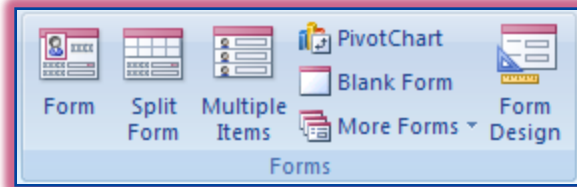


## Creating a Form in Layout View

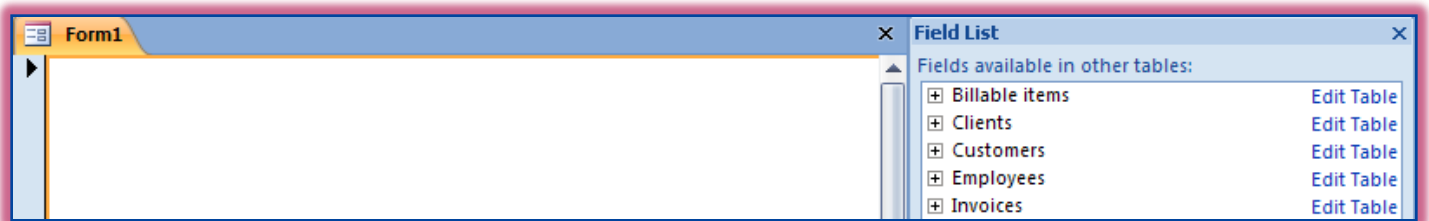
If the Form Wizard or Design View doesn't meet your need for creating a form, the Blank Form tool can be used. With this tool, you start with a Blank Form. When the form is created, it will open in Layout View. The Field List for the tables in the database will display. The fields that need to be added to the form can be added to the form by dragging them from the Field List to the Form Layout window.

✚ Click the **Create Tab**.

✚ In the **Forms Group**, click **Blank Form** (see illustration below).



✚ The **Form** will appear in **Layout View** with the **Field List** on the right-side of the window (see illustration below).



✚ Click the plus (+) sign next to **Customer** in the **Field List**.

✚ Drag the following fields from the **Customer Table** to the **Blank Form**.

- \* First Name
- \* Last Name
- \* Address Line 1
- \* Address Line 2
- \* City
- \* State
- \* Postal Code

✚ As fields are inserted into the **Blank Form**:

- \* The **Field Name** will appear at the left.
- \* The data from the first record in the table will appear on the right.

✚ Click the **Form Layout Tools Format Tab**.

✚ In the **Controls Group**, click the **Title** button.

✚ The **Title** will appear at the top of the **Form**.

✚ Input a **Title** for the **Form**, such as **Customers**.

✚ Click the **Logo** button in the **Controls Group**.

✚ Select the **Laptop Computer** from the folder where it was stored when the files were downloaded from the **Web**.

✚ Click the **More** button in the **Auto Format Group**.

✚ Select a **Format** for the **Form**.

✚ Right-click the **Form Tab**.

✚ Click **Form View**.

✚ Right-click the **Form Tab** again.

✚ Click **Save**.

✚ Give the **Form** a name and then click **Save**.