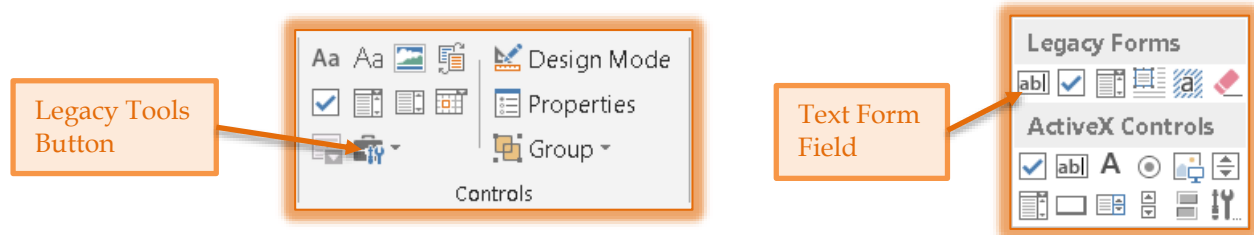


INSERT A TEXT LEGACY FIELD

To work with this control, you will use the **Registration Form** document.

- ✦ Place the insertion point in the cell to the right of **Tuition**.
- ✦ Click the **Developer Tab**.
- ✦ In the **Controls Group**, click the **Legacy Tools** button (see illustration below left).



- ✦ A menu of **Form Field** tools will open.
- ✦ In the first row under **Legacy Forms**, click the **Text Form Field** button (see illustration above right).
- ✦ A **Text Form Field** will be inserted into the cell.
- ✦ Click the **Properties** button in the **Controls Group**.
- ✦ The **Text Form Field Options** dialog box will appear (see illustration below).

- ✦ In the **Type** list, select **Number**.
- ✦ The **Maximum Length** should be **Unlimited**.
- ✦ Change the **Number Format** to the one with the **Dollar Sign**.
- ✦ Click the **OK** button.