

Record a Macro to Change Field Order

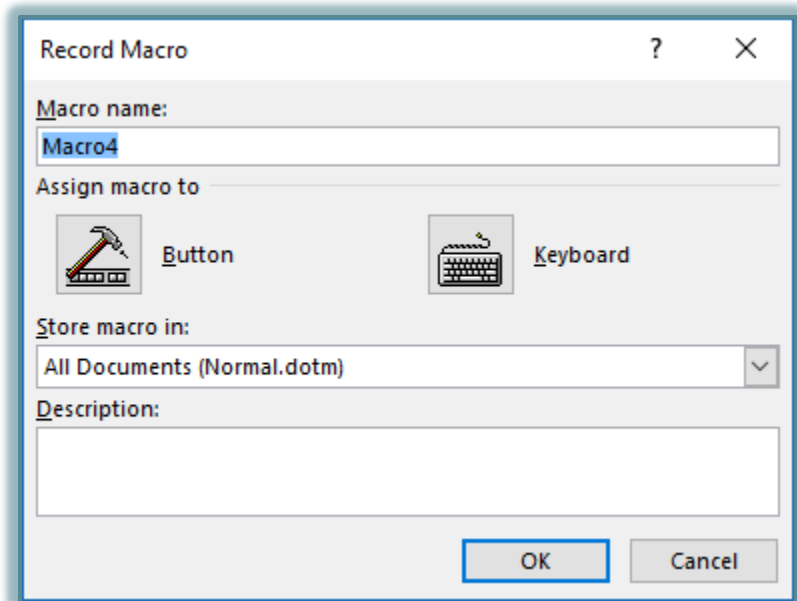
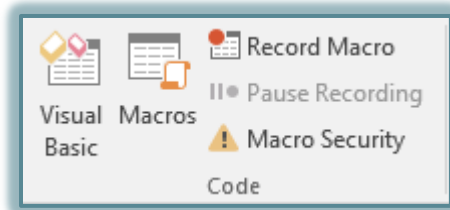
Macros are used to change the order of the fields in a form. Before recording and running the Macro, Bookmarks must be added to the form.

CREATE BOOKMARK

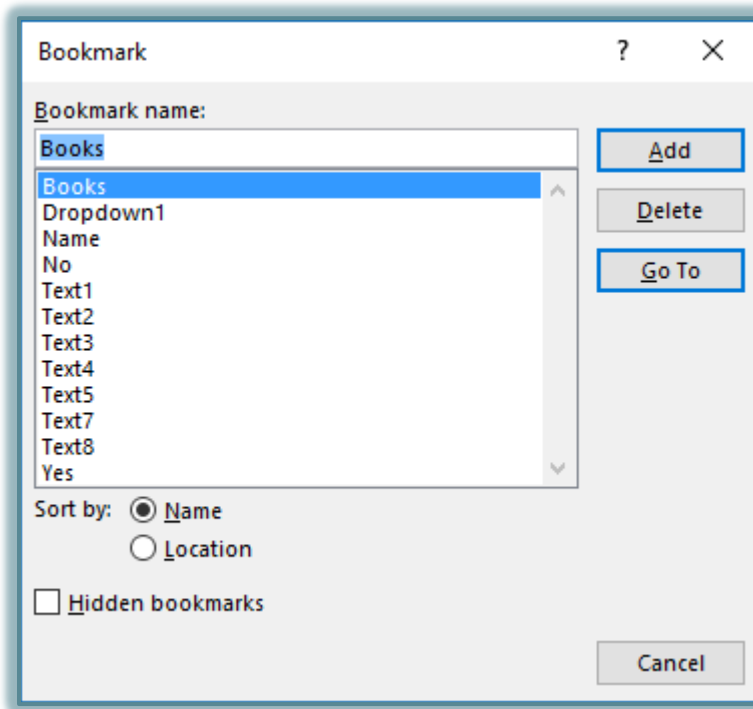
- † Double-click the **Books Text Form Field**.
- † The **Text Form Field Options** dialog box will open.
- † In the **Field Settings** section of the dialog box:
 - ★ Double-click the **Bookmark** text box to highlight its contents.
 - ★ Key in **Books**.
- † Click the **OK** button.

RECORD MACROS

- † Make bookmarks for the **Yes** form field, the **No** form field, and the **Name** form field.
- † Click the **Developer Tab**, if necessary.
- † In the **Code Group**, click the **Record Macro** button.
- † The **Record Macro** dialog box will appear.

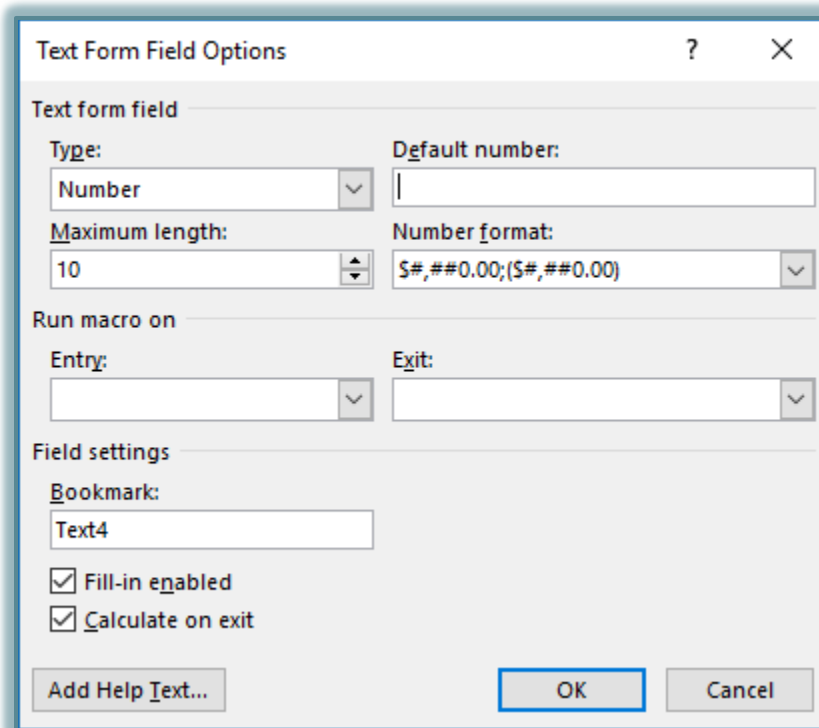


- † Type **MoveToBooks** in the **Macro** name text box. The Macro name cannot contain any spaces.
- † Click the **Store macro in** list arrow and click **Online Forms Practice Exercise**.
- † Type **Go to Books** in the **Description** text box.
- † Click **OK** to exit the **Record Macro** dialog box.
- † Click the **Insert Tab**.
- † In the **Links Group**, click **Bookmark**.
- † The **Bookmarks** dialog box will display.
- † Click **Books** in the list of **Bookmarks**.
- † Click the **Go To** button and then click the **Close** button.
- † Click the **Developer Tab**.
- † In the **Code Group**, click the **Stop Recording** button.



EXECUTE (RUN) MACRO IN FORM

- † The entire macro has been recorded. The next step is to tell Word to execute the macro whenever the **Tab** key is pressed in the **Room and Board Text Form Field**.
- † Double-click the **Room and Board Text Form Field**.
- † The **Text Form Field Options** dialog box will display.



- † Click the **Exit** list arrow in the **Run Macro on** section of the dialog box.
- † Click the **MoveToBooks** macro name.

- † Click the **OK** button to return to the document window.
- † Record macros for the form fields in the list below. Make sure to save the macros in the **Online Forms Practice Exercise** document.
 - ★ Record a macro for the **Yes** bookmark. Name this macro **MoveToYes**.
 - ★ Record a macro for the **No** bookmark. Name this macro **MoveToNo**.
 - ★ Record a macro for the **Name** bookmark. Name this macro **MoveToName**.
- † Double-click the **Books** form field and have it **Exit** to **MoveToYes**.
- † Double-click the **Yes** form field and have it **Exit** to **MoveToNo**.
- † Double-click the **No** form field and have it **Exit** to the **MoveToName** macro.