

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. The 'Form Editor' window is in the foreground, showing a table named 'agcensp020' with fields like 'MktValLivstk_97', 'Sales2500_97', and 'Sales2500_5000'. It has buttons for 'Add Field', 'Add Label', 'Delete', 'Right Justify', 'Verify Min', and 'Verify Max'. The 'AgriculturCensus' window shows an initial form with 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'. The form is cluttered with many lines of text and fields.

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

The image shows the 'AgriculturCensus' window with a redesigned form. The form is much cleaner and more organized. It has a title bar 'AgriculturCensus' and a menu bar 'Table Edit Record Help'. The form content is: 'Attached Record 3809 of 5972 (1/1 attached)', 'Agricultural Census 1997 from National Atlas', 'COUNTY: Carlisle County', 'Agricultural Census Code: 3810', 'FIPS: 21039', 'STATE: KY', 'State FIPS: 21', 'Farms: 323 farms', 'Total cropland: 74451 acres', 'Harvested cropland: 60550 acres', 'Average market value of sales: 77243 per farm', 'Market value of crops: \$ 16384 x 1,000', 'Market value of livestock: \$ 8565 x 1,000', 'Sales < \$2500: 104 farms', and 'Sales \$2,500to \$4,999: 33 farms'. The fields are aligned and labeled clearly.

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.

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