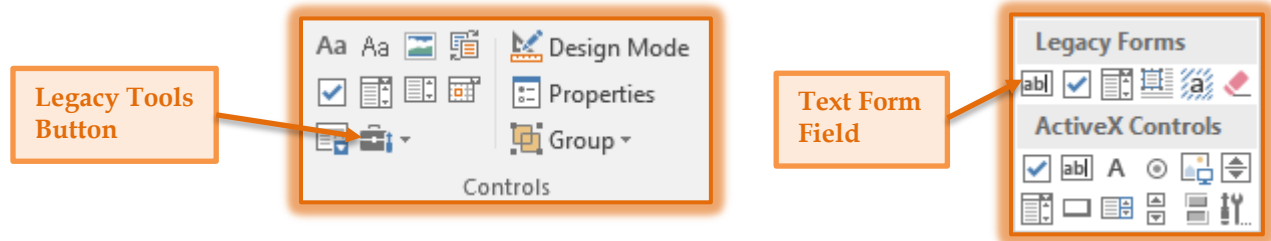


INSERT A TEXT LEGACY FIELD

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.
- ✦ 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.

The screenshot shows the 'Text Form Field Options' dialog box. It has a title bar with a question mark and a close button. The dialog is divided into several sections: 'Text form field' with 'Type' (Number) and 'Default number' (empty); 'Maximum length' (Unlimited) and 'Number format' (\$#,##0.00;(\$#,##0.00)); 'Run macro on' with 'Entry' and 'Exit' (both empty); and 'Field settings' with 'Bookmark' (Text1), 'Fill-in enabled' (checked), and 'Calculate on exit' (unchecked). At the bottom are 'Add Help Text...', 'OK', and 'Cancel' buttons.

- ✦ 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.