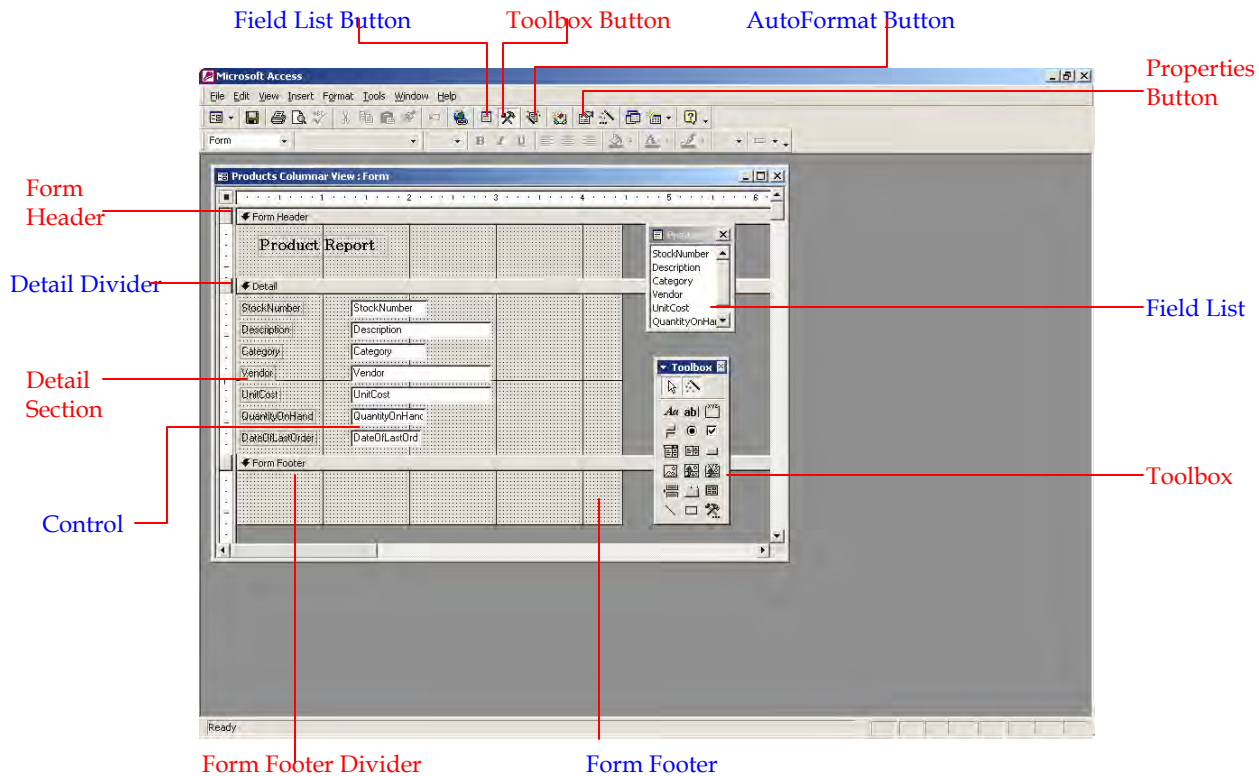


PARTS OF THE DESIGN VIEW WINDOW

The illustration below shows the different parts of a Form when it is displayed in Design view. The table below the illustration describes each of these parts.



Design View Element	Description
AutoFormat Button	Click this button to apply a predefined style to the form.
Control	This is an object that can contain data or text or that can be activated to run a macro. This is the portion of the form where the data from a table is displayed.
Detail Divider	To create a Form Header or to expand the Form Header, drag this divider down.
Detail Section	This is the area where the information for each record in the table attached to the form is displayed.
Field List	This box is used to place new fields on the form. It contains a list of all the fields in the table associated with the form.
Field List Button	Click this button to display or hide the Field List.
Form Footer	This text appears at the bottom of the form.
Form Footer Divider	To create a Form Footer or to expand the Form Footer, drag this divider down.
Form Header	This is the area where information for the title of the form or other text information should appear.
Properties Button	Click this button to display properties for the selected object.
Toolbox	This box is used to create new controls on the form. These controls will be explained later in this document.
Toolbox Button	Click this button to display or hide the Toolbox.