Read-only documents

Having created your form, you want whoever is using it to be able to access the information stored in the database, or complete the form, without changing the layout. To do this, make the document read-only by choosing **File > Properties > Security** and selecting **Open file read-only**.

Fine-tuning database access permissions

By default, when a database is accessed from a form, any changes can be made to it: records can be added, deleted, and amended. You may not want that behavior. For example, you may want users to be able only to add new records or to be prohibited from deleting existing records.

In design mode, right-click a form control and select **Form Properties** in the context menu. On the Data tab of the Form Properties dialog are a number of options: Allow additions, Allow deletions, Allow modifications and Add data only. Set each of these to **Yes** or **No** to control the access users have to the data source.

Individual fields can also be protected. This might be useful if you wanted a user to be able to modify some parts of a record but only view others, such as a stock list where item descriptions are fixed and quantities can be modified.

To make an individual field read-only, in design mode, right-click the form control within the document and select Control from the context menu. Select the *General* tab (Figure 428) and set Read-only to **Yes**.
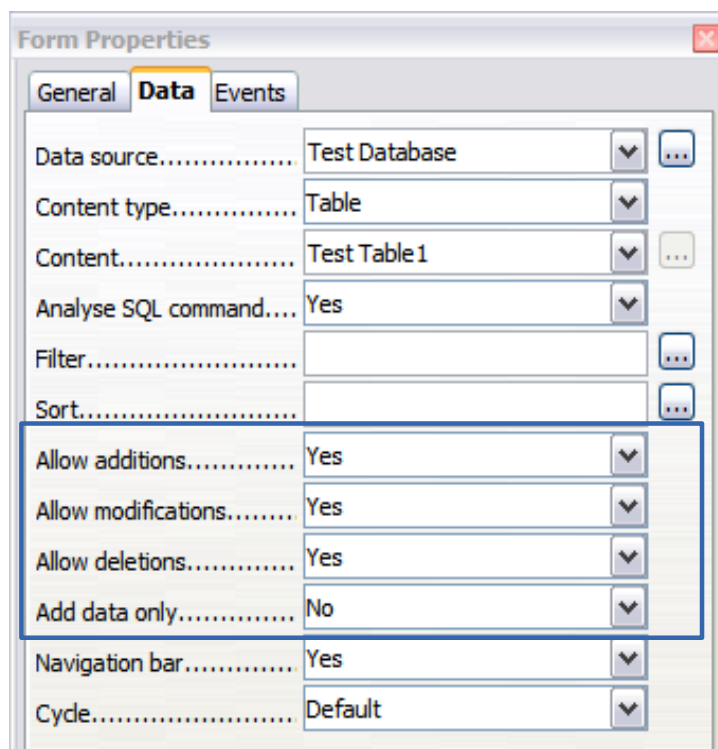

Figure 428: Data Properties of a form