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.

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.

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 2016 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.

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.
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.

<table>
<thead>
<tr>
<th>Property</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Split Form Size</td>
<td>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 Auto.</td>
</tr>
<tr>
<td>Split Form Orientation</td>
<td>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.</td>
</tr>
<tr>
<td>Split Form Splitter Bar</td>
<td>If this property is set to Yes, 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.</td>
</tr>
<tr>
<td>Split Form Datasheet</td>
<td>Set this property to Allow Edits if edits are allowed in the datasheet when working with a Split Form. Set the property to Read Only if edits are not to be made to the Datasheet.</td>
</tr>
<tr>
<td>Split Form Printing</td>
<td>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 Form Only if just the Form portion is to be printed. Datasheet Only should be selected to print just the Datasheet portion of the form.</td>
</tr>
<tr>
<td>Save Splitter Bar Position</td>
<td>When this property is set to Yes, the form will open with the splitter bar in the same position in which it was last displayed. If the property is set to No, the splitter bar is hidden. The form and datasheet cannot be resized.</td>
</tr>
</tbody>
</table>

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**.