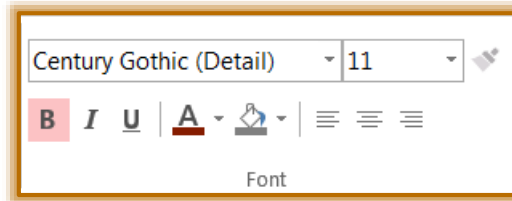
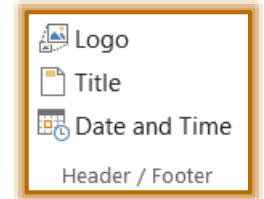


## ADD A TITLE TO A FORM IN DESIGN VIEW

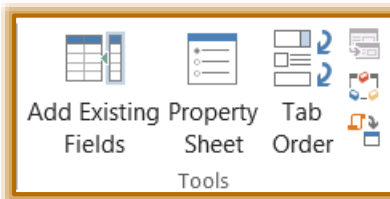
For this exercise, you will use **Access Training: Database1**.

Labels that aren't associated with a text box may be added to a form that provides instructions or other information that would help to make the form more "user-friendly." A label to add a title to a form would be placed in the Form Header. This title will appear at the top of each form page. The Form must be in **Design View** or **Layout View** to complete this operation. To add a title, complete the following steps:

- † Open the **Payment Detail Form** in **Design View**.
- † Click the **Design Tab**.
- † In the **Header/Footer Group**, click the **Title** button (see illustration).
- † The **Form Header** area above the detail area and the **Footer** area below the detail area will be displayed.
- † The **Title** will appear in the **Header** section of the form.
- † In the **Title** box, input **Payment Detail Form**.
- † Press **Enter** when finished.
- † Click the **Title** box to select it.
- † On the **Format Tab** in the **Font Group** make the following changes (see illustration below).



- ☆ Change the **Font Name** to an appropriate font.
- ☆ Change the **Font Size** to an appropriate size.
- ☆ Change the **Font Weight** to **Bold**.
- ☆ Change the **Font Color** to a **color** of your choice.
- ☆ Change the **Text Alignment** to **Center**.
- † Click the **Design Tab**.
- † In the **Tools Group**, click the **Property Sheet** button (see illustration below).



- ☆ Click the **Format Tab**, if necessary.
  - ☆ Change the **Height** of the **Label** to **0.5"**.
  - ☆ Change the **Width** of the **Label** box to **3"**.
- ☆ Click the **Other** tab.
  - ☆ Select the text in the **Name** box.
  - ☆ Input **Payment Detail**.
- † Close the **Property Sheet**.
- † **Close** the **Form** and **Save** the changes.