

## GROUP AND TEST THE FORM

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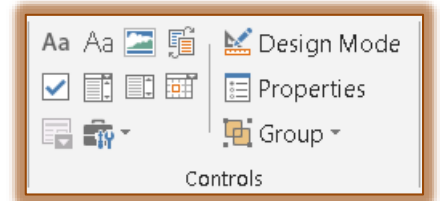
To work with these controls, you will use the **Registration Form** document.

Grouping a form means that changes cannot be made to the text or structure of the form. A form does not have to be protected for text to be entered into a content control. However, it is a good idea to protect a form so that the text or structure cannot be changed. The best way to protect the content of a form is to use the **Group** command.



### GROUP AND TEST THE FORM

- ✚ Select the table by clicking the **Table Move Handle** (see illustration at right).
- ✚ Click the **Developer Tab**
- ✚ In the **Controls Group**, click the **Group** button (see illustration at right).
- ✚ The word **Group** will appear in the first cell and the last cell of the table.
- ✚ With the whole table still selected, click the **Design Mode** button.
- ✚ Click in the placeholder for the **Child's Name** and input a name.
- ✚ Move to the placeholder for the **Cell Phone**.
- ✚ Press the **Delete** key.
  - ★ The placeholder text will disappear temporarily from the cell.
  - ★ The Content Control will remain in the cell.
  - ★ The placeholder text will reappear when the insertion point is moved to another placeholder or another location in the table.
- ✚ In the **Child Name** placeholder, remove the name that was input.
  - ★ The placeholder text will reappear.
  - ★ When testing a form, Text Content Controls should be reset with the placeholder text that was entered when the form was created.



### UNGROUP A FORM

- ✚ Click anywhere within the table without selecting any text or cells.
- ✚ In the **Controls Group**, click the **Group** button and then select **Ungroup**.
- ✚ The cells in the table are ungrouped.