

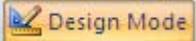
Using Online Forms in 2007

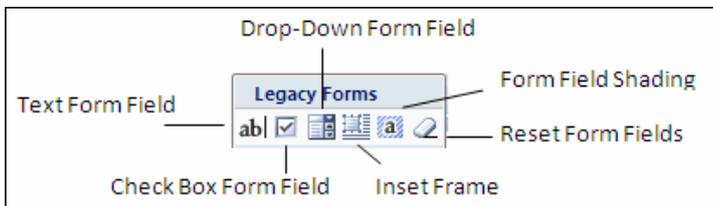
These are very useful when wanting to email the form, for example, when wanting to report a fault with your computer system.

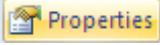
Design your form layout and then create your form shell. See example:

Employee Details

Name:	
Telephone:	
Date:	23 November 2007
Time:	

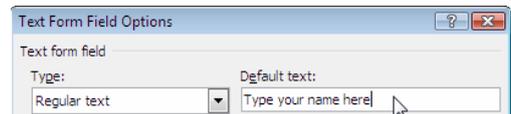
Click in the first field area, which will be a text area. Click on Developer tab [If the Developer tab is not visible, click on Office button, and then Word Options. Click Popular. Select the Show] then on  button. The Legacy Forms tool  is in the Control ribbon:



On the Legacy Forms button click on  button to insert the Text field. The field will be shaded. Highlight the field and click on Properties. 

In the Text Form Field Options, default text, type “Type your name here” and click OK.

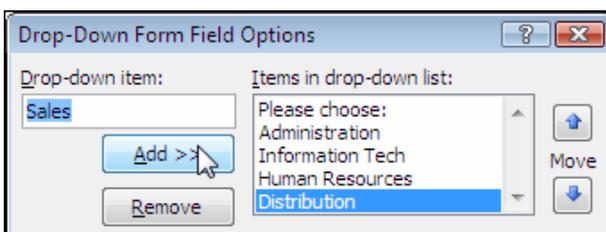
Repeat for the Telephone field. For the time field, select the *text* type and choose time from the type box in Properties.



To insert a drop-down box for department, choose the drop-down box field from Legacy Forms tools.

Please select from drop down list:

Department:	Please choose:
Priority – Select:	



After clicking on Properties, type ‘Please choose’ and click Add. Type the remainder of the departments, clicking Add each time. Re-order the list by clicking on the name, then moving up or down the order.

To insert the check box field, click in the first row.

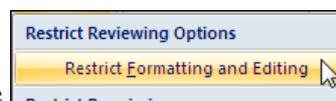
Please tick appropriate box:

<input type="checkbox"/>	Cannot shut down
<input type="checkbox"/>	Keyboard Jammed
<input type="checkbox"/>	Mouse does not work
<input type="checkbox"/>	Error has appeared on screen
<input type="checkbox"/>	Frozen
<input type="checkbox"/>	Other

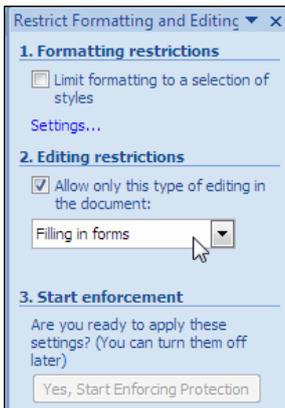
Click on Legacy Forms and then Check Box field. Repeat for each of the rows.

Locking the form

Once all fields have been established, the form needs to be locked to be usable. The first step is to turn off the Design mode.



Click on the Protect Form button and chose Restrict Formatting and Editing.



In the Task Pane No 2, click in the check box, then choose Filling Forms.

Click on No 3 – Start enforcing protection.

Save the document.

Using the form

Use the TAB to move between fields. You can also use SHIFT TAB to move back to a previous field. Also use the mouse and cursor to access the drop down options.

Please select from drop down list:

Department:

-
-
-

Save the form with a new name when finished.