**Regular 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. You might want to complete the General Info instructions before completing this exercise.

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.

1. Place the insertion point to the right of the text, **Name**, in the form.
2. Click the **Developer Tab**.
3. In the Controls Group, click the **Legacy Tools** button.
4. Click the **Text Form Field** button under Legacy Forms.

The **Field** will be inserted next to **Name**.
5. Click the **Properties** button in the Controls Group.
6. The Text Form Field Options dialog box will display.

- 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.
<table>
<thead>
<tr>
<th>Field Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Text</td>
<td>This field type accepts text, numbers, symbols, or spaces.</td>
</tr>
<tr>
<td>Number</td>
<td>This field type requires a number. The format can be changed to whole numbers, decimals, or currency.</td>
</tr>
<tr>
<td>Date</td>
<td>This field type requires a valid date. A format for the date may be specified.</td>
</tr>
<tr>
<td>Current Date</td>
<td>This field type displays the current date. Users cannot fill in or change this field.</td>
</tr>
<tr>
<td>Current Time</td>
<td>This field type displays the current time. Users cannot fill in or change this field.</td>
</tr>
<tr>
<td>Calculation</td>
<td>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.</td>
</tr>
</tbody>
</table>

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.

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.
- 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**