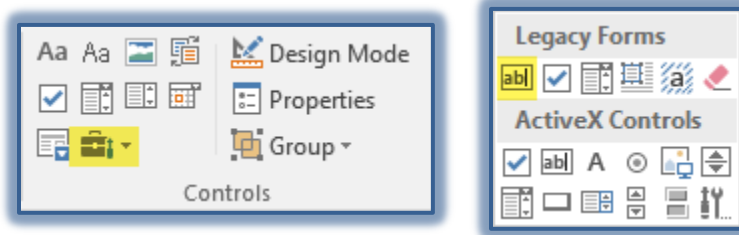


Date Text Form Field

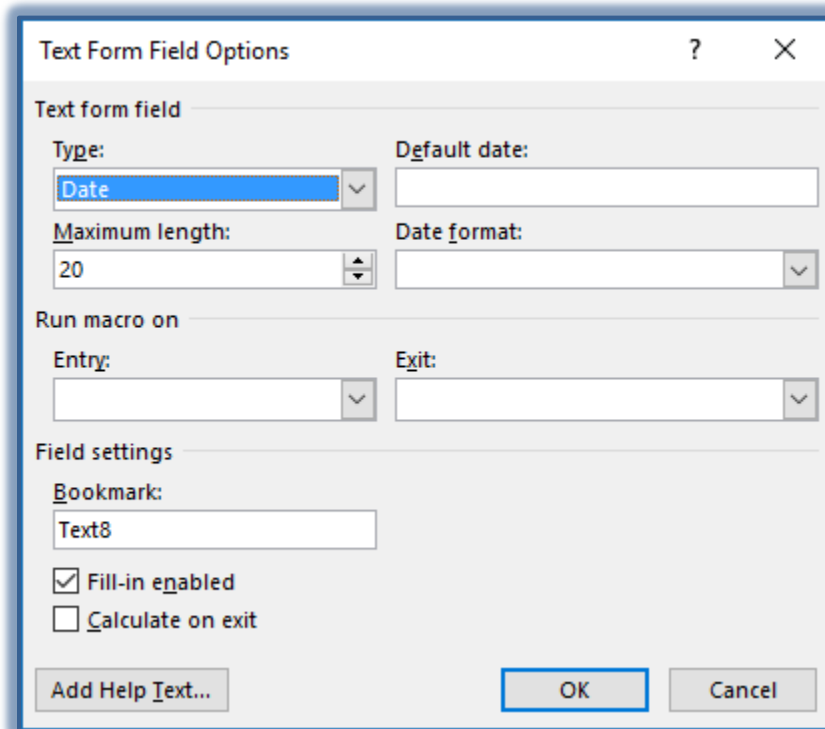
For this lesson, you will be using the **Online Forms Practice Exercise**. This document can be found on the **Word Web** page under the **Forms Section**.

This type of form field allows the user to insert the date. The length of the field and the format for the field can be specified. Place the insertion point to the right of **Date of Call**.

- † 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 of Call** button.

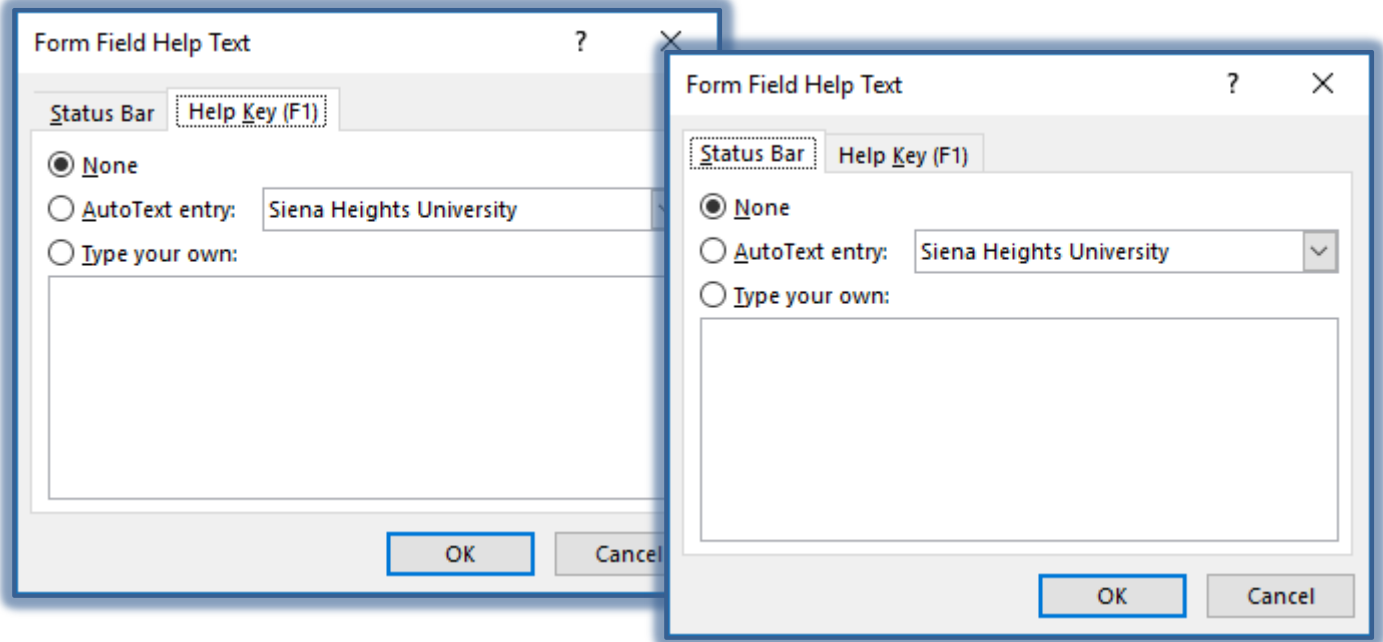


- † Click the **Properties** button in the **Controls Group**.
- † The **Text Form Field Options** dialog box will appear as shown in the illustration on the next page.



- † Click the drop-down list arrow for the **Type** box.
- † Select **Date** from the options that are available.
- † Change the **Maximum Length** by doing one of the following:
 - ★ Click the spinner arrows until the desired size is displayed.
 - ★ Select the number in the box and then input a new number.
- † Click the drop-down arrow for the **Date Format** field.
- † Click the desired date format from the list.

- ✦ 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** to exit the **Text Form Field Options** dialog box and save the changes.