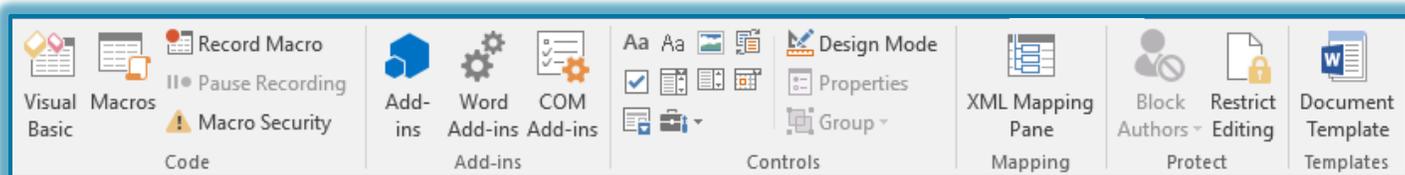


## Developer Tab

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
<b>Code Group</b>	The buttons in this group are used to insert programming code into a document.
<b>Visual Basic</b>	This button is used to launch the Visual Basic Editor. Visual Basic is a program that is used to write code for a program.
<b>Macros</b>	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.
<b>Record Macro</b>	To start recording a macro, click this button. This is a toggle button. It toggles between Record Macro and Stop Recording.
<b>Pause Recording</b>	To stop recording in the middle of the macro and to go back to it later, click this button.
<b>Macro Security</b>	This button is used to customize the Macro Security settings.
<b>Add-Ins</b>	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.
<b>Add-Ins</b>	Click this button to manage the add-ins that are available for use with a particular file.
<b>Word Add-Ins</b>	To add additional templates or other items to the Word program, select this option.
<b>Com Add-Ins</b>	To add COM Add-In content to the form, click this button.
<b>Controls Group</b>	The buttons in this group are used to create forms. The controls in the Controls Group, except the Legacy Tools, such as a <b>Picture Content Control</b> will only work with Word 2010, 2013, and Word 2016.
<b>Rich Text Content Control</b>	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.
<b>Plain Text Content Control</b>	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.

<b>Group/Button</b>	<b>Description</b>
<b>Picture Content Control</b>	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.
<b>Building Block Gallery Content Control</b>	This control is used to insert cover pages, headers and footers, page designs, or other building blocks into a form.
<b>Check Box Content Control</b>	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.
<b>Combo Box Content Control</b>	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.
<b>Drop-Down List Content Control</b>	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.
<b>Date Picker Content Control</b>	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.
<b>Repeating Section Content Control</b>	Use this button to insert a content control that contains other controls. The contents of the control are repeated as needed.
<b>Legacy Tools</b>	The tools in this group are used to create Form Fields or Active X Controls for a form
<b>Legacy Forms Buttons</b>	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.
<b>Text Form Field</b>	This type of form field is used to insert text items into a form, such as a name.
<b>Check Box Form Field</b>	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.
<b>Drop-Down Form Field</b>	To create a list of items from which a selection may be made, use this form field.
<b>Insert Frame</b>	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.
<b>Form Field Shading</b>	This button is a toggle button that applies shading to or removes shading from the background of a form.
<b>Reset Form Fields</b>	When data has been added to a form field, this button is used to remove the information from the form.

<b>Group/Button</b>	<b>Description</b>
<b>Active X Controls</b>	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.
<b>Check Box</b>	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.
<b>Text Box</b>	Use this type of control for inserting information such as a name, address, or phone number into a document.
<b>Label</b>	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.
<b>Option Button</b>	These controls allow the person filling in a form to make a choice from a group of options.
<b>Image</b>	Using this control will allow the person filling in the form to add a picture to the form.
<b>Spin Button</b>	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.
<b>Combo Box</b>	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.
<b>Command Button</b>	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.
<b>List Box</b>	Use this control type to insert a list of options that the person filling out the form can choose. Only the options in the list can be chosen.
<b>Scroll Bar</b>	This type of control will allow the person filling out the form to scroll from one area of the form to another area.
<b>Toggle Button</b>	A toggle button is used to make choices between two or more options.
<b>More Controls</b>	Use this button to insert a control from the set of controls available on the computer that is being used.
<b>Design Mode</b>	When working with a form, this button must be activated. It will allow the user to add and format Content Controls.
<b>Properties</b>	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.
<b>Group</b>	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.
<b>Mapping Group</b>	The button in this group is used to display the date stored in a document.

Group/Button	Description
<b>XML Mapping Pane</b>	Use this button to display the XML data stored in a document and create content controls that are linked to it.
<b>Protect Group</b>	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.
<b>Block Authors</b>	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.
<b>Restrict Editing</b>	This option is used to block editing of different parts of a document or to allow filling in of forms.
<b>Templates Group</b>	In this group, it is possible to view or make changes to templates for a particular document.
<b>Document Template</b>	This button allows the user to view or change the template that was used to create the document.