

Answerpoint Example Document For “How To Use Form Fields”

Overview

Form fields are locations in a document where the user fills in information. Form fields can be inserted in normal text paragraphs, in table cells, or in frames. Word provides the types of form fields: Text, Check Box, Drop-down

How to: Use Form Fields

Note Choose toolbars from the View menu and put a check in the Forms option to turn on the forms toolbar.

Create an online form

You must create and save an online form as a new **template** so that macros and AutoText entries are available to users who fill in the form.

- 1 Create a new template.
 How?
- 2 Design the form.
 How?
- 3 On the View menu, click Toolbars.
- 4 Select the Forms check box, and then click OK.
- 5 For each form field you want to add, click the document where you want users to insert information, and then click , , or .
- 6 To set options for the form field, double-click the form field.
- 7 When you finish designing the form, click so that users can enter information only in the form fields.
- 8 Save and close the template.

Tip Form fields are shaded for easy identification. You can turn form field shading off or on by clicking .

Text Field Example

Type Last Name Here Type First Name Here

Address

City, ST 28217

From the Text Form Field Options dialog box changes can be made to specify each field option.

Type: Regular Text Number Date Current Date Current Time Calculation

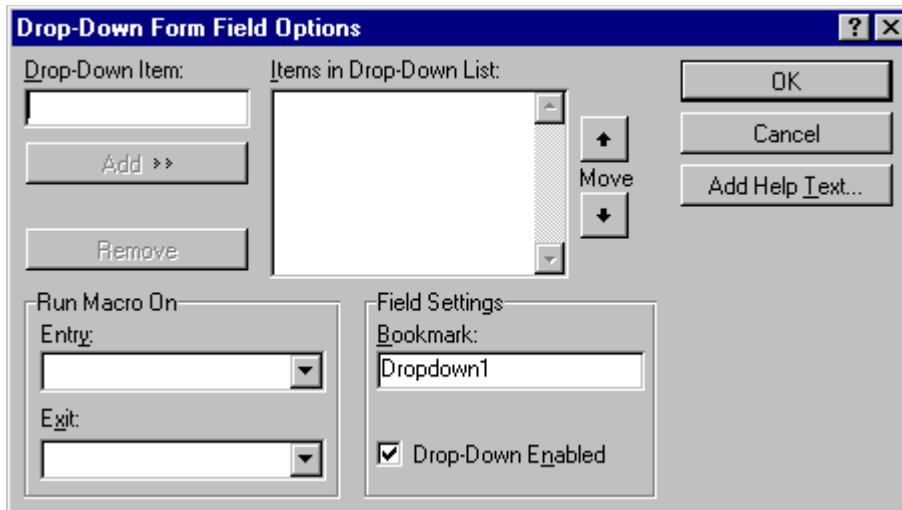
The screenshot shows the 'Text Form Field Options' dialog box. It has a title bar with a question mark and a close button. The dialog is divided into several sections: 'Type' with a dropdown menu set to 'Regular Text'; 'Default Text' with a text box containing 'Type Last Name Here'; 'Maximum Length' with a spinner box set to '20'; 'Text Format' with a dropdown menu set to 'Title Case'; 'Run Macro On' with 'Entry' and 'Exit' dropdown menus; 'Field Settings' with a 'Bookmark' text box containing 'Text1' and a checked 'Fill-in Enabled' checkbox. On the right side, there are three buttons: 'OK', 'Cancel', and 'Add Help Text...'.

Check Box Example

Male Female Public Confidential

The screenshot shows the 'Check Box Form Field Options' dialog box. It has a title bar with a question mark and a close button. The dialog is divided into several sections: 'Check Box Size' with radio buttons for 'Auto' (selected) and 'Exactly' (with a spinner box set to '10 pt'); 'Default Value' with radio buttons for 'Not Checked' (selected) and 'Checked'; 'Run Macro On' with 'Entry' and 'Exit' dropdown menus; 'Field Settings' with a 'Bookmark' text box containing 'Check1' and a checked 'Check Box Enabled' checkbox. On the right side, there are three buttons: 'OK', 'Cancel', and 'Add Help Text...'.

Drop-Down Example



Note: When you use form fields and protect your template, you limit the functionality of a document. For example, someone using your template will not be able to change any part of your document other than the designated form fields. Many macro commands and menu options are also disabled in a protected document. This is designed to allow the author to control the form.

References

Microsoft Word Users Guide (Version 6.0) Pages 308-321; Online Help