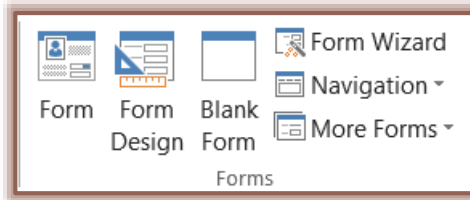


## Create and Format a Split Form

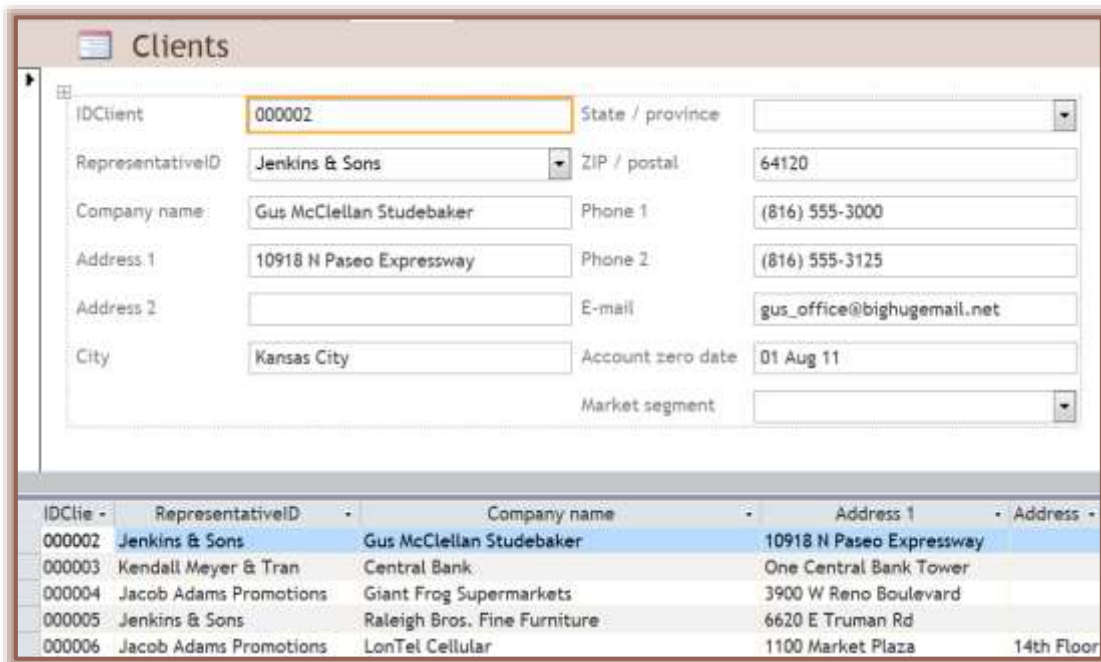
This type of form is used to display data in a table in Form View and Datasheet View. The form is based on a table or query that has been selected from the Navigation Pane or has been opened in Datasheet view.

### Create a New Split Form

- † Do one of the following:
  - Click the Table that the form is to be based on in the Navigation Pane.
  - Open the Table that the form is to be based on in Datasheet View.
- † Click the **Create Tab**.
- † In the **Forms Group**, click the **More Forms** list arrow (see illustration below).



- † Select **Split Form** from the list that appears.
- † The **Form** will display in **Layout View** as shown in the illustration below.
  - Form View will appear at the top of the Form.
  - Datasheet View will appear at the bottom of the Form.

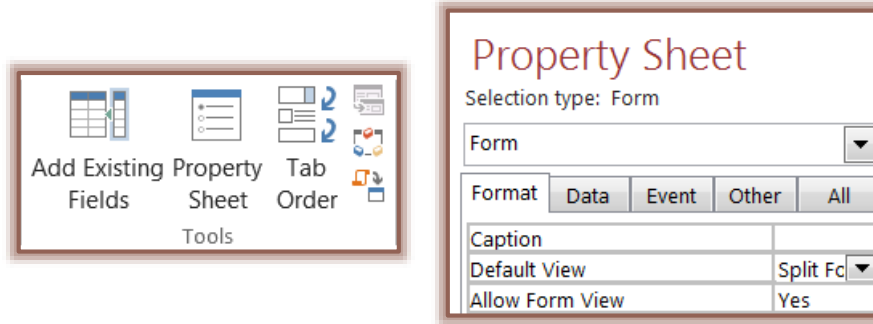
A screenshot of a split form titled 'Clients'. The top portion is a form view with fields for IDClient (000002), RepresentativeID (Jenkins & Sons), Company name (Gus McClellan Studebaker), Address 1 (10918 N Paseo Expressway), City (Kansas City), and others. The bottom portion is a datasheet view showing a table of client records with columns for IDClient, RepresentativeID, Company name, Address 1, and Address 2.

- † Formatting changes can be made to the **Form** while in this view. For an explanation of the buttons on the **Form Layout Tools Tabs**, see the appropriate document on the **Access 2013 Training Web Page**.

### Turn an Existing Form into a Split Form

- † Open the **Form** in **Design View**.
- † Click the **Design Tab**, if necessary.
- † In the **Tools Group**, click the **Property Sheet** button (see illustration below).
- † Select **Form** from the **Selection Type** list at the top of the **Property Sheet**.

- ✚ Click the **Format** tab in the **Property Sheet**.
- ✚ In the **Default View** list, select **Split Form** (see illustration below).



- ✚ In the **Property Sheet**, scroll down to see the **Split Form** properties.
- ✚ The different properties for working with Split Forms are described in the table below.

Property	Description
<b>Split Form Size</b>	This property is used to specify an exact height or width for the form part of the split form. Specify a number to set the height to a specific size. To set the dimension by another means, such as moving the splitter bar, type <b>Auto</b> .
<b>Split Form Orientation</b>	Use this property to define where the datasheet appears in the split form. The options are above, below, to the left, or to the right.
<b>Split Form Splitter Bar</b>	If this property is set to <b>Yes</b> , the form and datasheet can be resized by moving the splitter bar. The splitter bar can be moved to provide more or less room for the datasheet.
<b>Split Form Datasheet</b>	Set this property to <b>Allow Edits</b> if edits are allowed in the datasheet when working with a Split Form. Set the property to <b>Read Only</b> if edits are not to be made to the Datasheet.
<b>Split Form Printing</b>	This property is used to define which portion of the form can be printed when the form is sent to the printer. Set the property to <b>Form Only</b> if just the Form portion is to be printed. <b>Datasheet Only</b> should be selected to print just the Datasheet portion of the form.
<b>Save Splitter Bar Position</b>	When this property is set to <b>Yes</b> , the form will open with the splitter bar in the same position in which it was last displayed. If the property is set to <b>No</b> , the splitter bar is hidden. The form and datasheet cannot be resized.

### Add or Delete a Field

- ✚ Click the **Form Design Tools Format Tab**, if necessary.
- ✚ If the **Field List** does not display, click **Add Existing Fields** in the **Tools Group**.
- ✚ Locate the **Field** that is to be added to the **Form**.
- ✚ Drag the **Field** to either the **Datasheet** or the **Form**.
  - If the field is added to the Datasheet, it will also be added to the Form.
  - If the field is added to the Form, it will also be added to the Datasheet.
- ✚ To **Delete** a field, it must be removed from the **Form** portion of the **Split Form**.
- ✚ When a field is removed from a **Form** it will also be removed from the **Datasheet**.