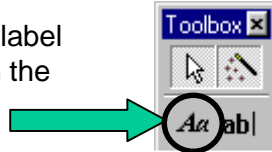


Working with Access Forms in Design Mode

How to...Add a Label

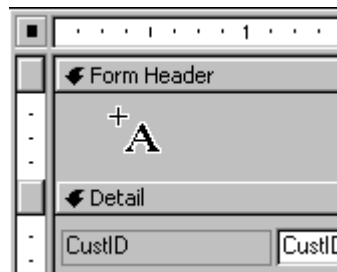
- 1 Click the label button on the toolbox.



The cursor changes to:



- 2 Position the cursor over the place on the form you wish to add the new label.



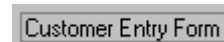
- 3 Click on the form. A blinking cursor appears:



- 4 Type the text you want to appear as a label:



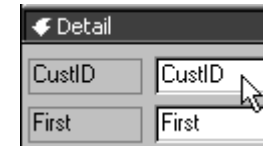
- 5 Click an open part of the form away from the label. The label border turns gray and is deselected:



How to...Select Fields or Labels

Select a Field:

- 1 Click the white part of the text box:



- 2 Tiny black boxes appear around the text box to show it's selected:



Select a Label:

- 1 Click the text to the left of the field:



- 2 Tiny black boxes appear around the label to show it's selected:

