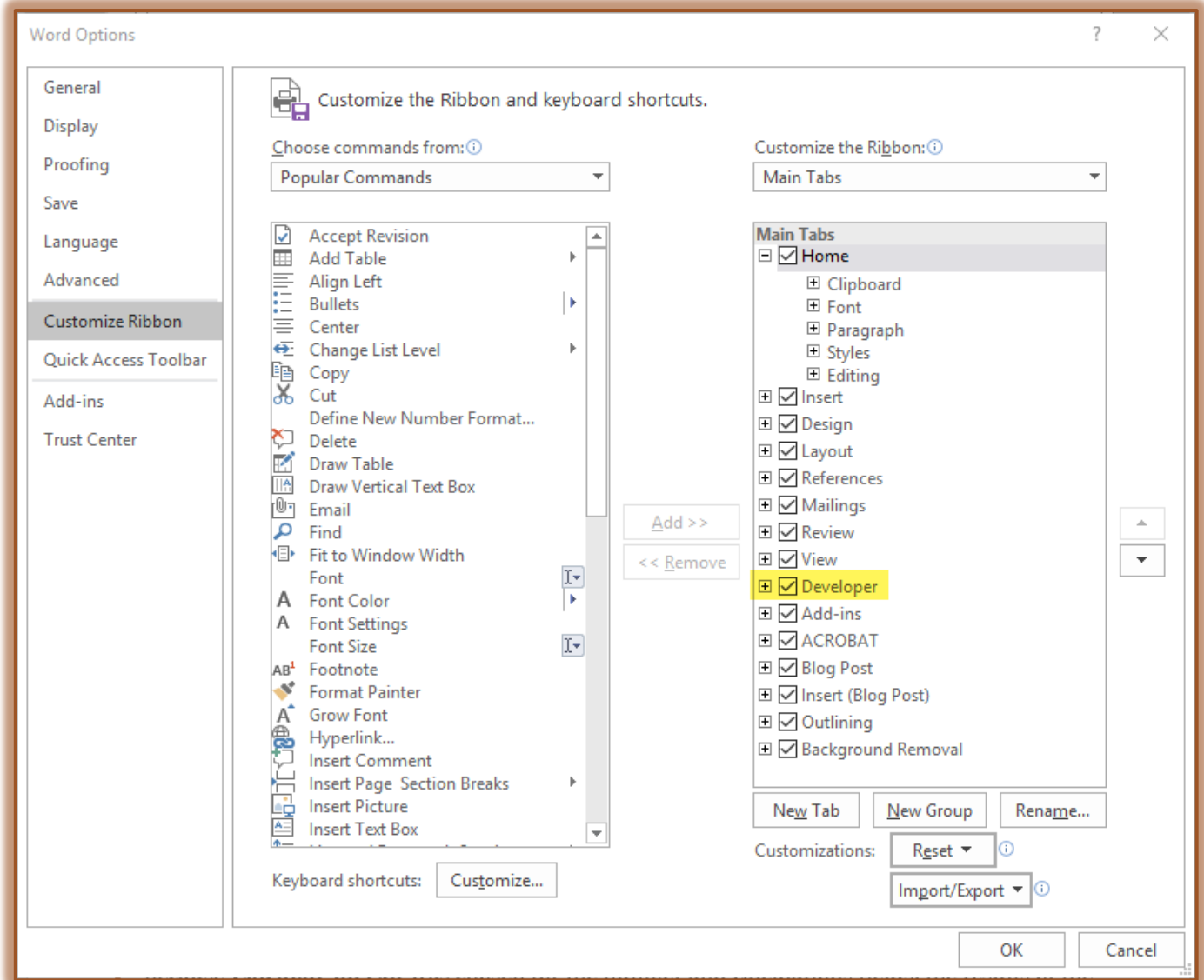


Create an Online Form: General Information

Before you can work with Forms in Microsoft Word, the Developer Tab has to be displayed. If the Developer Tab is not displayed on the Ribbon, complete the steps below to show the tab.

Display the Developer Tab

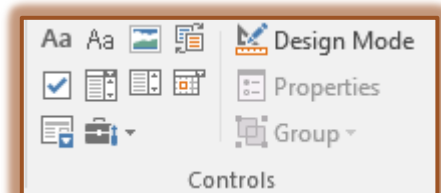
- ✦ Click the **File Tab**.
- ✦ On the left side of the window, click the **Options** link.
- ✦ The **Word Options** window will display.
- ✦ Click the **Customize Ribbon** link.
- ✦ In the **Customize the Ribbon** area, click the **Developer Tab** check box.



- ✦ Click the **OK** button to save the changes and return to the Word window.

Turn on Display Mode

- ✦ Click the **Developer Tab**.
- ✦ In the **Controls Group**, click the **Design Mode** button.

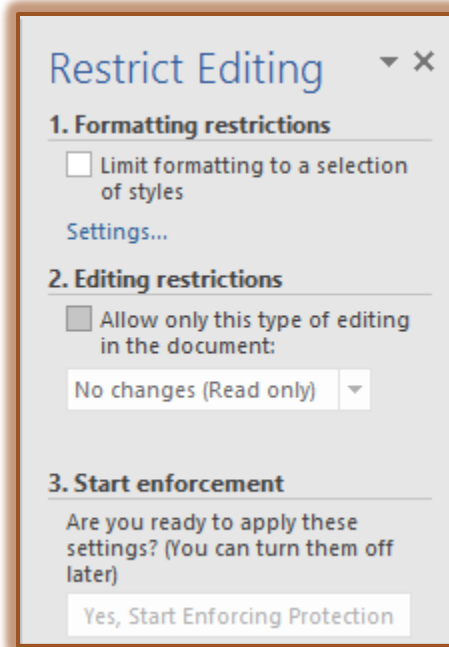
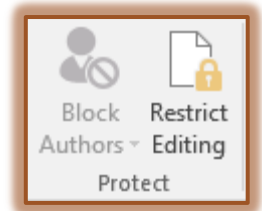


- ✚ The **buttons** in the **Controls Group** will become active.
- ✚ To work with the **Content Control** buttons, the form has to be in **Design Mode**.
- ✚ To work with the **Legacy** buttons, it is not necessary to be in **Design Mode**.
- ✚ Instructions for working with each of these form buttons can be found on the **Word Training Web Page**.
- ✚ A listing of all the controls and their purpose is available on the **Word Training Web Page**.

Fill in the Form

Once a form has been designed, it is important to test it to make sure there aren't any glitches in the form. The form must be protected before it can be filled in.

- ✚ Open the form.
- ✚ If the form has not been protected, complete these steps.
 - ★ Click the **Developer Tab**.
 - ★ In the **Protect Group**, click the **Restrict Editing** button.
 - ★ The **Restrict Editing Task Pane** will display.



- ★ Click the **Editing Restrictions** check box.
- ★ Click the list arrow under the check box.
- ★ Select **Filling in Forms** from the list.
- ★ Click the **Yes Start Enforcement** button.
- ★ Close the **Editing Restrictions Task Pane**.
- ✚ Click in the first **Form Field** or **Content Control**.
- ✚ Fill in the information.
- ✚ Press the **Tab** key on the keyboard to move to the next field in the form.
- ✚ Because **Calculate on exit** was chosen for the number and calculations fields, the results of the calculations should be filled in when the tab key is pressed.
- ✚ Continue this procedure until the form is completed.
- ✚ Save the form in the same way that other **Word** documents are saved.