

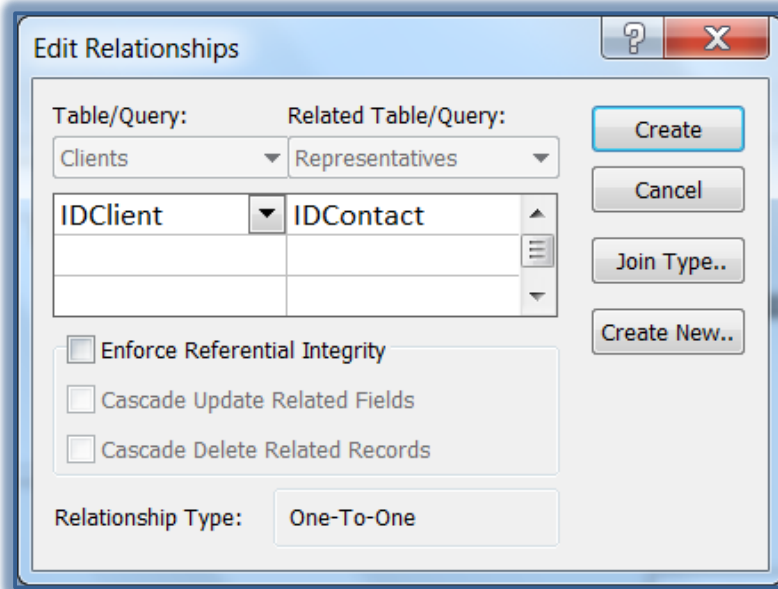
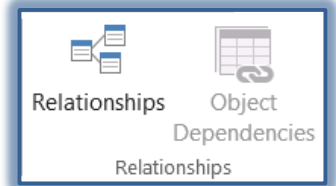
CREATE A SUBFORM-USE THE FORMS WIZARD

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

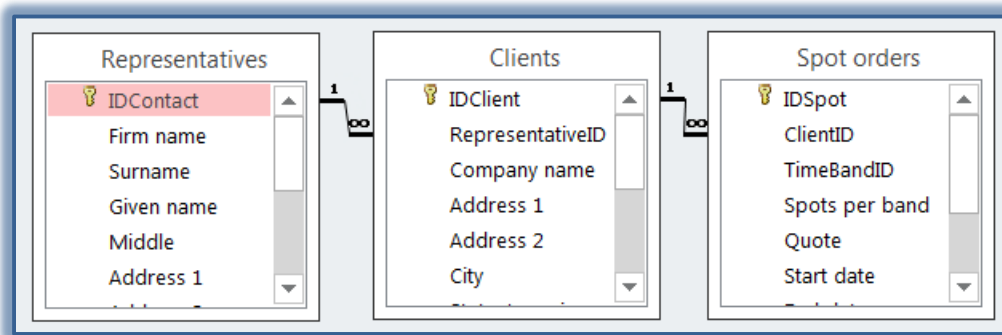
Establish a Relationship

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).



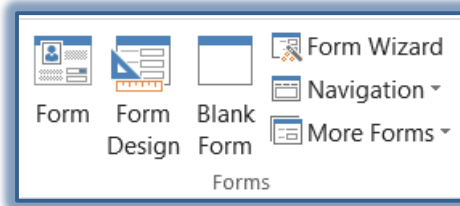
- ✚ Click the **Enforce Referential Integrity** check box.
- ✚ Click **Create** to create the **Relationship** between the two tables.
- ✚ A line should appear between the two tables indicating that the **Relationship** has been established (see illustration below).



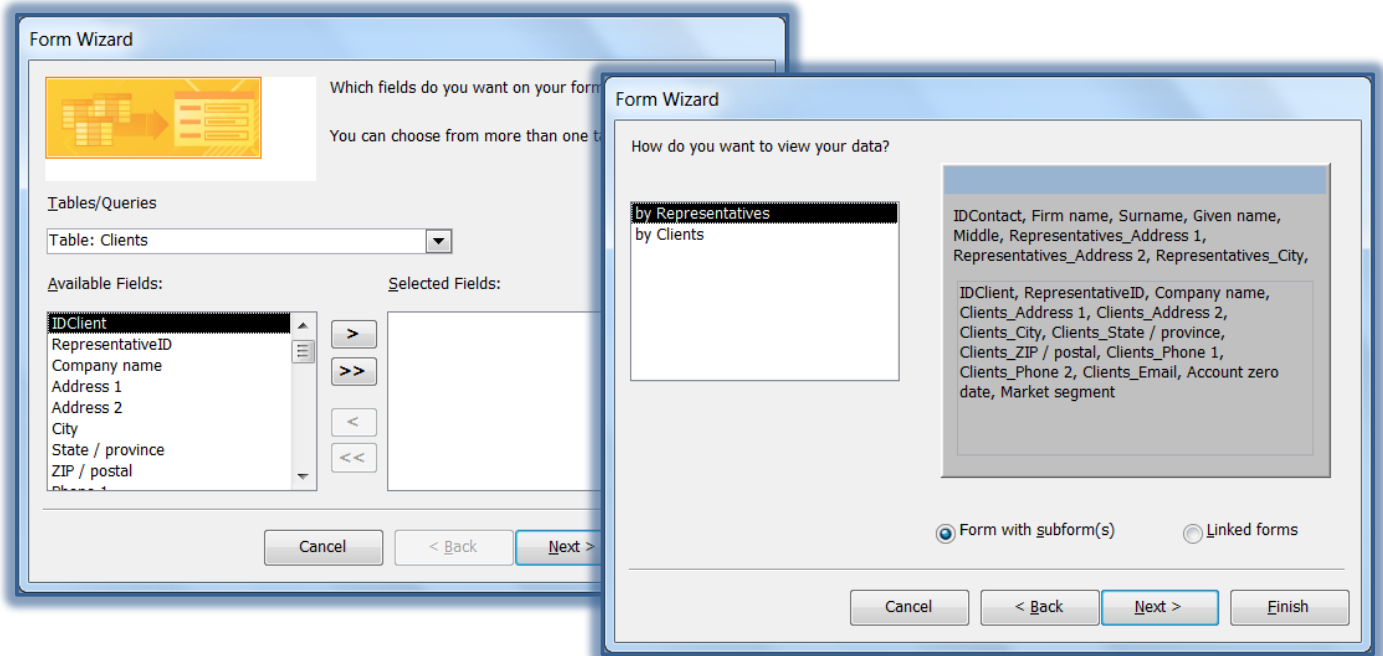
- ✚ Close the **Relationships** window and save the changes.

Create the Form

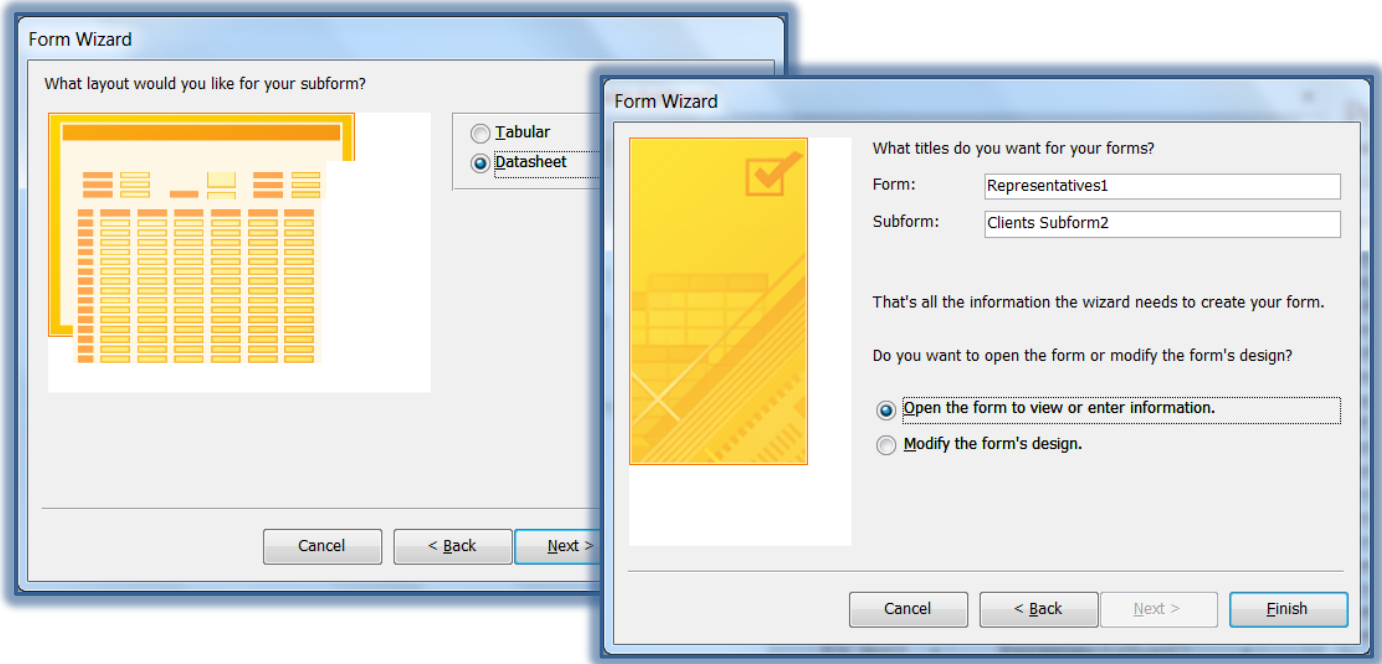
- ✚ Click the **Create Tab**.
- ✚ In the **Forms Group**, click the **Form Wizard** button (see illustration below).



- ✚ 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.



- ✚ 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**.

