

CREATE A DATE PICKER WITH CUSTOM DATE-TIME PICKER CONTENT CONTROL

To work with these controls, you will use the **Registration Form** document.

When working with a Date Picker Control, it is possible to create a custom date-time picture. This section explains how to insert the control with a custom date-time picture.

- ✦ Click cell **C16**. This is the cell to the right of the one that contains **First Day of Class**.
- ✦ Click the **Developer Tab**, if necessary.
- ✦ In the **Controls Group**, click the **Design Mode** button to turn it on, if necessary.
- ✦ Click the **Date Picker** button in the **Controls Group**.
- ✦ A **Date Picker Content Control** will be inserted into cell **C17**.
- ✦ Click the **Properties** button in the **Controls Group**.
- ✦ The **Content Control Properties** dialog box will display.

The diagram illustrates the configuration of a Date Picker Content Control. It shows the **Controls** ribbon with the **Date Picker** button highlighted. A callout box labeled "Date Picker Content Control" points to this button. Below the ribbon, a list of steps (1-7) describes the process. A callout box labeled "Same properties as for a Text Content Control" points to the **General** section of the **Content Control Properties** dialog box. Another callout box labeled "Format for First Day of Class Date" points to the **Display the date like this:** field, which is set to "MM dd, yy". A third callout box labeled "Input this format for the First Day of School Content Control" points to the same field. The dialog box also shows the **Locale** set to "English (United States)" and the **Calendar type** set to "Gregorian".

- ✦ In the **Title** box, input **First Day of School**.
- ✦ Change the text in the **Display the date like this** box to **MM/dd/yy**.
- ✦ Click **OK**.
- ✦ Replace the **Placeholder** text with **Click arrow, then use calendar**.