

## 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** (see illustration below).
- ✦ A **Date Picker Content Control** will be inserted into cell C10.
- ✦ Click the **Properties** button in the **Controls Group**.
- ✦ The **Content Control Properties** dialog box will appear (see illustration below).

The diagram illustrates the steps to insert and configure a Date Picker Content Control. It shows the **Controls** task pane with the **Date Picker** button highlighted. An arrow points from a callout box labeled "Date Picker Content Control" to this button. Below, the **Content Control Properties** dialog box is shown with several callout boxes pointing to specific settings:

- "Same properties as for a Text Content Control" points to the **General** section, which includes fields for **Title** (First Day of School), **Tag** (First Day of School), **Show as** (Bounding Box), **Color**, and checkboxes for **Use a style to format text typed into the empty control** and **Remove content control when contents are edited**.
- "Format for First Day of School Date" points to the **Date Picker Properties** section, specifically the **Display the date like this:** field, which is set to **MM/dd/yy**.
- "Select this format for the Date of Birth Content Control" points to the list of date formats below the field, with **MM/dd/yy** selected.

Other settings in the dialog include **Locking** (Content control cannot be deleted, Contents cannot be edited), **Locale** (English (United States)), **Calendar type** (Western), and **Store XML contents in the following format when mapped:** (Date and Time (xsd:dateTime)).

- ✦ 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**.