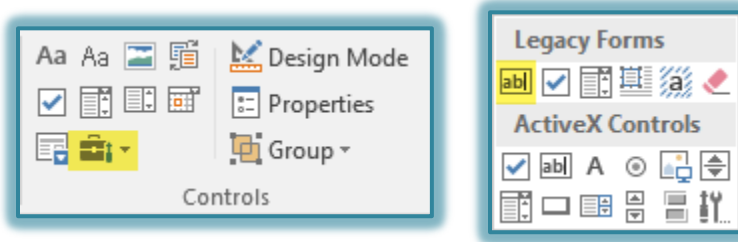


Current Date-Time Form Field

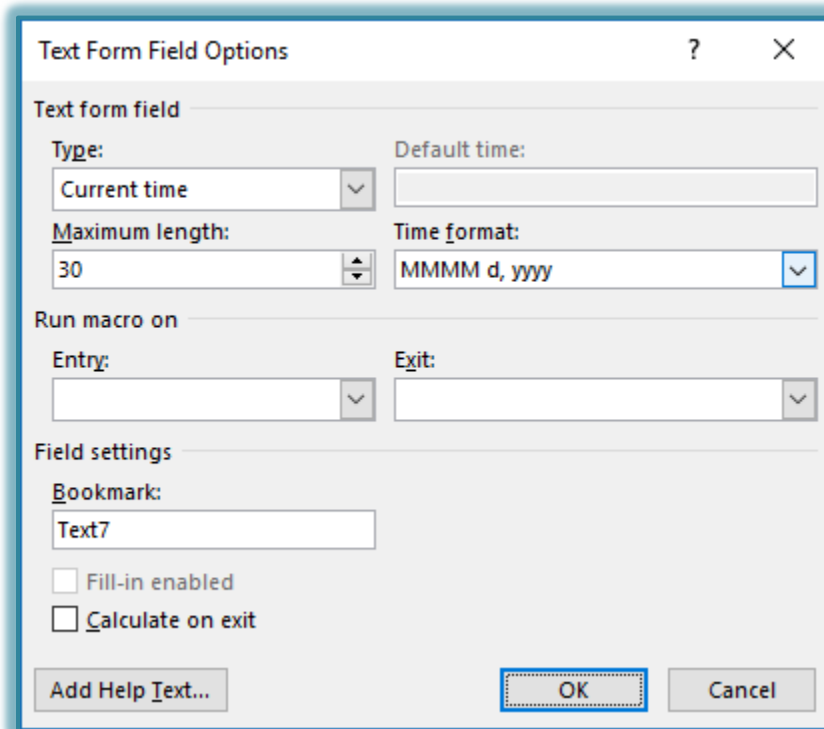
This lesson will use the **Online Forms Practice Exercise**. This document can be found on the **Word** page on the **Training Web Site**. To complete this lesson the **Developer Tab** must be selected.

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.

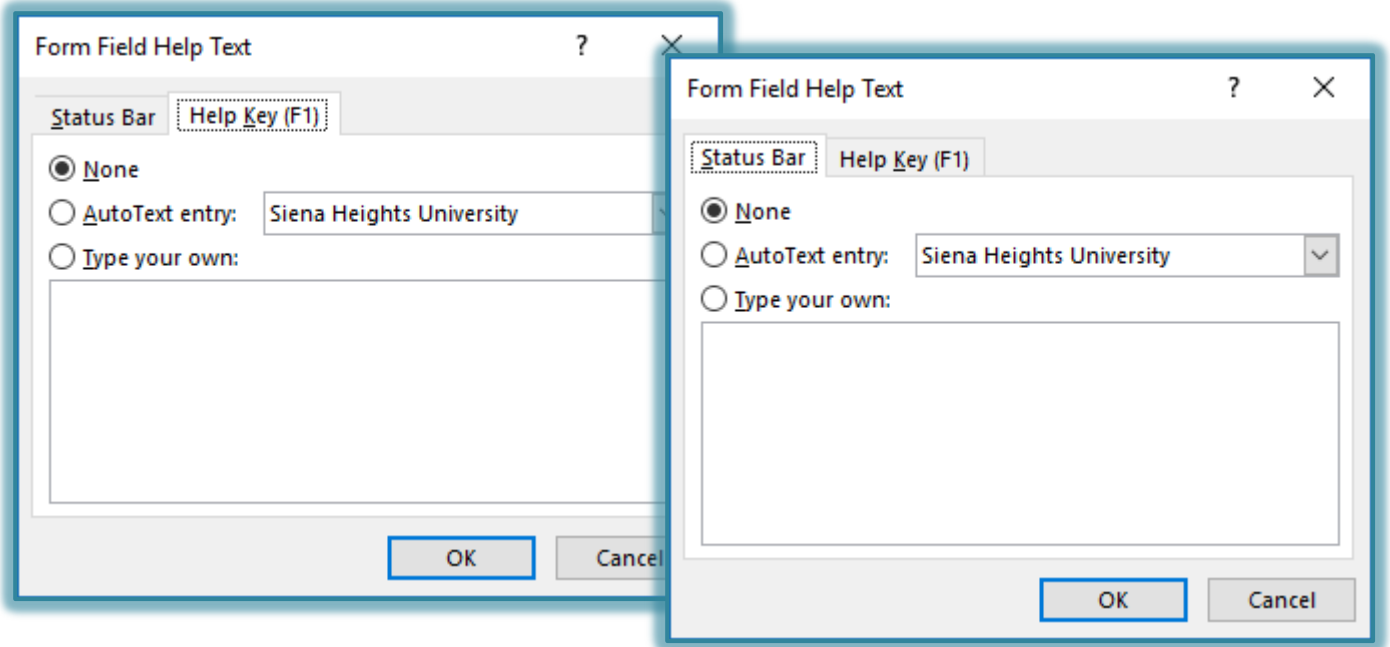
- ✦ Place the insertion point to the right of **Date Text Form Field** that was created in the previous section.
- ✦ Click the **Developer Tab**.
- ✦ In the **Controls Group**, click the **Legacy Tools** button.



- ✦ Click the **Text Form Field** button under **Legacy Forms**.
- ✦ The **Field** will be inserted next to the **Date Text Form Field**.
- ✦ Click the **Properties** button in the **Controls Group**.
- ✦ The **Text Form Field Options** dialog box will appear.



- ✦ 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.