

MS Word ~ Creating On-line Forms

Create a Document Template

1. Click **New** on the **File** menu. Select **Blank Presentation**. Click **Template** under **Create New**, and then click **OK**.
2. On the **File** menu, click **Save As**.
3. In the **Save as type** box, click **Document Template**.
4. The default folder is the **Templates** folder in the **Save in** box. To save the template so that it will appear on a tab other than **General**, switch to the corresponding subfolder within the **Templates** folder.
5. In the **File name** box, type a name for the new template, and then click **Save**.

Designing A Form For Print Or For Viewing In Word

To create a form, sketch a layout for the form first, or use an existing form as a guide for designing the new form. Decide whether you want a form that will be completed on screen using Word or on paper.

Many forms, such as contracts, consist solely of text, with form fields inserted throughout the document so users can provide specific information. Other forms are based on a grid, in which you can combine features such as tables to align text, borders to designate text areas to be filled in, and shading to emphasize headings and other special elements that make the form more attractive and easier to use.

When you have a rough sketch of how you want your form to look, you can use the following Word features to help you lay out and build the form:


To Create A Form With A Simple Layout

You use the **Forms** toolbar to insert form fields in a form that users will view and complete in Word or in print.




In the document, click where you want to insert the form field.


Text Form Field

Insert a fill-in field where users can enter text. You can specify a default entry so that the user does not have to type an entry except to change the response. Click .

Check Box Form Field

Insert a check box next to an independent option that you select or clear. Also, to insert a check box next to each item in a group of choices that are not mutually exclusive — that is, you can select more than one. .


Drop-Down Form Field

Insert a drop-down list box that restricts available choices to those you specify. If needed, a user can scroll through the list to view additional choices. .



Entering Drop-Down Items

1. Double click on the Drop-Down Form Field. This will get you to the Drop-Down Form Field Options box.
2. Enter each Drop-Down item and click **Add**.

Change The Order Of Items In A Drop-Down List Form Field

1. Open the template that contains the form you want to change.
2. Remove protection from the form template by clicking **Protect Form** on the **Forms** toolbar. 
3. Double-click the drop-down form field.
4. In the **Items in drop-down list** box, click the item you want to move.
5. To move the selected items up or down in the list, click the **Move** arrow buttons.
6. Click **OK**.

Protecting Your Form

Before you make a form available to users, protect it by clicking  **Protect Form** on the **Forms** toolbar. Protection allows users to fill in the form but prevents them from changing the form's layout and its standard elements. When you want to go back to writing or modifying the form, click  **Protect Form** again to unprotect the form.

Prevent Users From Changing A Form Containing Form Fields

After creating a form that users will view and complete in Word, you must protect it so that users can enter information only in the designated areas.

1. On the **Tools** menu, click **Protect Document**.
2. Click **Forms**.
3. To assign a password to the form so that users who know the password can remove the protection and change the form, type a password in the **Password** box. Users who don't know the password can still enter information in the form fields.
4. To protect the entire form, click **OK**.