicroImages' Web Site**

