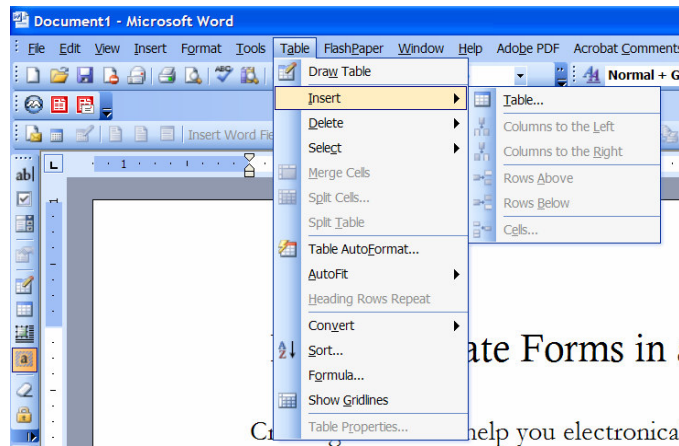


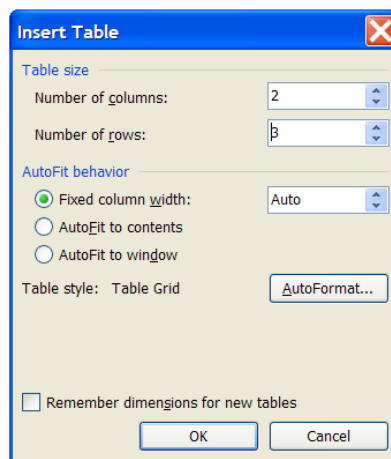
How to Create Forms in a Word Document

Creating forms can help you electronically send out a document for others to complete and return. I personally like to put my forms inside of a table to keep things in order and neat. So first we will make sure you know how to insert a table.

- Insert a table by going to **Table** > **Insert** > **Table**.

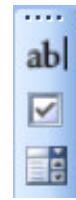
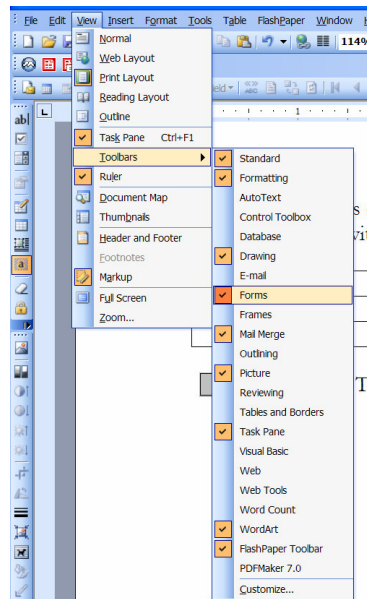


Select the number of columns and rows you will need. (You can always add more by going to table and Insert rows or columns.)




You can always adjust the size of the table boxes with text or by moving the lines with your line tool.

Go to **View > Toolbar** and make sure **Forms** is checked.



When Forms is checked you will see these icons to work with.

 Allows you to insert a gray text area for typing

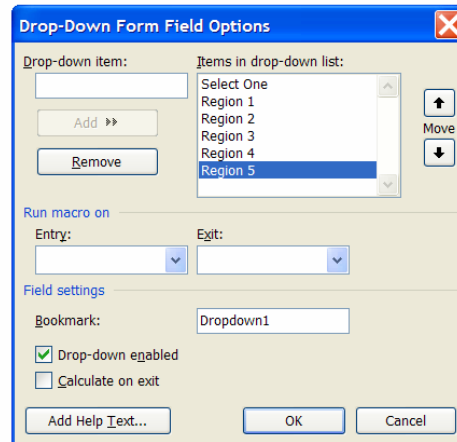
 Allows you to insert a check box

 Allows you to insert a drop-down box

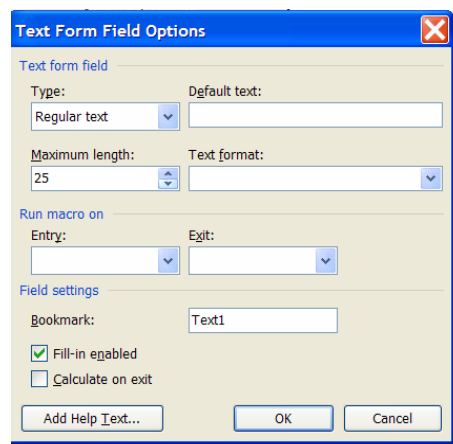
Just place your cursor where you need the above item and click on the appropriate icon in your toolbar.

When you click on the drop-down box option, it will create a gray box that looks like the text option. When you double click on the gray box, it will ask you to create the items for the drop-down menu. I always put "Select One" or something similar to tell the participant to make a choice here.

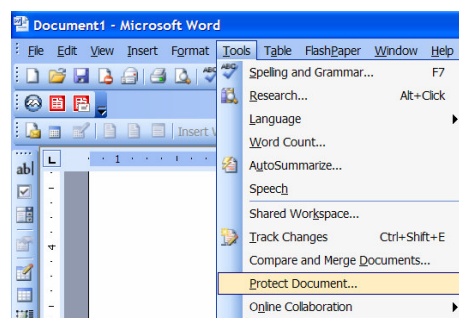
Select One



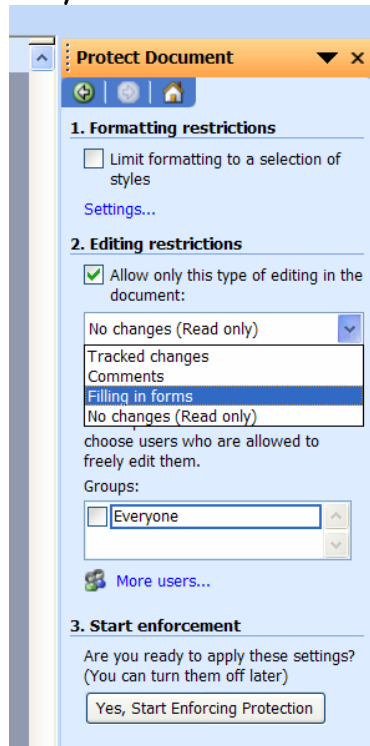
When you insert a text area, you can limit the number of characters the participant can use when filling out the form. This will stop things from moving around. Just double click on the gray text area and under Maximum length decide how long you would like your text area.



When your document is complete go to Tools > Protect Document.



A side bar will open on the right side of your screen. Under #2 put a check in the box to only allow this type of editing in the document and in the drop-down choose Filling in Forms. Then under #3 click Yes, Start Enforcing Protection when you are ready to send out the form.



When you save the document save it as a Template (.dot instead of .doc)