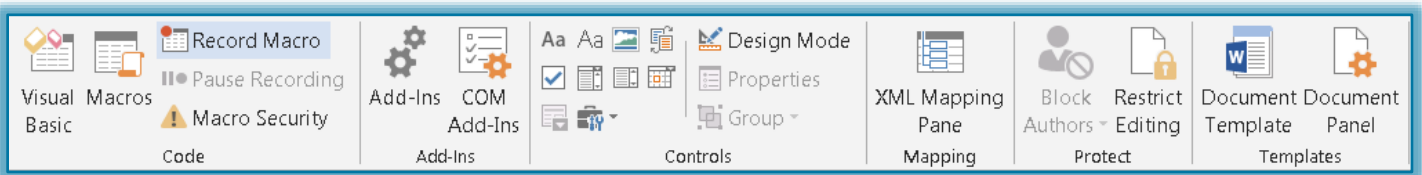


Developer Tab

The Developer Tab is used to record macros and other code, to create form fields, and to protect a document or form after it has been created. The table below lists the groups and buttons on this tab. A description is provided for each of the buttons on the Developer Tab.



Group/Button	Description
Code Group	The buttons in this group are used to insert programming code into a document.
Visual Basic	This button is used to launch the Visual Basic Editor. Visual Basic is a program that is used to write code for a program.
Macros	Use this button to view a list of macros in a document. When in the list, it is possible to remove a macro, run the macro, or delete the macro.
Record Macro	To start recording a macro, click this button. This is a toggle button. It toggles between Record Macro and Stop Recording.
Pause Recording	To stop recording in the middle of the macro and to go back to it later, click this button.
Macro Security	This button is used to customize the Macro Security settings.
Add-Ins	The buttons in this group are used to manage add-ins for Microsoft Word. An add-in is an installed functionality that adds custom commands and new features to Microsoft Office programs. Add-ins can be for various kinds of new or updated features that increase productivity.
Add-Ins	Click this button to manage the add-ins that are available for use with a particular file.
Com Add-Ins	To add COM Add-In content to the form, click this button.
Controls Group	The buttons in this group are used to create forms. The controls in the Controls Group, except the Legacy Tools, such as a Picture Content Control will only work with Word 2010 and Word 2013 forms.
Rich Text Content Control	Use this button to insert a Rich Text Control into a form. This Content Control can be used to insert a short paragraph. Formatting can be saved by loading, saving, or closing the document.
Plain Text Content Control	To insert a text control into a form, click this button. Use this Content Control when a simple paragraph needs to be inserted into a form. It is limited to content that can contain plain text, but not any formatting.

Group/Button	Description
Picture Content Control	This control is used to insert a picture into a form. The picture must be stored on some type of storage device. Use this Content Control for inserting a drawing, shape, chart, table, clip art object, Smart Art graphic, or a picture into a form.
Building Block Gallery Content Control	This control is used to insert cover pages, headers and footers, page designs, or other building blocks into a form.
Check Box Content Control	To insert a check box content control, click this button. A Check Box allows users to select more than one item from a predefined list.
Combo Box Content Control	Use this button to insert a Combo Box Content Control. A Combo Box allows users to select from a predefined list of choices. If the item is not in the list, then the user can type in a value. Text is limited to a single paragraph that cannot contain formatting.
Drop-Down List Content Control	This type of Content Control allows the person who is filling in a form to select from a predefined list of items. It provides a set of choices, such as a list of names, or a set of formatted design elements, such as cover pages, headers, or footers. Text is limited to a single paragraph that cannot contain formatting.
Date Picker Content Control	This is a calendar control. Text is limited to a single paragraph that cannot contain any formatting. Use this control to assist users with entering a date.
Repeating Section Content Control	Use this button to insert a content control that contains other controls. The contents of the control are repeated as needed.
Legacy Tools	The tools in this group are used to create Form Fields or Active X Controls for a form
Legacy Forms Buttons	These buttons are used to create forms that are compatible with earlier versions of Word. They can also be used in forms that contain Content Controls.
Text Form Field	This type of form field is used to insert text items into a form, such as a name.
Check Box Form Field	Use this type of form field when a Yes or No response is needed or when one or more items from a group of items needs to be selected.
Drop-Down Form Field	To create a list of items from which a selection may be made, use this form field.
Insert Frame	When an additional frame needs to be added to a form, use this button. Once the frame has been inserted, it can be used to add additional form fields or to add text to the form.
Form Field Shading	This button is a toggle button that applies shading to or removes shading from the background of a form.
Reset Form Fields	When data has been added to a form field, this button is used to remove the information from the form.

Group/Button	Description
Active X Controls	This type of control can be as simple as a text box. They can also be more complex, such as a special toolbar, an entire dialog box, or a small application. These controls are used in Web sites and in applications on a computer.
Check Box	This type of control allows the person filling in the form to select from a group of options or to choose a Yes or No response. When this control is used, the person may make more than one choice from the options provided.
Text Box	Use this type of control for inserting information such as a name, address, or phone number into a document.
Label	To insert a label into a form, use this type of control. Labels can be used as a heading for something or to explain what an item is.
Option Button	These controls allow the person filling in a form to make a choice from a group of options.
Image	Using this control will allow the person filling in the form to add a picture to the form.
Spin Button	To add spinner arrows to a form, click this button. The spinner arrows will allow the person filling in the form to click the up and down arrows to select an option.
Combo Box	These controls allow the user to select from a list of options or to type in an option if it doesn't appear in the list.
Command Button	Click this control option to add a command button to the form. A command button can be used to move to different locations in the document or to different documents.
List Box	Use this control type to insert a list of options that the person filling out the form can choose from. Only the options in the list can be chosen.
Scroll Bar	This type of control will allow the person filling out the form to scroll from one area of the form to another area.
Toggle Button	A toggle button is used to make choices between two or more options.
More Controls	Use this button to insert a control from the set of controls available on the computer that is being used.
Design Mode	When working with a form, this button must be activated. It will allow the user to add and format Content Controls.
Properties	To change the formatting of a Content Control, a Form Field, or an Active X Control, click this button. A dialog box will appear where the changes may be specified.
Group	This button is used to group or ungroup a range of text. When the range has been grouped, changes to the design of the form cannot be made.
Mapping Group	The button in this group is used to display the date stored in a document.

Group/Button	Description
XML Mapping Pane	Use this button to display the XML data stored in a document and create content controls that are linked to it.
Protect Group	The purpose of this group is to apply protection to a form or document so that others cannot make changes to the form. It is also used to specify which elements of a form or document a user can make changes to.
Block Authors	When working on a document in a workspace, this option is used to block authors from changing specific sections. This feature is available only when a document is saved to a Microsoft SharePoint site that supports Workspaces.
Restrict Editing	This option is used to block editing of different parts of a document or to allow filling in of forms.
Templates Group	In this group, it is possible to view or make changes to templates for a particular document.
Document Template	This button allows the user to view or change the template that was used to create the document.
Document Panel	Use this button to specify the type of Document Information Panel template to show in Microsoft Office compatible programs.