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.
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.