A Subform may be created at the same time the Main Form is created by using the Forms Wizard.

Establish a Relationship

Before a subform can be created, the tables have to be linked. To do this:

✦ Click the Database Tools Tab.
✦ In the Relationships Group, click the Relationships button (see illustration at right).
✦ Drag the Representatives table from the Navigation Pane into the Relationship window below the other tables.
✦ Move the Clients table to the right of the Spot Orders table.
✦ Click the IDClient field in the Clients box.
✦ Drag this field to the RepresentativeID field in the Representative table.
✦ The Edit Relationships dialog box will open (see illustration below).

✦ Click the Enforce Referential Integrity check box.
✦ Click Create to create the Relationship between the two tables.
✦ A line should appear between the two tables indicating that the Relationship has been established (see illustration below).

✦ Close the Relationships window and save the changes.
Create the Form

- Click the **Create Tab**.
- In the **Forms Group**, click the **Form Wizard** button (see illustration below).

![Form Wizard Illustration]

The first step in the Forms Wizard will appear (see illustration below).
- Click the **Tables/Queries** drop-down arrow.
- Select **Table: Representatives**. This is the table that will appear in the **Main Form**.
- Click the double, right arrow to add all the fields to the **Form**.
- Select the **Table: Clients** from the **Tables/Queries** list. This is the table that will be used for the **Subform**.
- Once again, click the double right arrows to insert all the fields.

![Form Wizard Step 1 Illustration]

- Click **Next** to continue to the second step in the wizard (see illustration above).
- Make sure that **Representatives** is selected in the list of tables.
- Make sure the **Form With Subforms** option button is selected.
- Click **Next** to continue to the third step in the wizard (see illustration on next page).
- Specify that the form is to be a **Datasheet**.
- Click **Next** to continue to move to the last step in the wizard (see illustration on next page).
- Under the option **What titles do you want for your forms**:
  - Input **Representatives with Subform** for the **Main Form**.
  - Leave the **default** for the **Subform**.
- Specify the option **Open the form to view or enter information**.
- Click **Finish**.
- The form will appear in **Form View**.
- Click the **View** button arrow and select **Layout View**.
Click the Form Layout Tools: Design Tab.

In the Views Group,
- Click the Themes button to select a different theme for the Form.
- Click the Colors button to select a different color for the Form.
- Click the Fonts button to select a different font for the Form.

Click the View button to return to Form View.

To navigate through the Main Form, click the Navigation buttons at the bottom of the window.

To navigate through the Subform, click the Navigation buttons at the bottom of the Subform.