

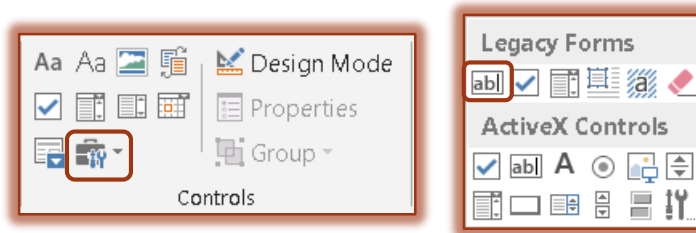
Regular Text Form Field

A text form field allows users to enter text, numbers, symbols, or spaces into a form. With this type of Form Field, it is also possible to specify that the current date and time be inserted into the form.

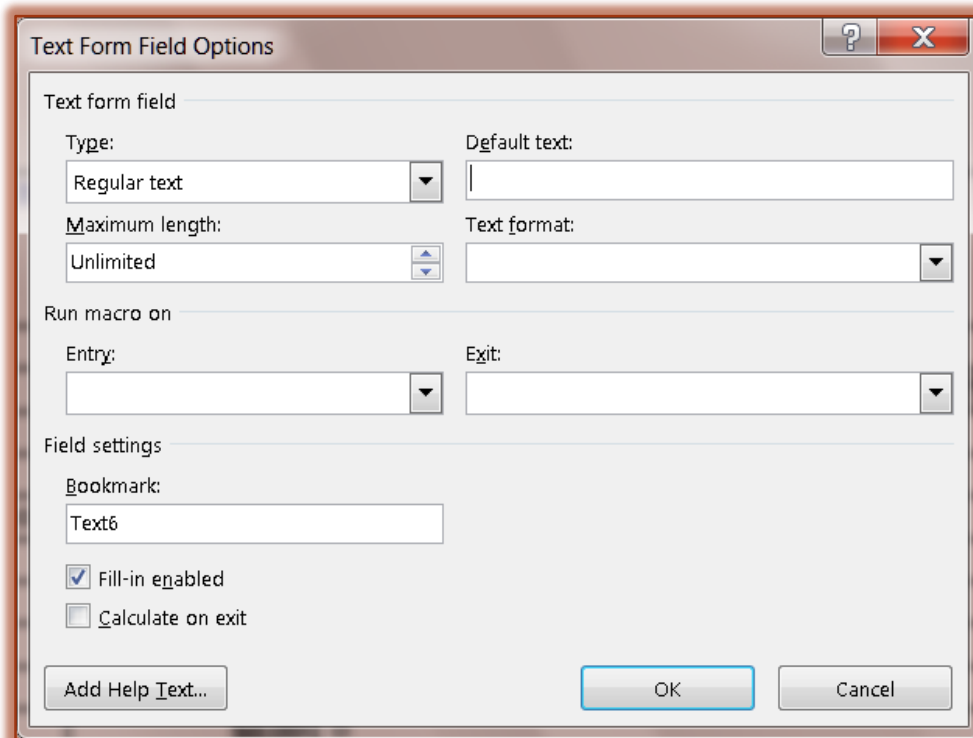
Before a form control can be created, the **Developer Tab** has to be activated. An explanation on how to activate this tab can be found on the **Word 2013** page on the **Training Web Site**.

This lesson will use the **Online Forms Practice Exercise**. This document can be found on the **Word 2013** page on the **Training Web Site**.

- ✦ Place the insertion point to the right of the text, **Name**, in the form.
- ✦ Click the **Developer Tab**.
- ✦ In the **Controls Group**, click the **Legacy Tools** button (see illustration below left).



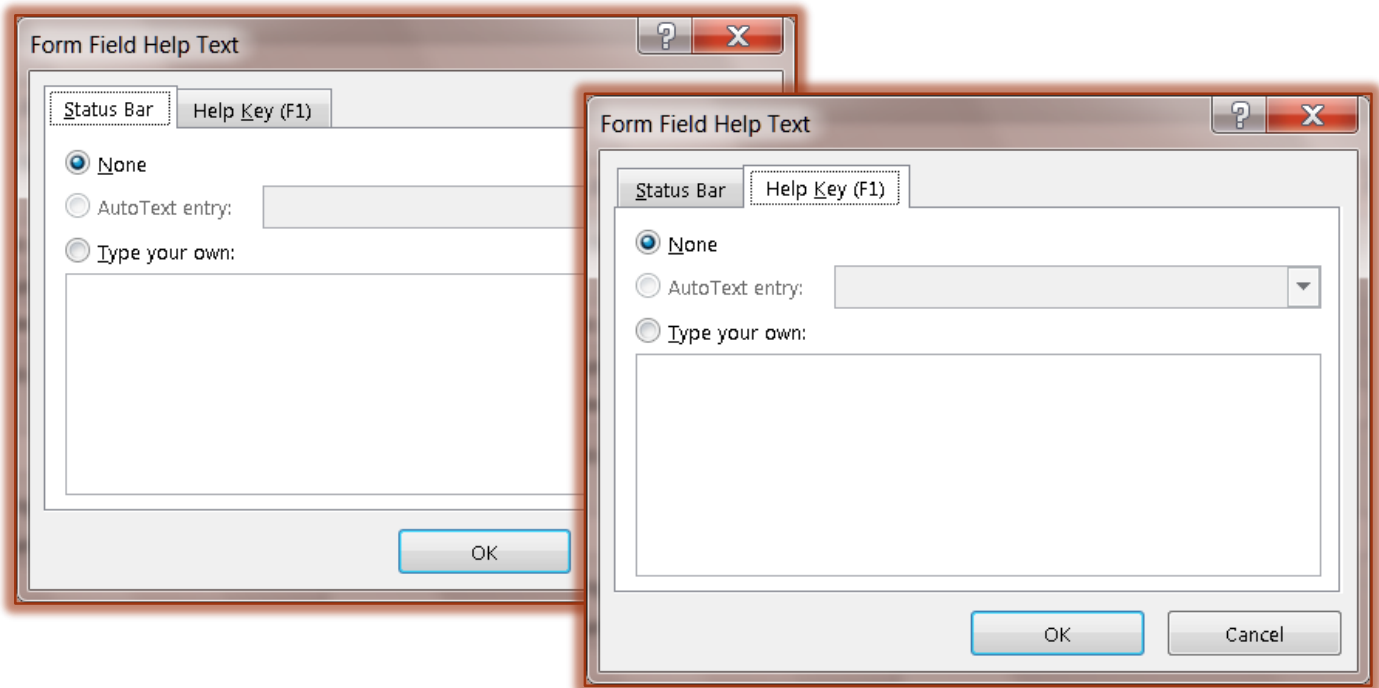
- ✦ Click the **Text Form Field** button under **Legacy Forms** (see illustration above right).
- ✦ The **Field** will be inserted next to **Name**.
- ✦ Click the **Properties** button in the **Controls Group**.
- ✦ The **Text Form Field Options** dialog box will display (see illustration below).



- ✦ Click the drop-down arrow for the **Type** box.
- ✦ The **Type** field in the **Text Form Field Options** box contains six different field types. These field types are described in the table below.

Field Type	Description
Regular Text	This field type accepts text, numbers, symbols, or spaces.
Number	This field type requires a number. The format can be changed to whole numbers, decimals, or currency.
Date	This field type requires a valid date. A format for the date may be specified.
Current Date	This field type displays the current date. Users cannot fill in or change this field.
Current Time	This field type displays the current time. Users cannot fill in or change this field.
Calculation	This field type uses an =(Formula) field to calculate numbers, such as the sales tax on a subtotal. Users cannot fill in or change this field.

- ✦ Make sure **Regular text** is selected under **Type**. If not, click the drop-down arrow and select that option.
- ✦ Change the **Maximum Length** by doing one of the following:
 - ★ Click the spinner arrows until the number changes to the desired length.
 - ★ Highlight the words **Unlimited** and then input the number.
- ✦ Click the **Text format** list arrow to select a format for the text. The options are **Uppercase**, **Lowercase**, **First capital**, and **Title case**.
- ✦ Make sure that **Fill-in Enabled** is checked.
- ✦ Click the **Add Help Text** button to open the **Form Field Help Text** dialog box.
- ✦ Click the **Help Key (F1)** tab (see illustration below left).
- ✦ Click the **Type your own** option button.
- ✦ In this box input something like: **Input your full name.**



- ✦ Copy the text (**Ctrl + C**) that was inserted into the **Help Key** text box.
- ✦ Click the **Status Bar** tab (see illustration above right).

- * Text can be copied from the **Help Text** box.
- * Different text can be inserted into the **Status Bar** option.
- † Click in the text box under **Type your own**.
- † When the text box is clicked, the **Type your own** option button is automatically selected.
- † Paste the copied text into the **Status Bar** text box (**Ctrl + V**).
 - * 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 see 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.
- † Continue this process to insert **Regular Text Form Fields** for the following areas.
 - * **Address**
 - * **City**
 - * **State**
 - * **Zip**
 - * **Email**