Insert a Text Field Content Control

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, if necessary.
✧ In the Controls Group, click the Plain Text Content Control button.

✧ Click the Properties button in the Control Group.
✧ The Content Control Properties dialog box will appear.

✧ 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.