Current Date-Time Form Field

When a Current Date Form Field is used in a form, the current date is automatically inserted. It is not possible to change this date. However, the length of the field and the format for the field can be specified. In order to create this field type, the Developer Tab must be available. If this tab is not available, follow the instructions in the Forms General Information document. This document can be found on the Word 2013 page on the Training Web Site.

This lesson will use the Online Forms Practice Exercise. This document can be found on the Word 2013 page on the Training Web Site.

❖ Place the insertion point to the right of Date of Call in the form.
❖ Click the Developer Tab.
❖ In the Controls Group, click the Legacy Tools button (see illustration below left).

❖ Click the Text Form Field button under Legacy Forms (see illustration above right). The Field will be inserted next to the Date of Call button.
❖ Click the Properties button in the Controls Group.
❖ The Text Form Field Options dialog box will appear (see illustration below).

❖ Change the Type option to Current Date.
❖ Change the Maximum Length to the desired length.
Change the Date Format to an appropriate format.
Click the Add Help Text button to open the Form Field Help Text dialog box.
Click the Status Bar tab (see illustration below left).
Click in the text box under Type your own.

When the text box is clicked, the Type your own option button is automatically selected.
Click the Help Key (F1) tab (see illustration above right).
Click the Type your own option button.
In this box input something that will explain what the person filling out the form should do.
Input the text for this option.
☆ When text is inserted into the Status Bar area of the dialog box, that text is displayed on the Status Bar of the window when the form has been protected.
☆ When the Help Key option is selected, the user will be able to view the text that is input on the Status Bar or they may press the F1 key to obtain help with the item.
The Run Macro on and Bookmark options are used to determine the order in which the Tab moves throughout the form.
Click OK to exit the Form Field Help Text dialog box.
Click OK again to exit the Text Form Field Options dialog box.