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

- Place the insertion point to the right of the words **Special Needs**.
- Click the **Developer Tab**.
- In the **Controls Group**, click the **Design Mode** button (see illustration below).
- In the **Controls Group**, click the **Plain Text Content Control** button (see illustration below).

- Click the **Properties** button in the **Control Group**.
- The **Content Control Properties** dialog box will appear (see illustration above).

- In the **Title** box, input **Special Needs**.
- Under **Locking**, click the check box for **Content control cannot be deleted**.
- Under **Plain Text Properties**, click the **Allow carriage returns** check box.
- Click **OK**.
- Complete the steps above to create a **Text Field** for the **Special Accommodations** and the **Notes** cells.