EDMEDIA
MAKING A FILLABLE FORM IN WORD

SET UP WORD

This must be done in order to make the correct toolbar visible.

In Word 2007 and 2010:

1. Click the Microsoft Office Button.
2. Click "Word Options".
3. Click "Popular".
4. Select the Show Developer tab in the Ribbon check box, and then click OK.

In Word 2011:

1. Click on the Word menu and select "Preferences".
2. Click the Ribbon button on the bottom row on the right-hand side.
3. In the Customize section, scroll through the list and insert a check mark next to Developer.
4. Click the OK button.
5. Click on the Developer tab on the Ribbon and you'll see the Form Controls.

CREATING THE FORM

1. Create a new blank document.
2. Click the Microsoft Office Button, and then click "Save As".
3. In the Save As dialog box, give the new template or document a file name, and then click "Save".

ADD CONTENT TO THE FORM

Design the form by sketching a layout on paper first, or use an existing form as a guide.

Once you start in Word, it's a good idea to first type out all the instructions and information that will not be altered by the user. Enter any rules, images or text that you want.

For example. if you want someone to fill in their name and age, type: NAME: and AGE: Then go on to the next part of the form. Add the interactive parts of the form after you've got the structure in place.

ADD FILLABLE FIELDS TO THE FORM

In Word 2007 and 2010:

On the Developer tab, in the Controls group, click "Design Mode", and then click where you want to insert a control.

Then you can choose what kind of control you want to enter.

• For a fillable text box, click on the "Aa"button.

• For a dropdown list, click on the   button.

    a.   To create a list of choices, under "Drop-Down List Properties", click "Add".

    b.   Type a choice in the Display Name box.

    c.   Repeat this step until all of the choices are in the drop-down list.

• For a check box, click on "Legacy Tools" and click "Check Box Form Field".

    d.   Type a space, and then type a label for the check box.

    e.   To remove the shading from the check box, click Legacy Tools, and then click Shading.

To modify any of these elements, right click on the control, then click on "Properties"and change what you want. For example, in for the fillable text boxes, you can add a maximum length to restrict how many characters the user can enter.

In Word 2011

1. Click on the Developer tab.

2. Under "Form Controls", click on the control you would like to enter.

• Text Box lets the user type in their own answer. Click the Text Box option to insert a Text Box into your Word document. Double-click on this Text Box to control its options. For example, you can set a maximum length for the user's answer.

• The Check Box lets you create a box that can be checked by the user.

• The Combo Box lets the user enter a list of choices that will appear in a drop-down list. Only one choice can be selected. After adding a Combo Box to your Word document, double-click it to enter the choices.

PROTECTING THE FORM

It is very important that once you've finished, to protect your document. This means that it can't be edited, turning your document into a fillable form. Once you've protected the form you're ready to distribute it to others.

In Word 2007 and 2010:

1.   On the Developer tab, under "Protect", click "Protect Documen"t, and then click "Restrict Formatting and Editing".

2.   In the Protect Document task pane, under Editing restrictions, select the" Allow only this type of editing" in the document check box.

3.   In the list of editing restrictions, select "Filling in forms".

4.   Under "Start enforcement", click "Yes, Start Enforcing Protection".

5.   To allow other to remove the protection so that they can edit the form, assign a password by typing a password in the "Enter new password" box,.

In Word 2011:

1.   Click on the "Protect Form" button and save. It will be ready to be sent out to others.

2.   If you want someone else to edit it, you can add a password by clicking on the "review" tab on the toolbar. Under "Protection", click "Document". In the pop-up window, make sure "Forms" is selected, then enter a password. This password can be distribtuted to those who will edit it.