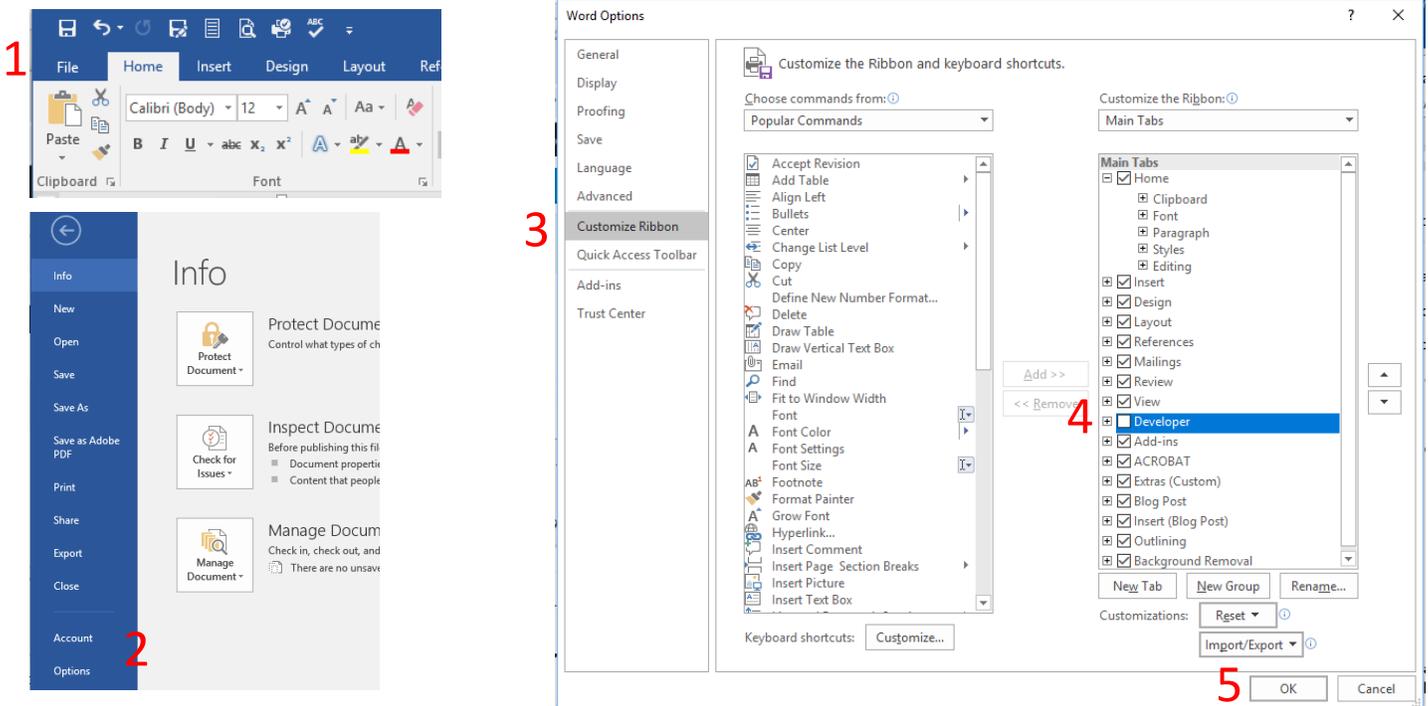


Forms

You can use Word to create interactive digital forms that other people can fill out on their computers before printing or sending them back to you. Some of the tools you will use when creating a form include:

- **Templates** – Forms are normally saved as templates so that they can be used again and again.
- **Content Controls** – The areas where users input information in a form
- **Tables** – Tables are often used in forms to align text and form fields, and to create borders and boxes
- **Protection** – so that users can complete the form without changing its text and/or design



Tips

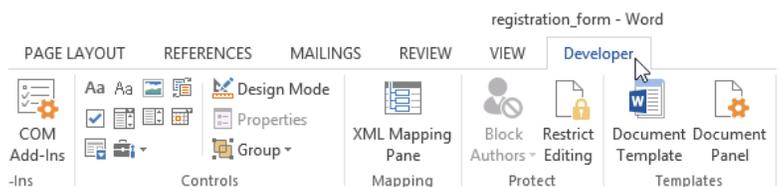
1. Create the shell of what you want your form to be.
2. Use a table.
3. Save your form as a template.

Turn on the Developer Tab

Before you can create a form, you will need to turn on the Developer tab to get access to the advanced tools.

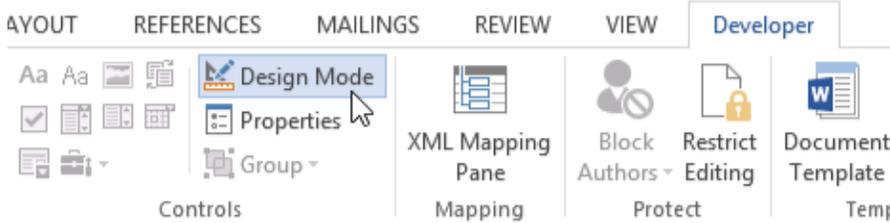
1. Click the File tab.
2. Select **Options**.
3. Click **Customize Ribbon**.
4. Select the **Developer** Checkbox.
5. Click OK.

Now the **Developer** tab appears on the Ribbon.



Create a Form

Once you have enabled the **Developer** tab, and created the layout and structure of the form, you can start adding form fields to your document with **Content Controls**.



1. Click where you want to add a form field.
2. Click the **Developer** tab.
3. Click the **Design Mode** button in the controls group.
4. Use the **Content Control** buttons to add forms fields.
5. When you're done, click the **Design Mode** button again to exit **Design Mode**.

Tip: Select a form field and click **Properties** to edit the placeholder text, add instructions, or change the available options.

Form Content Controls		
	Rich Text	Allows a short paragraph of formatted text
	Text	Limits all input to a plain text paragraph, so no formatting can be included
	Picture	Accepts a single Picture
	Building Block Gallery	Shows a gallery of formatted design choices from the Quick Parts gallery.
	Combo Box	Creates a list that users can edit directly
	Drop-Down List	Users choose from several selections that appear by clicking the list arrow.
	Date Picker	Users select a date and automatically formats the date's appearance
	Check Box	Inserts a check box into a form
	Legacy Tools	Contains the form controls from previous versions of Word.

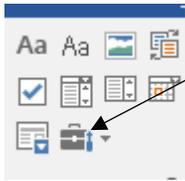
Use Combo Boxes or Drop Down

1. Click where you want to place the Combo Box.
2. Click the **Combo Box Content Control** button on the ribbon.
3. Click **Design Mode**.
4. Click **Properties**. In the **Content Control Properties** box, give the dropdown a title.
5. Click on **Add**. An **Add Choice** popup appears.

6. In the **Display Name**, type in the name of one of your choices. Click **OK**.
7. Click **Add** again to add more choices.

How to insert Radio Buttons

1. Click where you want to place the radio button.
2. Under the **Active X Controls**, select the radio button.



3. Right click on Option Button 1 and select Option Button Object> Edit.

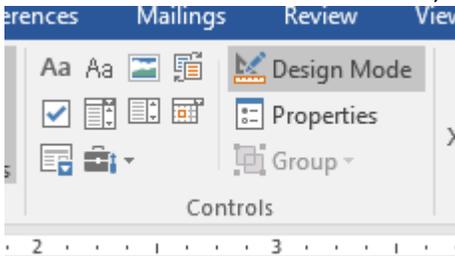
Which store do you most



4. Delete the word OptionButton1 and type in your first selection. In this example, it would be Walmart.



5. With the Radio box selected, click on Properties in the Controls group of your ribbon.

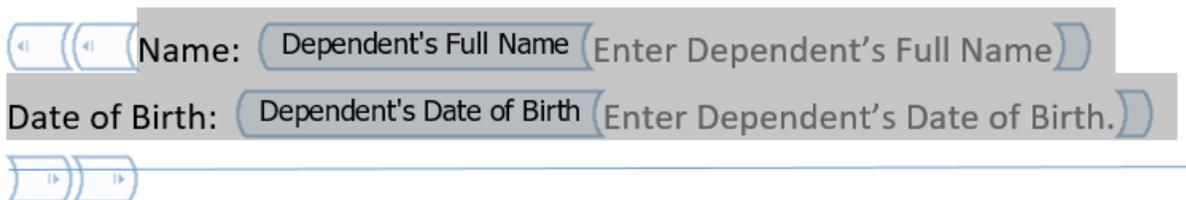


6. If you plan to use the radio buttons in multiple questions, you will need to assign groups names to the buttons. In the Properties box beside group name, type in Q1. Do this for each radio button. By giving all of the radio buttons the same group name, one radio button can be selected in each group.

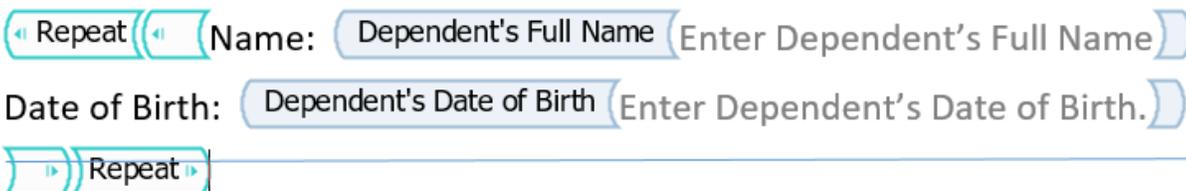
(Name)	OptionButton1
Accelerator	
GroupName	Q1
Height	18
MouseIcon	(None)

Repeating Sections Content Control

1. Select what you want to repeat.
2. Click on **Repeating Content Control** on the **Developer** ribbon.



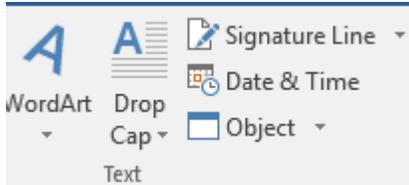
3. Select everything (including arrows; if you double click the first arrow, it will select everything) and click properties. Type **Repeat** as the title. Click OK.



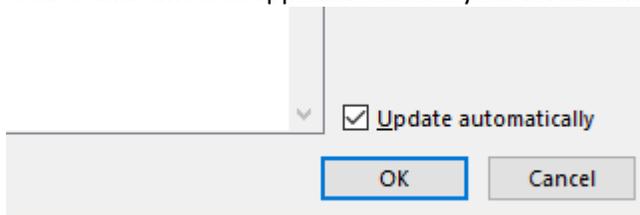
4. Deselect **Design Mode**.
5. You can now add sections by clicking on the plus sign.

Dates

1. To insert today's date, click on the Insert tab.
2. Click on Date and Time.



3. A date and time box appears. Choose your format and be sure to check Update Automatically.



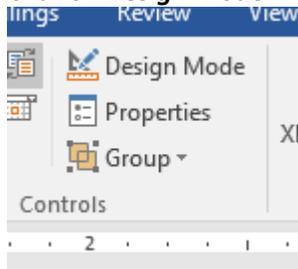
Any time you open the form, the date will be correct.

4. To insert a **Date Picker Content Control**, click on the **Developer** tab.
5. Click on the **Date Content Control**.
6. Click the **Design** Tab.
7. Click **Properties**.
8. Type in **Date** for the Title and then OK.

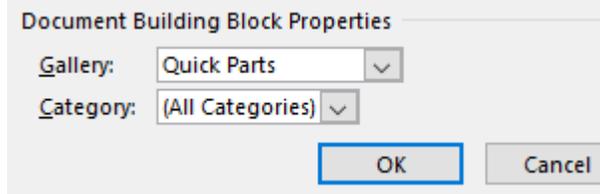
Creating Building Block Controls

1. Find two small pictures of an X and checkmark.
2. Resize the picture and wrap text as tight.
3. Click on one of the pictures and go to the **Insert** tab on the ribbon.
4. Click the **Quick Parts** button and then click **Save Selection to Quick Part Gallery**.
5. The **Create New Building Block** dialog box will appear. Type in the name of your image, and click OK.

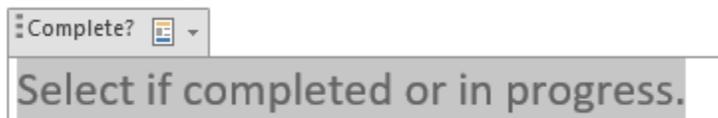
- Do the same for the second image.
- Go to the **Developer** tab on your ribbon and add the **Building Block Gallery Content Control**.
- Click on **Design Mode**.



- Type in **Complete?** in the title box.
- Makes sure your Gallery is set to **Quick Parts**. Click OK.



- In the center of your control box, type **Select if completed or in progress**.
- Click on the **Developer** tab and deselect **Design Mode**.
- Click on the dropdown and select X if not completed and the check if completed.



Finalize a Form

You will probably want to protect a form before distributing it so that the content controls cannot be removed or edited when users fill out the form.

- Click the **Restrict Editing** button on the **Developer** tab. The **Restrict Editing** pane appears on the right.
- Check the **Editing Restrictions** checkbox.
- Click the **Editing Restriction** list arrow.
- Select **Filling in Forms**. This will prevent any edits to the document other than filling in the form fields.
- Click the Yes, **Start Enforcing Protection** button.
- Enter a password (optional), and then click OK.

The document is now restricted, and anyone you sent it to will be only able to fill in the forms.