

## INSERT DATE PICKER CONTENT CONTROL

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

This type of control is used to insert dates into a form. The format for what the date will look like in the final document can be specified when creating the control.

- ✦ Click in cell C9. This is the cell to the right of the one that contains **Date of Birth**.
- ✦ 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 C10.
- ✦ Input in the Click here area, **Input Date of Birth for Child**.
- ✦ Click the **Properties** button in the **Controls Group**.
- ✦ The **Content Control Properties** dialog box will appear.

The image shows the 'Content Control Properties' dialog box with several callouts pointing to specific settings:

- Date Picker Content Control**: Points to the Date Picker icon in the Controls group.
- Same properties as for a Text Content Control**: Points to the General section of the dialog box.
- Format for Date of Birth**: Points to the 'Display the date like this:' field, which is set to 'MMMM d, yyyy'.
- Select this format for the Date of Birth Content Control**: Points to the list of date formats, where 'April 5, 2018' is selected.

The dialog box settings are as follows:

- General**
  - Title:
  - Tag:
  - Show as:
  - Color:
  - Use a style to format text typed into the empty control
    - Style:
    -
  - Remove content control when contents are edited
- Locking**
  - Content control cannot be deleted
  - Contents cannot be edited
- Date Picker Properties**
  - Display the date like this:
  - 
  - 
  - 
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- Locale:**
- Calendar type:**
- Store XML contents in the following format when mapped:
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- ✚ In the **Title** box, input **DOB**.
- ✚ Click the check box for **Content control cannot be deleted**.
- ✚ Move to the **Date Picker Properties** section of the dialog box.
- ✚ Click the third option in the second box under **Display the date like this**.
- ✚ The illustration in the **Format for the Date** box should read **MMMM d, yyyy**.
- ✚ Click **OK**.