**Current Date-Time Form Field**

This lesson will use the Online Forms Practice Exercise. This document can be found on the Word page on the Training Web Site. To complete this lesson the Developer Tab must be selected.

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.

1. Place the insertion point to the right of **Date Text Form Field** that was created in the previous section.
2. Click the Developer Tab.
3. In the Controls Group, click the Legacy Tools button.
4. Click the Text Form Field button under Legacy Forms.
5. The Field will be inserted next to the **Date Text Form Field**.
6. Click the Properties button in the Controls Group.
7. The Text Form Field Options dialog box will appear.

- Click the Text Form Field button under Legacy Forms.
- The Field will be inserted next to the **Date Text Form Field**.
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- Change the **Type** option to **Current Time**.
- Change the **Maximum Length** to the desired length.
- Change the **Time 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.
† 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.
† 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.