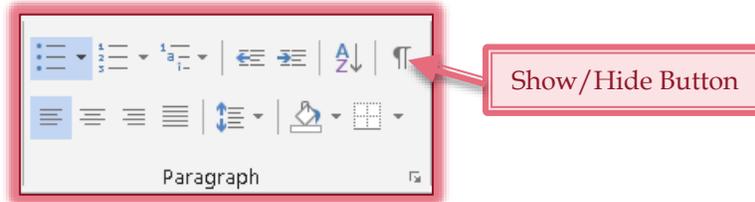


## Create a Registration Form

For this lesson, we will be inserting form controls into a forms document. The form was created using the Tables feature in Word. The method explained in this lesson for creating a form is available in Word 2007 or later, but cannot be saved or created in Word 2003 or earlier. The cell references are determined by counting the number of cells in the columns and rows. The Registration Form can be found on the **Word 2013** page on the **Training Web Site**.

### PRELIMINARY STEPS

- ✦ Open the **Registration Form** from the folder where it was stored.
- ✦ Click the **Home Tab**.
- ✦ In the **Paragraph Group**, click the **Show/Hide** button (see illustration below).



- ✦ If the **Developer Tab** does not show on the **Ribbon**, complete the steps below to display it:
  - ★ Click the **File Tab**.
  - ★ Click the **Options** link under **Help** (see illustration at right).
  - ★ Click the **Customize Ribbon** link.
  - ★ The **Word Options** window will display.
  - ★ Under the **Customize the Ribbon** area on the right side of the window, click the **Developer** check box.
  - ★ Click the **OK** button to exit the **Word Options** window.

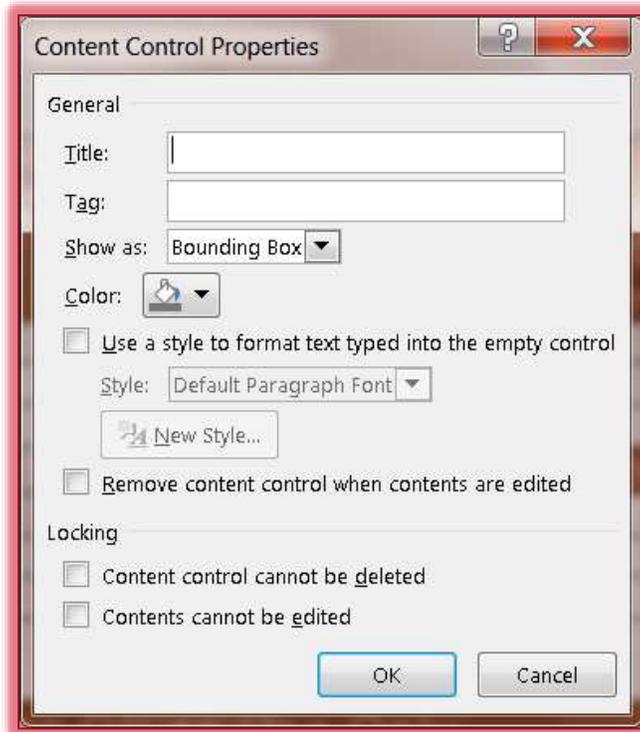


### INSERT A TEXT CONTENT CONTROL

- ✦ Click cell **C3**. This is the cell to the right of the one that contains the word **Name**.
- ✦ Click the **Developer Tab**.
- ✦ In the **Controls Group**, click the **Rich Text Content Control** button (see illustration below).



- ✦ A **Text Content Control** will be inserted into cell **C3**.
- ✦ In the **Controls Group**, click the **Properties** button.
- ✦ The **Content Controls Properties** dialog box will open (see illustration on next page).
- ✦ Type **Child Name** in the **Title** text box.
- ✦ Click the **Use a style to format contents** check box.
  - ★ Click the **Style** arrow.
  - ★ Click **Balloon Text**.
- ✦ Click a blank area of the form to deselect the **Content Control**.



- ✦ Click the **Design Mode** button in the **Controls Group**, if necessary. When Design Mode is active, the button will appear in blue (see illustration below left).



- ✦ In cell **C3**, drag to select the placeholder text, **Click here to enter text** (see illustration above right).
- ✦ Input the text: **Child's first and last name.**
- ✦ Click the **Properties** button in the **Controls Group**.
- ✦ Click the check box for **Content control cannot be deleted**.
- ✦ In cell **E3**, insert a **Rich Text Content Control**.
  - ★ The title for this **Rich Text Content Control** should be **Parent/Guardian Name**.
  - ★ **DO NOT** allow the control to be deleted.
  - ★ Enter **Rich Text Content Controls** as indicated below.

Cell	Title Property	Placeholder Text
<b>C4</b>	Street Address	Enter street address.
<b>C8</b>	Home Phone	Enter home phone number.
<b>E4</b>	Cell Phone	Enter cell phone number or type None.
<b>E5</b>	Email Address	Enter email address or type None.
<b>E7</b>	Grade Level	Enter grade level of child.
<b>E8</b>	Teacher	Enter name of teacher you would like for your child.

- ✦ Italicize the words **None** in the placeholders for Cell Phone and Email Address.
  - ★ Select the word in the first placeholder.

- ★ Click the **Home Tab**.
- ★ In the **Fonts Group**, click the **Italics** button.
- ★ Do the same for the word in the second placeholder.

### GROUP AND TEST THE FORM

Grouping a form means that changes cannot be made to the text or structure of the form. A form does not have to be protected for text to be entered into a content control. However, it is a good idea to protect a form so that the text or structure cannot be changed. The best way to protect the content of a form is to use the **Group** command.

✚ Select the table by clicking the **Table Move Handle** (see illustration at right).



✚ Click the **Developer Tab**

✚ In the **Controls Group**, click the **Group** button (see illustration at right).



✚ The word **Group** will appear in the first cell and the last cell of the table.

✚ With the whole table still selected, click the **Design Mode** button.

✚ Click in the placeholder for the **Child's Name** and input a name.

✚ Move to the placeholder for the **Cell Phone**.

✚ Press the **Delete** key.

- ★ The placeholder text will disappear temporarily from the cell.
- ★ The Content Control will remain in the cell.
- ★ The placeholder text will reappear when the insertion point is moved to another placeholder or another location in the table.

✚ In the **Child Name** placeholder, remove the name that was input.

- ★ The placeholder text will reappear.
- ★ When testing a form, Text Content Controls should be reset with the placeholder text that was entered when the form was created.

### UNGROUP A FORM

✚ Click anywhere within the table without selecting any text or cells.

✚ In the **Controls Group**, click the **Group** button and then select **Ungroup**.

✚ The cells in the table are ungrouped.

### INSERT DATE PICKER CONTENT CONTROL

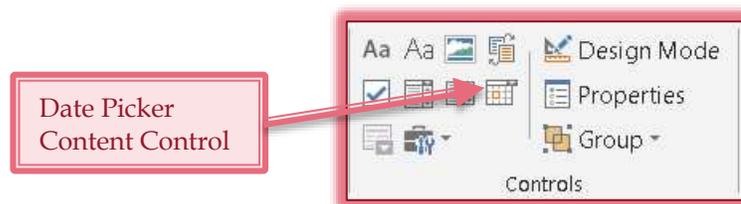
This type of control is used to insert dates into a form. The format for what the date will look like in the final document can be specified when creating the control.

✚ Click in cell C9. This is the cell to the right of the one that contains **Date of Birth**.

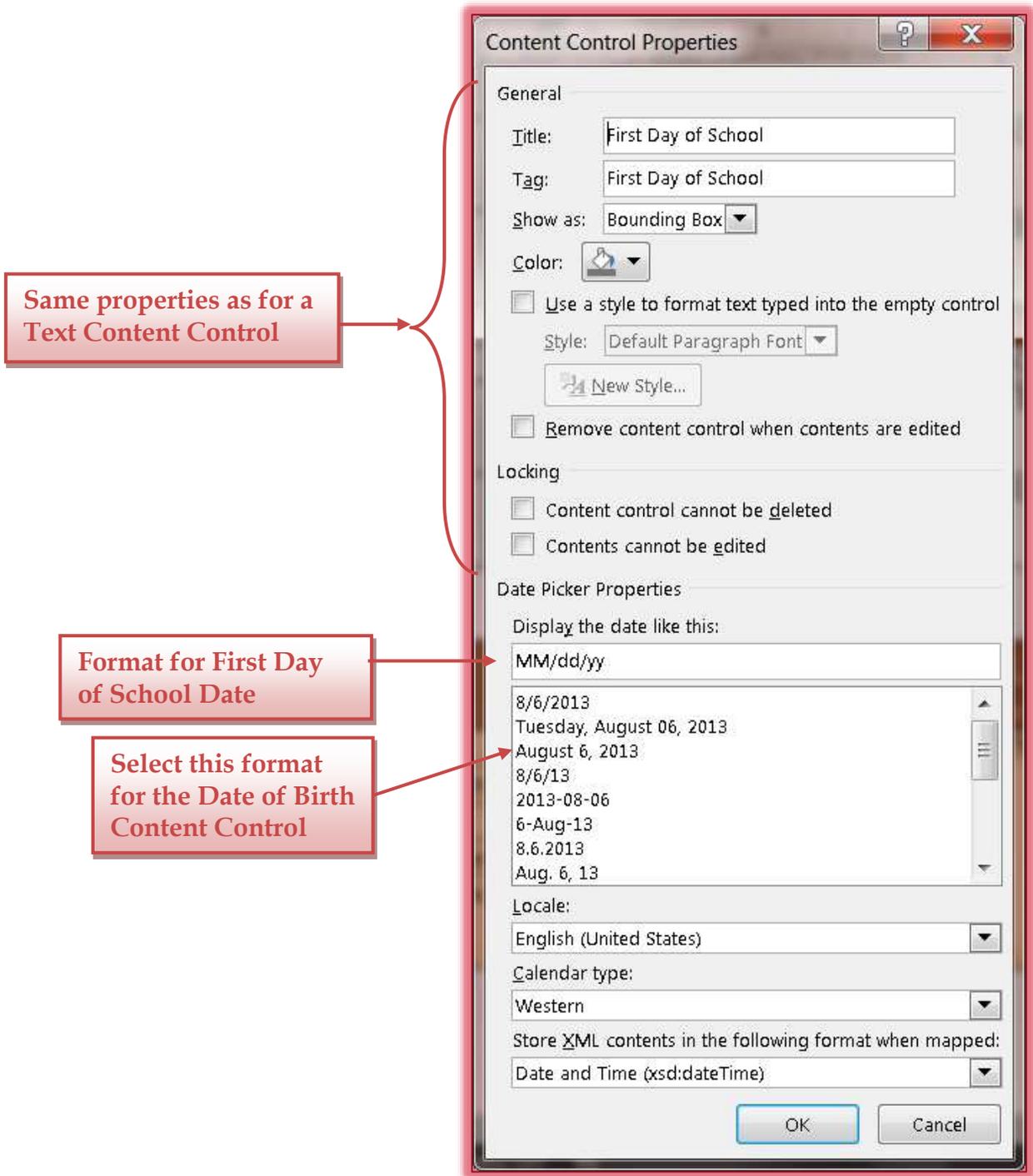
✚ Click the **Developer Tab**, if necessary.

✚ In the **Controls Group**, click the **Design Mode** button to turn it on, if necessary.

✚ Click the **Date Picker** button in the **Controls Group** (see illustration below).



- ✦ A **Date Picker Content Control** will be inserted into cell C10.
- ✦ Click the **Properties** button in the **Controls Group**.
- ✦ The **Content Control Properties** dialog box will appear (see illustration below).



- ✦ In the **Title** box, input **DOB**.
- ✦ Click the check box for **Content control cannot be deleted**.
- ✦ Move to the **Date Picker Properties** section of the dialog box.
- ✦ Click the third option in the second box under **Display the date like this**.
- ✦ The illustration in the **Format for the Date** box should read **MMMM d, yyyy**.
- ✦ Click **OK**.

## CREATE A DATE PICKER WITH CUSTOM DATE-TIME PICKER CONTENT CONTROL

When working with a Date Picker Control, it is possible to create a custom date-time picture. This section explains how to insert the control with a custom date-time picture.

- ✦ Click cell **C16**. This is the cell to the right of the one that contains **First Day of Class**.
- ✦ Click the **Developer Tab**, if necessary.
- ✦ In the **Controls Group**, click the **Design Mode** button to turn it on, if necessary.
- ✦ Click the **Date Picker** button in the **Controls Group** (see illustration below).

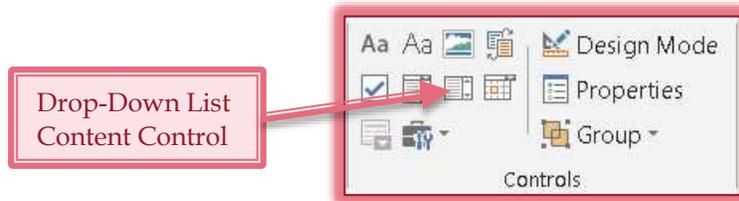


- ✦ A **Date Picker Content Control** will be inserted into cell **C17**.
- ✦ Click the **Properties** button in the **Controls Group**.
- ✦ The **Content Control Properties** dialog box will display (see illustration on previous page).
- ✦ In the **Title** box, input **First Day of School**.
- ✦ Change the text in the **Display the date like this** box to **MM/dd/yy**.
- ✦ Click **OK**.
- ✦ Replace the **Placeholder** text with **Click arrow, then use calendar**.

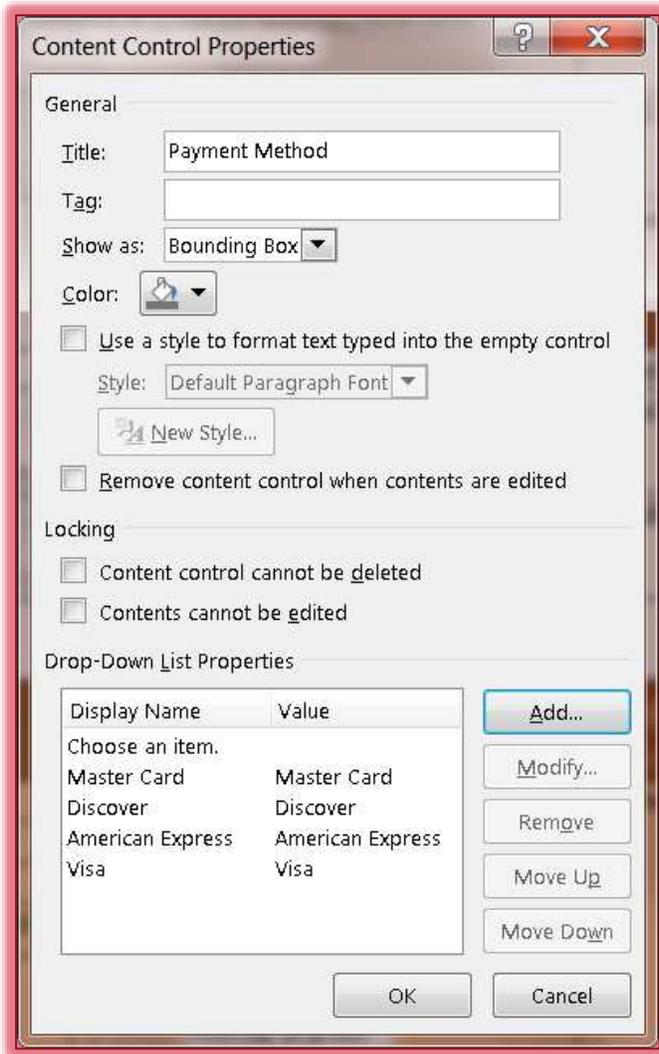
## INSERT A DROP-DOWN LIST CONTENT CONTROL

This type of control is used to restrict the user to clicking a choice from a predefined list. When users complete the form, they are allowed to choose only one item from the list.

- ✦ Click in cell **C15**, the one to the right of the **Method of Payment** cell.
- ✦ Click the **Developer Tab**, if necessary.
- ✦ Click the **Design Mode** button in the **Controls Group** to activate it (see illustration below).
- ✦ In the **Controls Group**, click the **Drop-Down List** button (see illustration below).
- ✦ Click the **Properties** button in the **Controls Group** (see illustration below).



- ✦ The **Content Control Properties** dialog box will display (see illustration on next page).
- ✦ In the **Title** box, input **Payment Method**.
- ✦ Click the **Content control cannot be deleted** check box.
- ✦ Click the **Add** button to open the **Add Choice** dialog box (see illustration on next page).
- ✦ In the **Display Name** box, input **Cash**.
- ✦ The same text will appear in the **Value** box.
- ✦ Click **OK** after the value has been entered.
- ✦ Click the **Add** button again to insert the following items into the **Display Name** list.
  - ★ Master Card
  - ★ American Express
  - ★ Discover
  - ★ Visa
- ✦ Click **American Express** in the list.



- † Click the **Move Up** button to move the item directly below the **Cash** entry.
- † Do the same thing to move **Discover** directly below **American Express**.
- † Once all the items have been added, click the **OK** button in the **Content Control Properties** dialog box.
- † In the placeholder, input **Click to select a payment method**.

### INSERT A COMBO BOX CONTENT CONTROL

A combo box provides a list of the most likely choices for an item, but also allows the user to input their own information if it is not in the list provided.

- † Click in cell C5, the one to the right of the **City** cell.
- † Click the **Developer Tab**, if necessary.
- † Click the **Design Mode** button in the **Controls Group** to activate it (see illustration below).



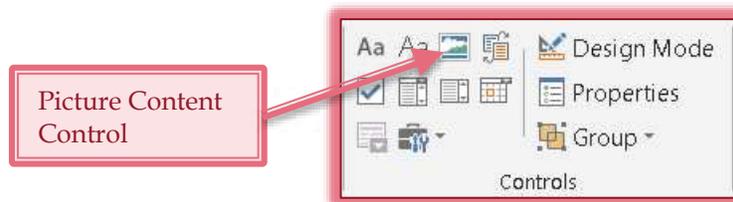
- † In the **Controls Group**, click the **Combo Box** button (see illustration above).

- † Click the **Properties** button in the **Controls Group**.
- † The **Content Control Properties** dialog box will display. This dialog box looks the same as the one for the **Drop-Down List** (see illustration on previous page).
- † In the **Title** box, input **City**.
- † Add **Adrian** as an item in the list.
- † Modify the first item in the list to read, **Click to select Adrian or type your city/town**.
- † Click **OK** to exit the dialog box.
- † In the placeholder, input **Click, then click arrow**.
- † Click cell **C6**, insert a **Combo Box** with **State** as the **Title**.
- † Replace the first item in the list with **Click to select MI or type your two-letter state abbreviation**.
- † Add **MI** as an item in the list.
- † Click **OK** to exit the dialog box.
- † In the placeholder, input **Click, then click arrow**.
- † In cell **C7**, insert a **Combo Box** with the **Title** as **Zip Code**.
- † Replace the first item in the list to read, **Click to select zip code or enter by typing**.
- † Click the **Add** button and then input **49221**.
- † Click **OK** to return to the **Control Content Properties** dialog box.
- † Click **Add** again and then input **49228**.
- † Click **OK** to return to the **Control Content Properties** dialog box.
- † Click **OK** to exit the **Control Content Properties** dialog box.
- † In the placeholder, input **Click, then click arrow**.

### INSERT A PICTURE CONTENT CONTROL

This control is used to insert pictures into a form. A picture can be chosen from any accessible folder on the computer.

- † Scroll to the top of the form.
- † Click in cell **B10**. This is the cell to the left of the one that contains **Special Needs**.
- † Click the **Picture Content Control** button in the **Controls Group** (see illustration below).



- † Click the **Properties** button in the **Control Group**.
- † The **Content Control Properties** dialog box will open (see illustration on next page).
- † In the **Title** box, input **Child Photo**.
- † Click the **Content control cannot be deleted** check box.
- † Click **OK**.
- † Click the **Child Photo Title Tab** on the **Content Control**.
  - ★ This will select the entire control.
  - ★ The control should be highlighted.
- † Click the **Table Tools Layout Tab**.
- † In the **Alignment Group**, click the **Align Top Center** button.
- † Click a blank area of cell **D1** to deselect the control.
- † Press the right arrow key on the keyboard to move the insertion point to the right of the picture.



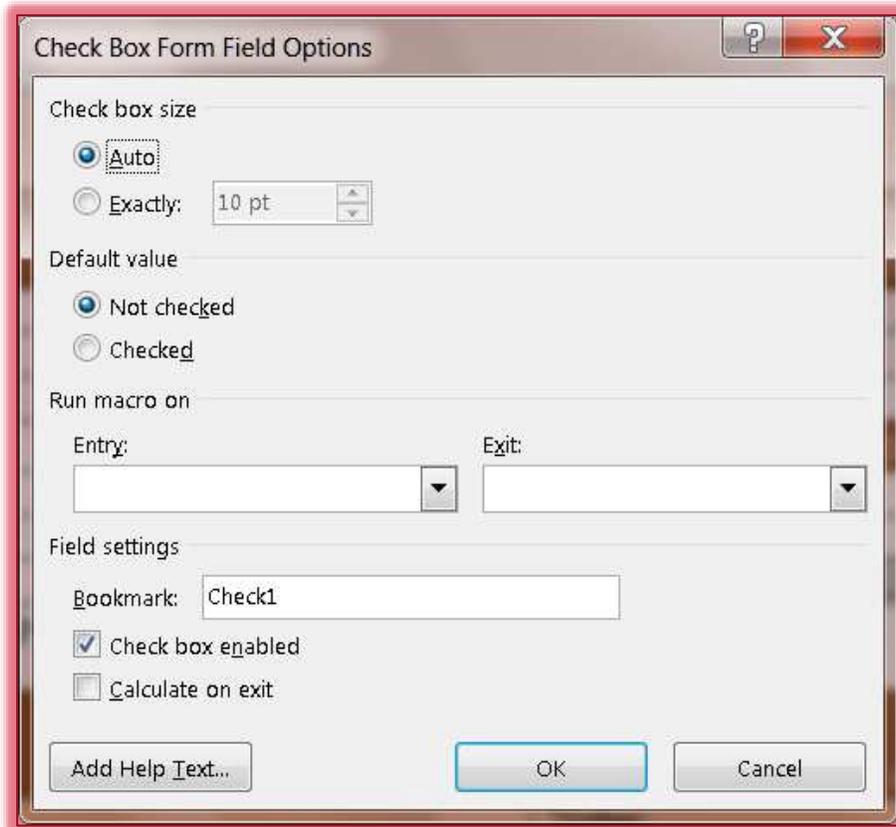
- † Press the **Enter** key to insert a blank line below the picture control.
- † Type **Insert a picture of your child in this area.**
- † Select the text that was just input.
- † Make the following formatting changes to the text.
  - ★ Change the font to **Verdana**.
  - ★ Change the font size to **9 point**.
  - ★ Deselect the text.
- † Click the **Design Mode** button to turn it off.
- † Point to the button in the middle of the **Picture Content Control**.
- † A **Screen Tip** should appear saying to click the button to insert a picture.

### INSERT A LEGACY CHECK BOX FORM FIELD

- † Click cell **E9**, the one to the right of the cell that contains **Uniform Needed**.
- † Input **Click check box to remove the X if child doesn't need a uniform.**
- † Press the **spacebar**.
- † Click the **Developer Tab**.
- † In the **Controls Group**, click the **Legacy Tools** button (see illustration below left).



- † A menu of **Form Field** tools will open.
- † In the first row under **Legacy Tools**, click the **Check Box Form Field** button (see illustration above middle).
- † A **Check Box Form Field** will be inserted into the cell.
- † Click the **Properties** button in the **Control Group**.
- † The **Check Box Form Field Options** dialog box will appear (see illustration on next page).



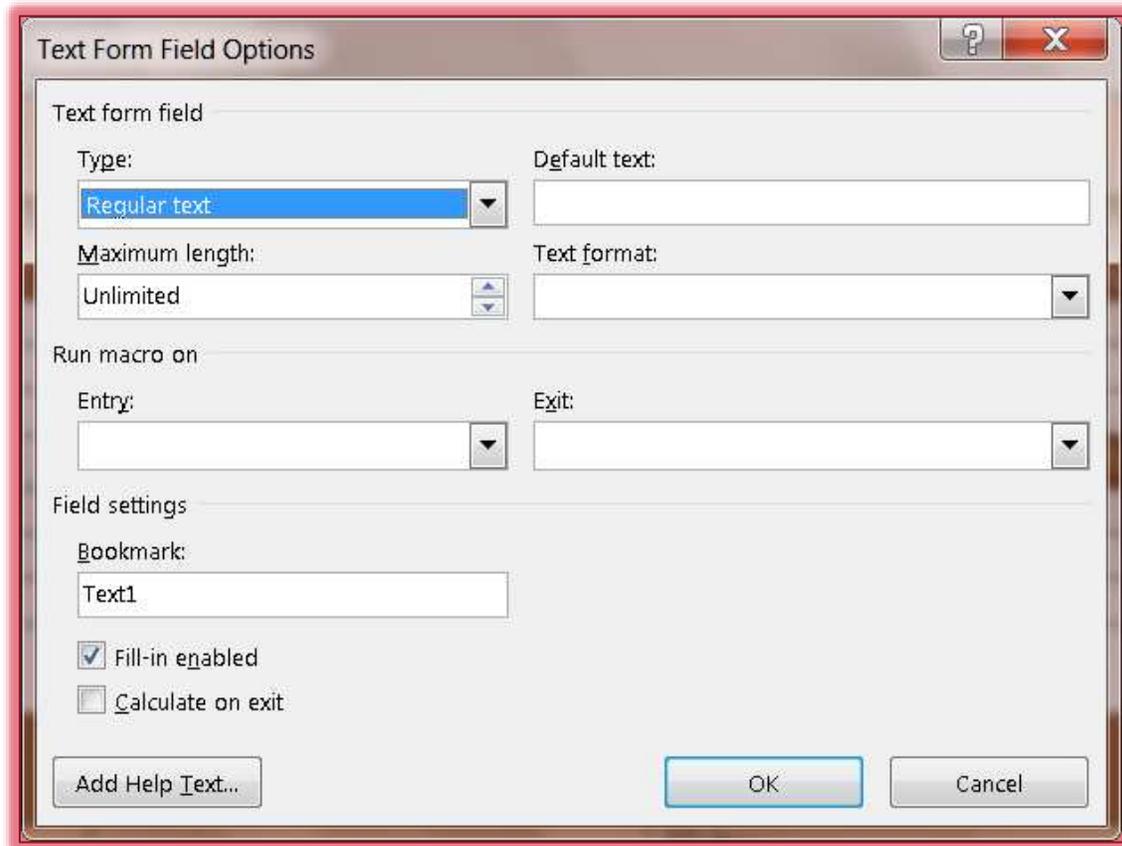
- † Click the **Checked** option button under **Default Value**.
  - ★ When this option is selected, an X will appear in the box when a new form is opened.
  - ★ To remove the X, press the spacebar.
- † Click **OK** to return to the form.

### INSERT A TEXT LEGACY FIELD

- † Place the insertion point in the cell to the right of **Tuition**.
- † Click the **Developer Tab**.
- † In the **Controls Group**, click the **Legacy Tools** button (see illustration below left).



- † A menu of **Form Field** tools will open.
- † In the first row under **Legacy Forms**, click the **Text Form Field** button (see illustration above middle).
- † A **Text Form Field** will be inserted into the cell.
- † Click the **Properties** button in the **Controls Group**.
- † The **Text Form Field Options** dialog box will appear (see illustration on next page).
- † In the **Type** list, select **Number**.
- † The **Maximum Length** should be **Unlimited**.
- † Change the **Number Format** to the one with the **Dollar Sign**.



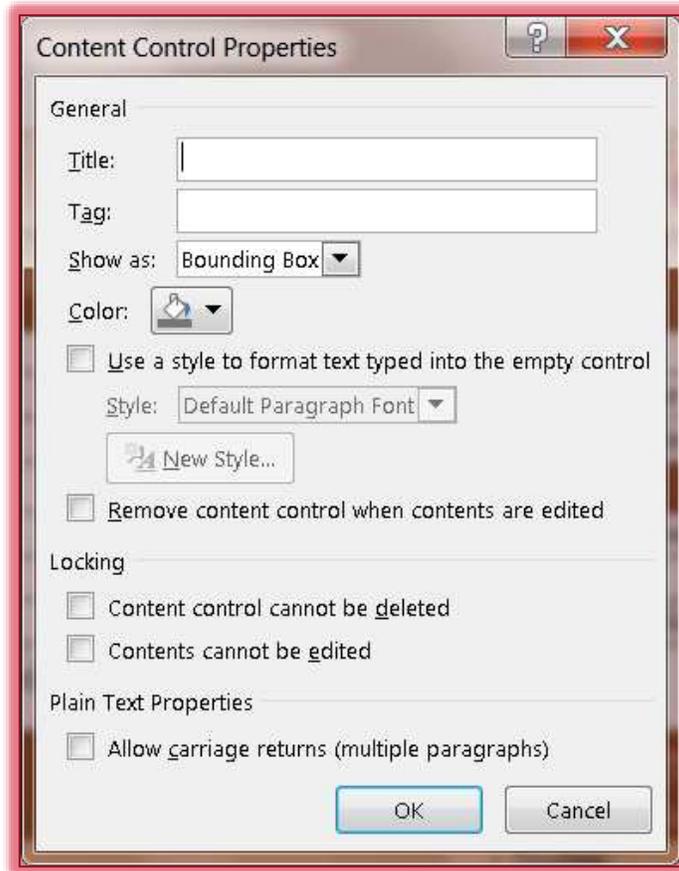
✦ Click the **OK** button.

### INSERT A TEXT FIELD

- ✦ Place the insertion point to the right of the words **Special Needs**.
- ✦ Click the **Developer Tab**.
- ✦ In the **Controls Group**, click the **Design Mode** button (see illustration below).
- ✦ In the **Controls Group**, click the **Plain Text Content Control** button (see illustration below).



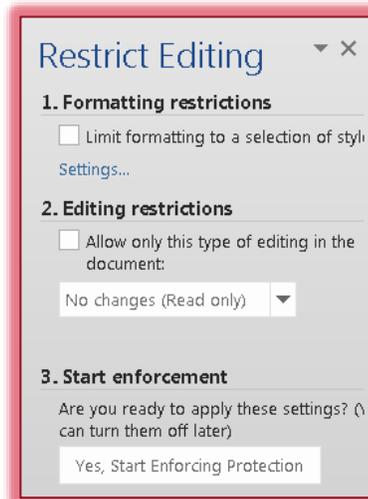
- ✦ Click the **Properties** button in the **Control Group**.
- ✦ The **Content Control Properties** dialog box will appear (see illustration on next page).
- ✦ In the **Title** box, input **Special Needs**.
- ✦ Under **Locking**, click the check box for **Content control cannot be deleted**.
- ✦ Under **Plain Text Properties**, click the **Allow carriage returns** check box.
- ✦ Click **OK**.
- ✦ Complete the steps above to create a **Text Field** for the **Special Accommodations** and the **Notes** cells.



## PROTECT THE DOCUMENT

Once a form has been completed, the document must be protected before information can be entered into it. The Group command can only be used with Content Controls, but not with Legacy Controls. To protect the form, it cannot be in Design Mode. Therefore, Design Mode must be turned off before Protection can be applied.

- † Click the **Developer Tab**.
- † In the **Controls Group**, click the **Design Mode** button to deactivate it.
- † In the **Protect Group**, click the **Restrict Editing** button (see illustration below).



- † The **Restrict Editing Task Pane** will open (see illustration above).

- † In **Section 2** of the **Task Pane**, click **Allow only this type of editing in the document**.
  - ★ The list box below the check box will become active.
  - ★ Additional text will appear below that.
- † Click the **Section 2** arrows.
- † Click **Filling in Forms**.
  - ★ When protecting the entire document, it must be specified that it is protected for **Filling in Forms**.
  - ★ This means the user will be able to enter content in the **Content Controls** and **Form Fields**.
- † The **Start Enforcement** button in **Section 3** becomes active (see illustration on previous page).
- † Click the **Yes, Start Enforcing Protection** button.
- † The **Start Enforcing Protection** dialog box will open (see illustration below).

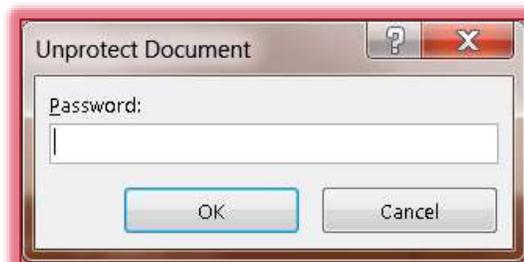


- † To keep others from turning off protection for the form, input a password in the **Enter new password box**.
- † To confirm the password, input the same password into the **Reenter password to confirm** box.
- † Click the **OK** button to close the dialog box without making any changes.

### UNPROTECT THE FORM

If changes need to be made to a form, it has to be unprotected. To do this:

- † Click the **Developer Tab**.
- † In the **Protect Group**, click the **Protect Document** button.
- † The **Restrict Editing Task Pane** will display.
- † At the bottom of the **Task Pane**, click the **Stop Protecting** link.
- † If a password was specified for the form, input the password into the **Unprotect Document** dialog box (see illustration below).



- † Click **OK**.
- † Protection should be removed from the form.