

Create

Introduction to Forms

Use IT+

Contents

Introduction	3
1 Turn on the Developer Tab	3
2 Add Content Controls	4
3 Customise	6

Introduction

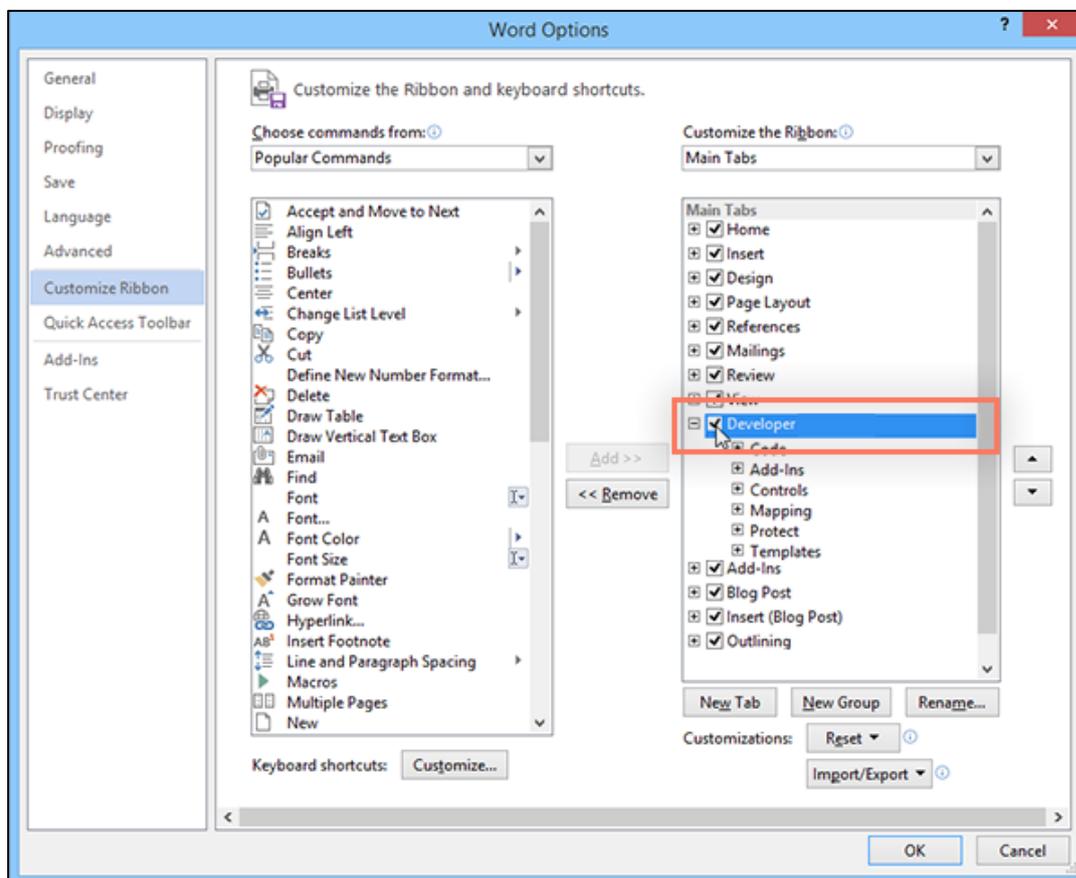
If you've ever used Microsoft Word, you've probably spent a lot of time customizing different options to get your document to look exactly the way you want. But have you ever created a document for **other people to use**?

For example, let's say you're organizing a field trip and want everyone to send in their permission forms electronically. To simplify the process, you could create a **form** in Microsoft Word. A form allows you to **create placeholders for different types of information**, such as text, dates, yes-no questions, and so on. This makes it easier for everyone to know what type of information to include, and it also helps ensure all of the information is formatted the same way.

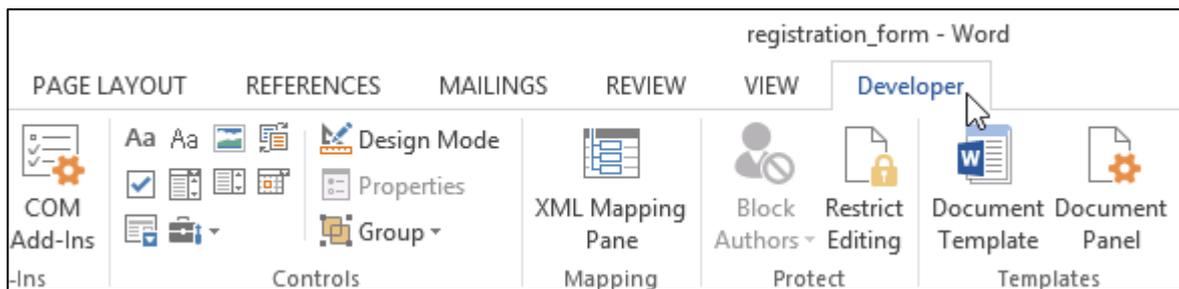
We'll use **Word 2013** to show you how to create a form, but this should work the same way for Word 2010 or Word 2007.

1 Turn on the Developer Tab

Before you create form elements in a document, you'll need to activate the **Developer** tab on the Ribbon. To do this, click **File > Options** to access the **Word Options** dialog box. Select **Customize Ribbon**, then click the check box for the **Developer** tab.

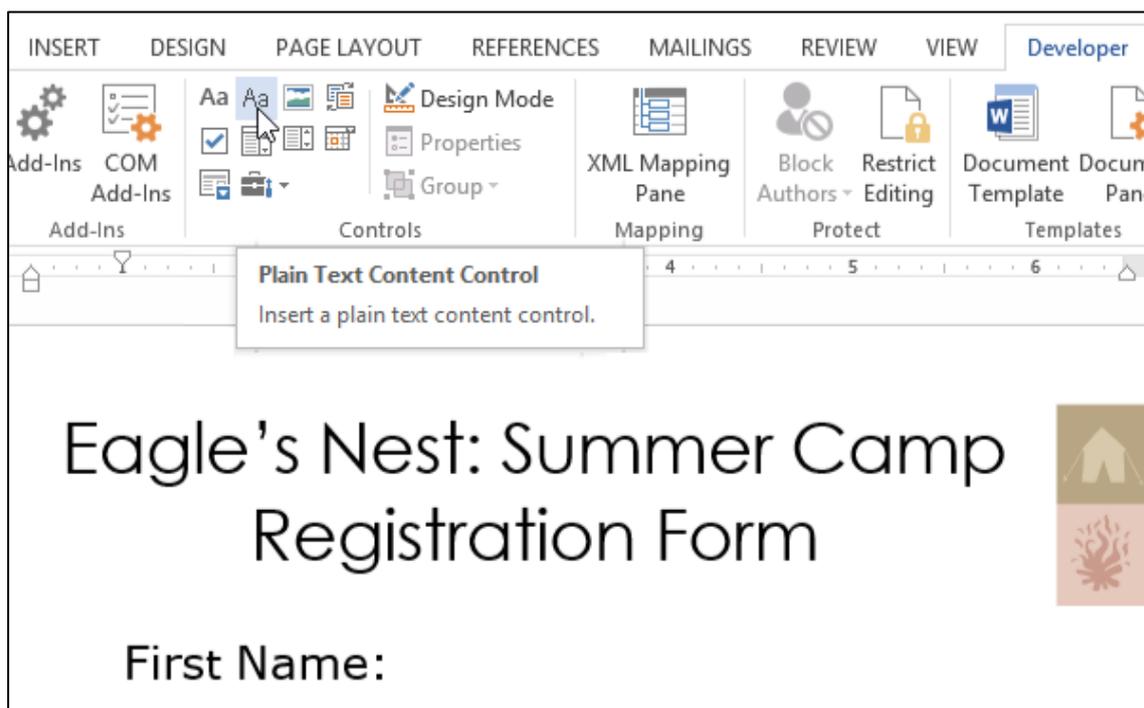


The **Developer** tab will appear on the Ribbon.



2 Add Content Controls

Now you're ready to add the different parts of the form, which Word calls **content control fields**. To add a content control field, place your cursor in the desired location, then choose a field from the **Controls** group on the **Developer** tab. You can hover your mouse over the fields to see the different options. In this example, we're adding a **text field** so users can type their first names.

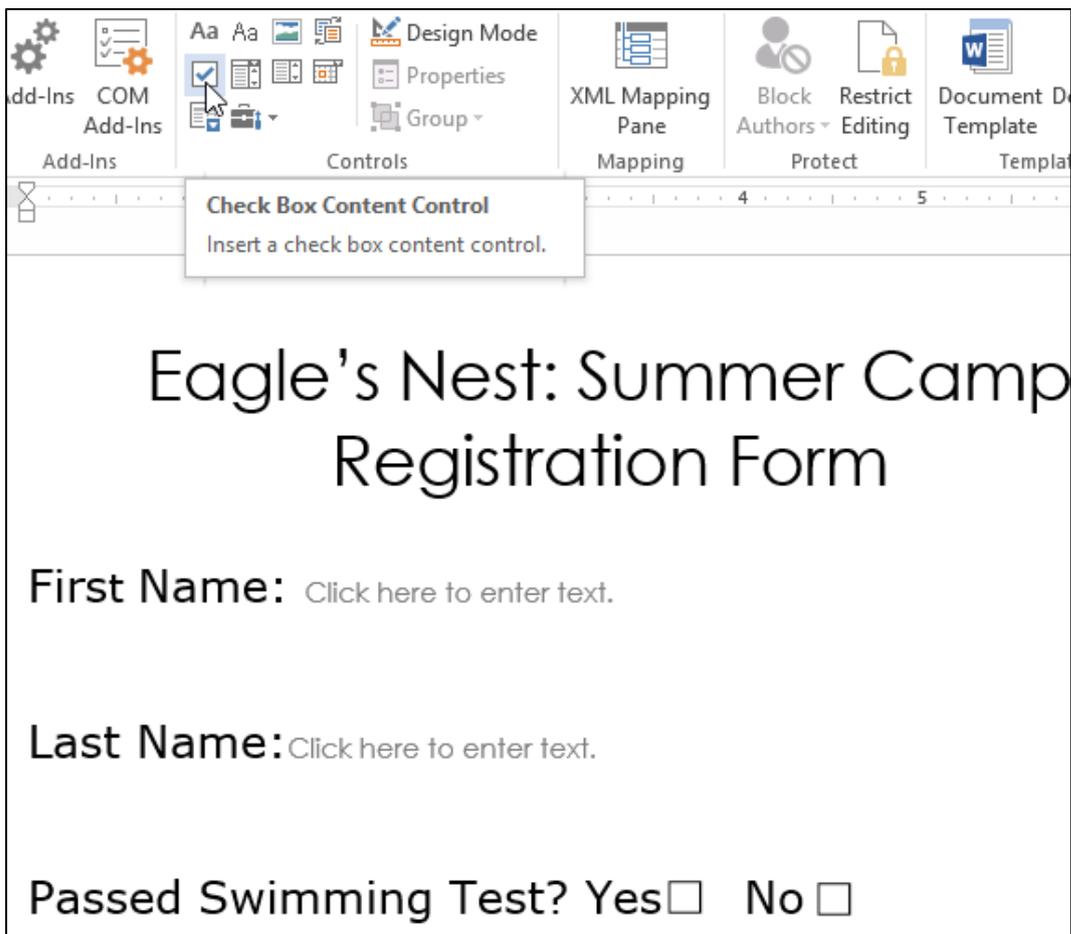


The content control field will appear in the document.

First Name:

Last Name:

You can add several types of fields. For example, you can add **check boxes** for a **yes-no** question:



The screenshot shows the Microsoft Word ribbon with the 'Check Box Content Control' option selected in the 'Controls' group. Below the ribbon is a registration form titled 'Eagle's Nest: Summer Camp Registration Form' with the following fields:

First Name:

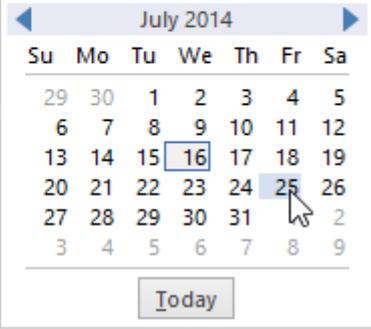
Last Name:

Passed Swimming Test? Yes No

Or even a date selection field:

Drop-Off Date:

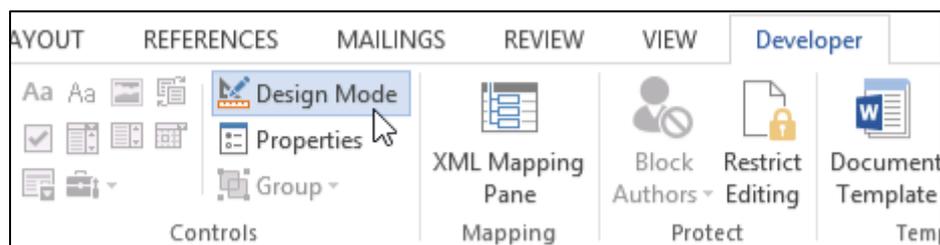
Which camp are you registering for?



Once you've added all of your fields to the document, you're ready to send out the form for others to use!

3 Customise

If you want even more control over the way your form looks, you can turn on **Design Mode** from the **Controls** group on the **Developer** tab.



Then you can modify the **properties** for each content control field, including the text that will appear in each field. If you're willing to spend a little more time customizing each field, you can build a pretty robust form. For example, you could create your own custom **drop-down list**, as in the example below:

Which camp are you registering for?

- Choose an item.
- Lil' Wrens Day Camp
- Big Hawks Sleep Away Camp
- Falcon's Adventure Camp (15+ only)