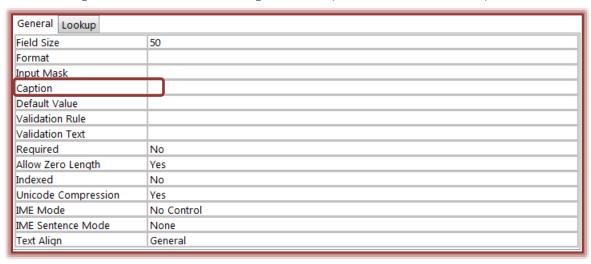
ASSIGN CAPTIONS TO FIELDS

A caption is used in tables and forms to display a different heading for a field than the actual field name. When the table is displayed in Datasheet View, the caption will appear at the top of each column. To assign a caption to a particular field, complete the steps below.

- Open the table in **Design View** by completing one of the following steps:
 - Open the table and then right-click on the Table Tab and select Design View.
 - Right-click the table in the **Navigation Pane** and select **Design View**.
 - Click the arrow at the bottom of the View button in the View Group and then select Design View.
- † The table will appear in **Design View**.
- Move the insertion to the field for which the **Caption** is to be created.
- ♣ In the Field Properties area, click the Caption box (see illustration below).



- **†** Input the **Caption** for the field.
- Complete the same process to change the captions for other fields in the table.
- When all the changes have been made, save the table.