

Form Controls toolbar



Figure 407: Form Controls toolbar

Form Controls toolbar		
1	Select	Selects a form control to perform some other action on it.
2	Design Mode	Toggles between design mode on (to edit forms) and design mode off (to use forms).
3	Toggle Form Control Wizards	Some form controls (List Box and Combo Box) have optional wizards. If you do not want the wizard to launch when you create one of these controls, use the Wizards On/Off icon to switch wizards off.
4	Form Design	Launches the Form Design toolbar, which can also be opened with View > Toolbars > Form Design .
5	Label	A text label. The difference between this and just typing on the page is that, as a control, you can link a label field to macros so, for example, something happens when the mouse passes over it or clicks on it.
6	Text Box	A control to create a box into which the form's user can type any text.
7	Check Box	A box that can be selected or deselected on the form. You can label the box.
8	Option Button	Creates an option button (also known as a radio button). When multiple buttons are grouped together, only one can be selected at a time. The easiest way to group multiple buttons is to use the Group Box icon on the More Controls toolbar, with wizards enabled.
9	List Box	Creates a list of options as a pull-down menu that the user can choose from. If the form is linked to a data source and wizards are on, creating a list box launches the List Box Wizard. If the form is not linked to a data source, turn wizards off and create an empty list box. Then in the <i>List Entries</i> field on the <i>General</i> tab, enter the options you want to appear on the list.
10	Combo Box	As with a List Box, you set up a list of choices. In addition, a panel at the top either displays the choice made or allows the form user to type in something else. This works the same as the List Box.
11	Push Button	Creates a button that can be linked to a macro. The label is the name that appears on the button.
12	Image Button	Behaves exactly like a push button, but displays as an image. Choose the image in the Graphics option on the <i>General</i> tab in the Control Properties dialog.