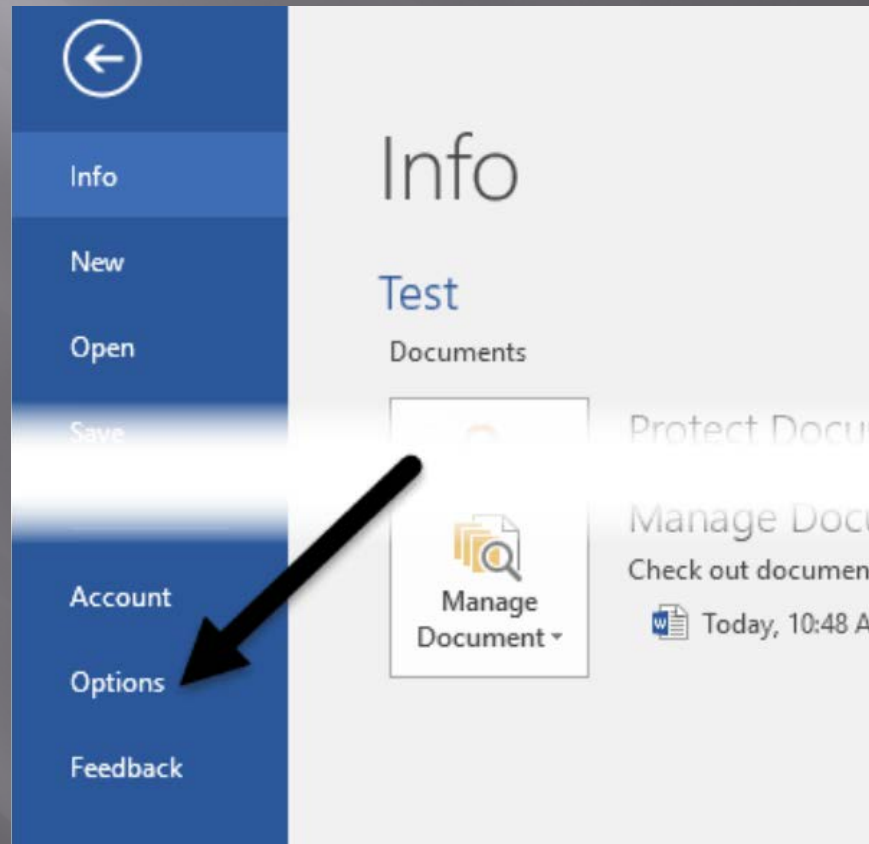


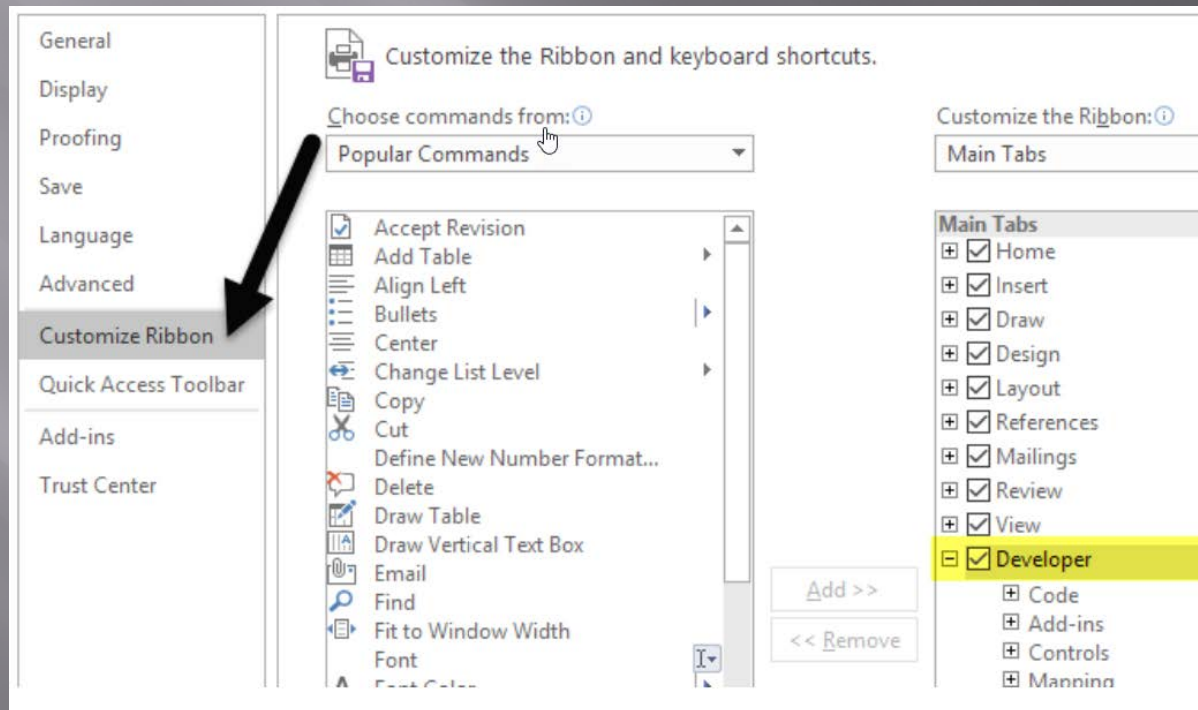
MAKING FILLABLE FORMS WITH MICROSOFT WORD

Enable Developer Tab

- ▣ To enable the tab, click on **File** and then **Options**.



- Click on **Customize Ribbon** and then check the **Developer** box in the right-hand list box.

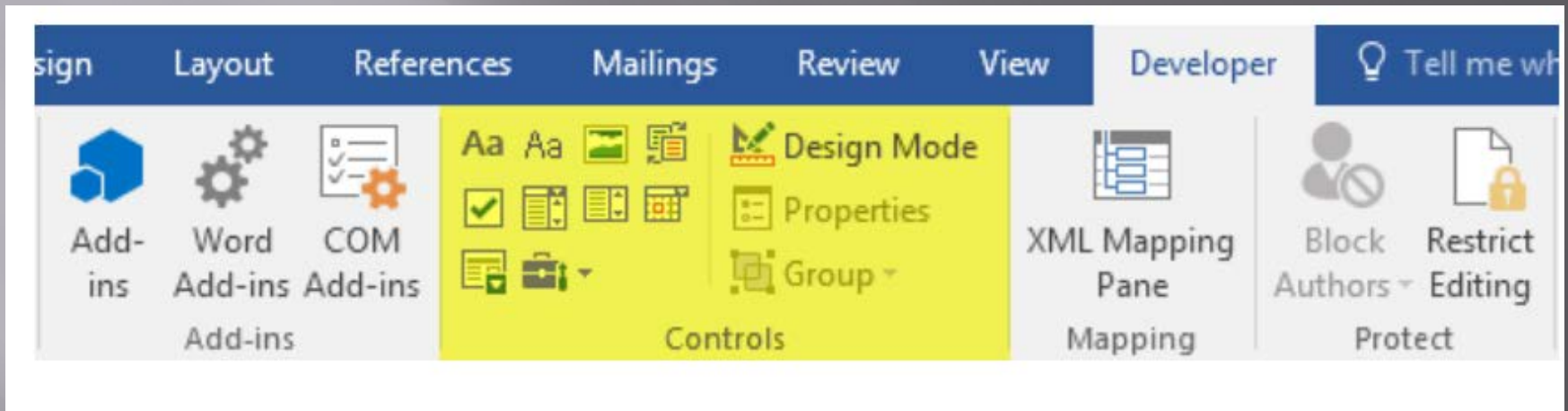


- Click **OK** and click on the tab in the ribbon

Creating a Form in Word

- ▣ Controls section has eight different controls
 - Rich Text
 - Plain-Text
 - Picture
 - Building Block Gallery
 - Checkbox
 - Combo Box
 - Drop-Down List
 - Date Picker.

Adding control



- To insert a control, just click on it.
- It will appear wherever your cursor was located

Change Filler Text

- Each control has its own filler text.

First Name:	Click or tap here to enter text.
Last Name:	Click or tap here to enter text.

- Edit text by clicking on Design Mode.

Insert Design Layout References Mailings Review View Developer

Word Macro Use Recording Macro Security Add-ins Word Add-ins COM Add-ins Aa Aa Design Mode Properties Group XML Mapping Pane Mapping

First Name:	Enter Your First Name
Last Name:	Click or tap here to enter text.

Change Properties

- ▣ Select the text and change it.
- ▣ Click on the **Design Mode** button again to exit the mode.
- ▣ Click on the control so it is highlighted
 - Click on **Properties**,
 - Directly below the Design Mode button.

Content Control Properties



General

Title:

Tag:

Show as:

Bounding Box



Color:



☐ Use a style to format text typed into the empty control

Style:

Default Paragraph Font



 New Style...

☐ Remove content control when contents are edited

Locking

☐ Content control cannot be deleted

☐ Contents cannot be edit

Plain Text Properties

☐ Allow carriage returns (multiple paragraphs)

OK

Cancel



Drop Box

- ❑ In order to add items to the list, click on **Properties**.
- ❑ **Add** button and type list item. There is no reason to change the value.
- ❑ Add all items.
- ❑ Click OK.

A screenshot of a dialog box titled 'Locking'. It has two sections. The first section, 'Locking', contains two unchecked checkboxes: 'Content control cannot be deleted' and 'Contents cannot be edited'. The second section, 'Drop-Down List Properties', contains a table with two columns: 'Display Name' and 'Value'. The table lists six age ranges: '1-18', '18-34', '35-45', '45-54', '54-65', and '65+'. To the right of the table are five buttons: 'Add...', 'Modify...', 'Remove', 'Move Up', and 'Move Down'. At the bottom right are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a blue border.

Display Name	Value
1-18	1-18
18-34	18-34
35-45	35-45
45-54	45-54
54-65	54-65
65+	65+

Combo Box

- ▣ In a list box, user has to choose from list
- ▣ In a combo box,
 - User can choose from list, or
 - User can enter text in box.

Date Picker Box

- Click on it and a calendar appears
- Click on the date to select it
- In properties,
 - Choose how to display date.
 - Choose a different calendar type

Date Picker Properties

Display the date like this:

M/d/yyyy

3/21/2016
Monday, March 21, 2016
March 21, 2016
3/21/16
2016-03-21
21-Mar-16
3.21.2016
Mar. 21, 16

Locale:

English (United States)

Calendar type:

Gregorian

Store XML contents in the following format when mapped:

Date and Time (xsd:dateTime)

OK Cancel

Checkbox

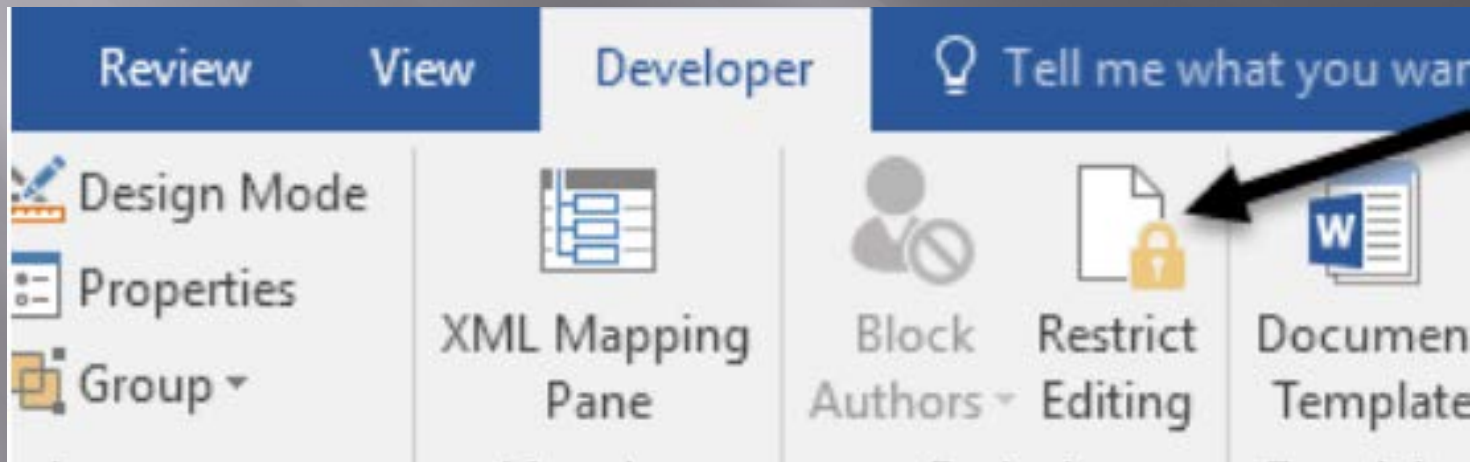
- ❑ When you add a checkbox and try to type text into it, it will tell you that the selection is locked.
- ❑ Click next to the checkbox and then type your text.

☐ - Italian

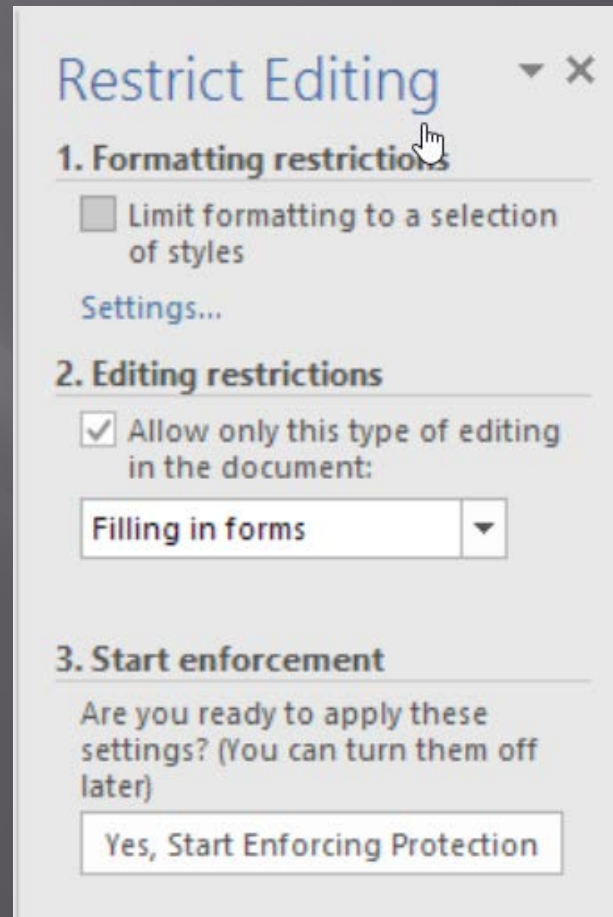
☐ - French

Protect Document

- ▣ User can only fill out the form fields
- ▣ Click on **Restrict Editing** on the **Developer** tab.



- ▣ Click on the dropdown under **Editing restrictions** and choose **Filling in forms**.
- ▣ Check **Allow only this type of editing in the document**.
- ▣ Click **Yes, Start Enforcing Protection**
- ▣ Enter a password if desired.



The screenshot shows the 'Restrict Editing' task pane on the right side of the Microsoft Word interface. The pane has a title bar with 'Restrict Editing' and a close button. It is divided into three sections: 1. Formatting restrictions, 2. Editing restrictions, and 3. Start enforcement. In the 'Editing restrictions' section, the checkbox 'Allow only this type of editing in the document:' is checked, and the dropdown menu below it is set to 'Filling in forms'. In the 'Start enforcement' section, there is a question 'Are you ready to apply these settings? (You can turn them off later)' and a button labeled 'Yes, Start Enforcing Protection'.

Restrict Editing

1. Formatting restrictions

☐ Limit formatting to a selection of styles

[Settings...](#)

2. Editing restrictions

☒ Allow only this type of editing in the document:

Filling in forms

3. Start enforcement

Are you ready to apply these settings? (You can turn them off later)

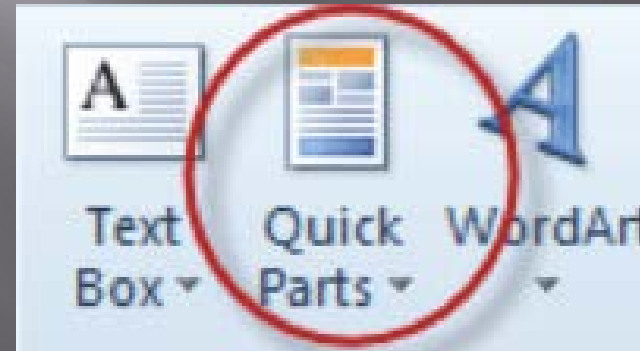
Yes, Start Enforcing Protection

AutoText and Quick Parts

- ▣ Insert a building block control.
- ▣ Lets you pick content from Quick Parts and AutoText
- ▣ Quick Parts is like Microsoft's AutoText but with more flexibility.
- ▣ Type some text into document, i.e. your name & address.

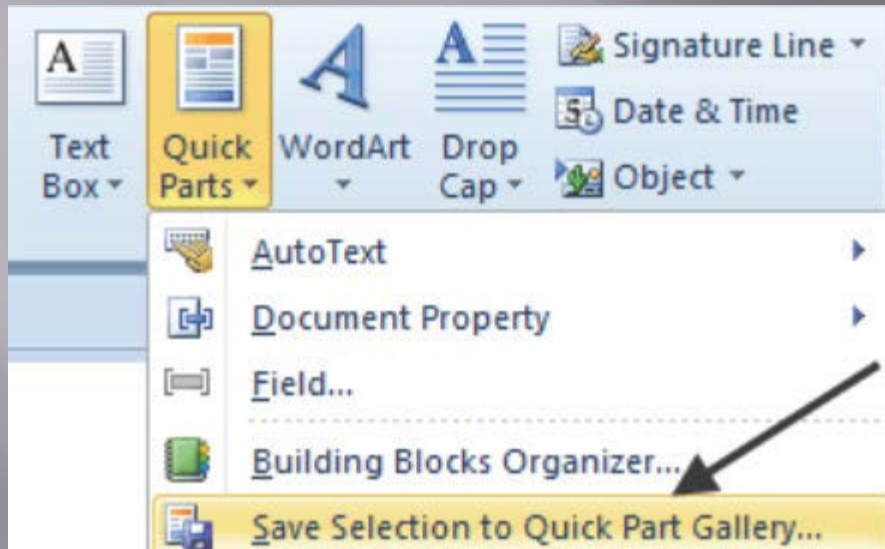
AutoText and Quick Parts

- ▣ Highlight text and then click the **Insert** tab on the main ribbon.
- ▣ Click on the **Quick Parts** icon.

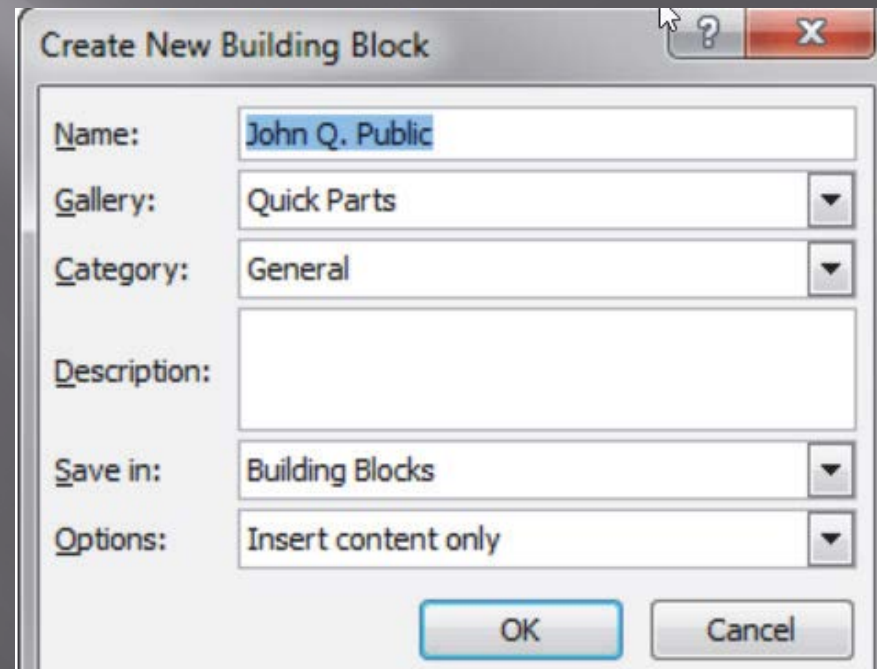


AutoText and Quick Parts

- Choose Save Selection to Quick Part Gallery

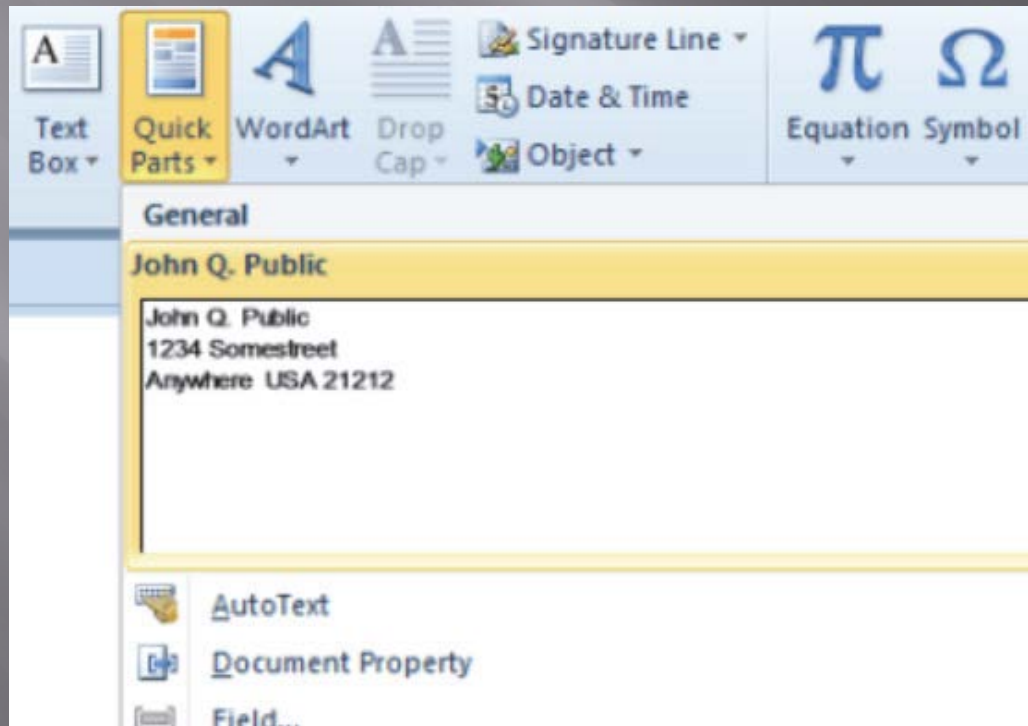


and a popup appears.

A screenshot of the 'Create New Building Block' dialog box. The dialog has a title bar with a question mark and a close button. It contains several fields: 'Name:' with the text 'John Q. Public'; 'Gallery:' with a dropdown menu set to 'Quick Parts'; 'Category:' with a dropdown menu set to 'General'; 'Description:' with an empty text box; 'Save in:' with a dropdown menu set to 'Building Blocks'; and 'Options:' with a dropdown menu set to 'Insert content only'. At the bottom are 'OK' and 'Cancel' buttons.

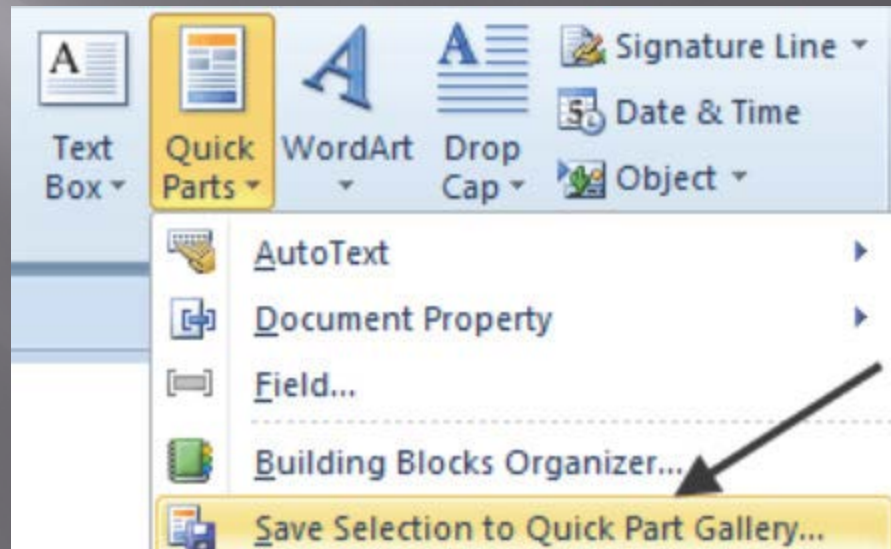
Quick Parts in Action

- ▣ Click on the **Quick Parts** icon.
- ▣ You will see the captured text in a dialog box.



AutoText and Quick Parts

- ▣ Choose **Save Selection to Quick Part Gallery** and a popup appears.
- ▣ Click **Ok**.



Note: The Name of the Quick Part you are creating, defaults to the first line of your text

Quick Parts in Action

- ▣ Click on the **Quick Parts** window with your text in it.
- ▣ Text is inserted at the cursor position.
- ▣ Faster way to insert Quick Parts text:
 - Start typing the text you have saved.
 - Popup window appears.
 - Press Enter and the rest of the text will be filled in.

