

## Type-On Forms in MS Word

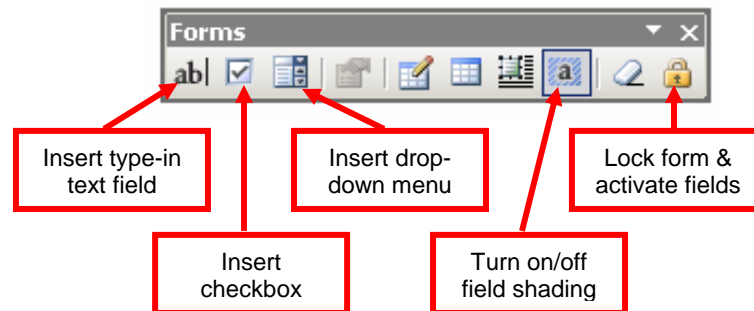
Word will let you create forms with "locked" text and "unlocked" form fields that let users type information into the fields. The form can then be printed or e-mailed.

### Features and limitations

- Users need Microsoft Word to fill in the form.
- You can make type-in fields, checkboxes, and drop-down menus. Radio buttons (round buttons which let you choose only one item in a group) are not available.
- Though type-in fields appear to hold only a few characters, they will expand to hold any amount of text. This may distort the layout of your form; plan your layout accordingly. You can also limit the number of characters that may be entered in any field.
- You can distribute the form via a link on a web site, e-mail, or CTools.
- There is no convenient way to automatically compile the data into a spreadsheet or database.
- For the neatest forms, use tables for layout and alignment.

### Creating the form

1. Starting from an existing form: Open an existing form in Word. It's a good idea to work from a copy of your original form (File→Save as...). Delete all existing "placeholder lines," empty checkboxes, etc. where people would write by hand.
2. –OR– Create a form from scratch. Use tables instead of tabs wherever possible.
3. Show the Forms Toolbar by clicking View→Toolbars→Forms.



4. Position your cursor where you want a field to go. Click the appropriate icon on the Forms Toolbar to insert the type of field you need.
5. To set the options for a field, double-click it. You can set options such as maximum number of characters, text that should show upon opening the form (e.g., "Insert essay here"), and the items that should appear on the drop-down menu.
6. Save your form.
7. "Protect" your form by clicking the padlock icon on the Forms Toolbar. This will lock the text on the form (such as "Name," "Address," and "Phone") and activate the blank fields so they can be typed on.
8. Your form is ready to be sent out!