




## Creating On-line Forms to be used in Word

Note: Turn on the Forms Toolbar by clicking on VIEW - TOOLBARS - and put a check in front of FORMS



1. Type in the information you will want on the form
2. Using the FORM toolbar, insert text fields, check boxes and drop down fields

To do this click where you want to insert the form field in the document, and then click:	
Insert a fill-in field where users can enter text. You can specify a default entry so that the user does not have to type an entry except to change the response.	
Insert a check box next to an independent option that you select or clear.	
Insert a drop-down list box that restricts available choices to those you specify. If needed, a user can scroll through the list to view additional choices.	

3. Format the text, check off and drop down boxes according to the information, which will be input by double clicking on the gray placeholder field. (see next page)

**Note:** Before you make an online form available to users, protect it by clicking Protect Form (lock) on the Forms toolbar. Protection allows users to fill in the form but prevents them from changing the form's layout and its standard elements. They can navigate on the form by using the tab key or the mouse. It is a good idea to have someone else fill in the form to see if there are potential problems that need to be rectified. When you want to go back to writing or modifying the form, click Protect Form (lock) again to "unprotect" the form.

**"Protect Form" OR "Unprotect Form" by clicking on the Lock. If you unprotect the form, you will be able to control where your mouse/cursor will go but the option to tab from field to field will be turned off until you turn back on "Protect Form".**



# Option Boxes for Text, Check and Drop Down Boxes

Forms

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**Text Form Field Options**

Type: Regular text | Default text: | OK | Cancel | Add Help Text...

Maximum length: Unlimited | Text format: |

Run macro on: Entry: | Exit: |

Field settings: Bookmark: Text1 |  Calculate on exit |  Fill-in enabled



**Check Box Form Field Options**

Check box size:  Auto |  Exactly: 10 pt | Default value:  Not checked |  Checked | OK | Cancel | Add Help Text...

Run macro on: Entry: | Exit: |

Field settings: Bookmark: Check1 |  Calculate on exit |  Check box enabled



**Drop-Down Form Field Options**

Drop-down item: | Items in drop-down list: | OK | Cancel | Add Help Text...

Add >> | Remove | Move |

Run macro on: Entry: | Exit: |

Field settings: Bookmark: Dropdown1 |  Calculate on exit |  Drop-down enabled