

| <b>Form Controls toolbar</b> |                 |   |
|------------------------------|-----------------|---|
| <b>13</b>                    | Formatted Field | A control allowing numeric formatting options. For example, you can set maximum and minimum values for the number entered, or the number type (decimal places, scientific, currency).   |
| <b>14</b>                    | Date Field      | Stores a date. You need to configure the earliest and latest dates the field will accept, the default date, and the date format. You can add a spinner.   |
| <b>15</b>                    | Numerical Field | Displays a number. You need to specify formatting, maximum, minimum and default values. You can add a spinner.  |
| <b>16</b>                    | Group Box       | Group boxes have two different uses.<br>If wizards are on, creating a group box launches the Group Element wizard. This creates a group of options buttons (in which only one may be selected at a time). In most cases, using a group box is the best way to create a set of option buttons.<br>If wizards are off, a group box is simply a visual box to group together different controls. It has no effect on the way the controls operate. |
| <b>17</b>                    | Time Field      | Works like a date field but specifies a time.   |
| <b>18</b>                    | Currency Field  | Works like a numeric field; additionally you can add a currency symbol.   |
| <b>19</b>                    | Pattern Field   | Useful when the form links into a data source. Specify an Edit Mask to restrict what a user can enter into the field. Specify a Literal Mask to restrict which data is displayed from the data source.  |
| <b>20</b>                    | Table Control   | Table controls are only useful with a data source. If no data source is specified, you will be prompted to choose one in the Table Element Wizard. You then pick the fields to display and, when design mode is off, the data appears in the table. The table also includes controls to step through the records.<br>Records can be added, deleted, and modified in the table.  |
| <b>21</b>                    | Navigation Bar  | A navigation bar is the same as the Form Navigation toolbar ( <b>View &gt; Toolbars &gt; Form Navigation</b> ), but can be placed anywhere in the document and be resized.  |
| <b>22</b>                    | Image Control   | Only useful when the form is connected to a data source and a field in the data source exists that can hold images. You can add new images to the database or retrieve and display images from it.  |
| <b>23</b>                    | File Selection  | Allows a user to select a file, either by typing the path and name directly or by clicking on a Browse button and choosing the file from a dialog.  |
| <b>24</b>                    | Spin Button     | Allows form users to choose a number by cycling through the list of numbers. You can specify maximum, minimum, default, and the step between numbers.<br>This control is not commonly used in Writer.   |
| <b>25</b>                    | Scrollbar       | Creates a scrollbar, with a number of options to define the exact appearance. This control is not commonly used in Writer.  |