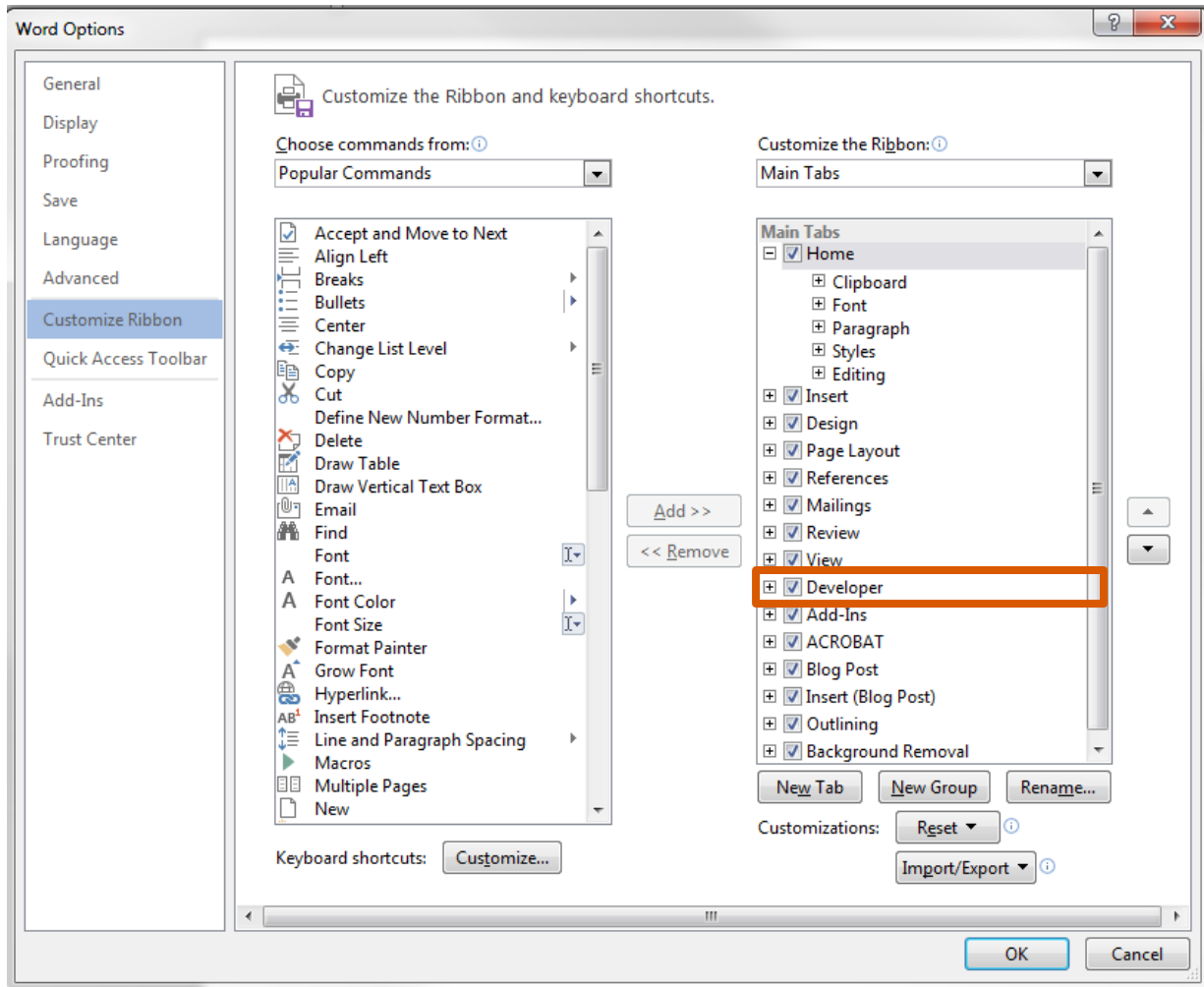


Creating Fillable Forms in Office 2010

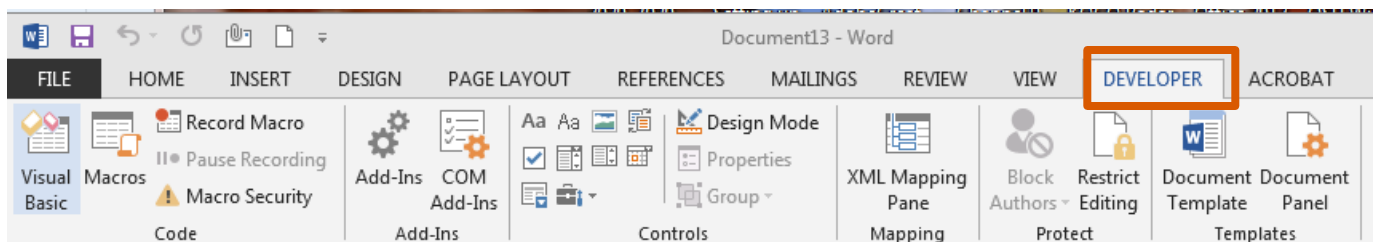
This can be a very powerful data-collection tool; however, it is important to note that the forms created will require Word to complete, and thus may not be useful for getting information from the general public.

The first step is to enable the Developer tab in Word. (It's hidden by default.)

Go to File=>Options=>Customize Ribbon and make sure that the Developer box on the right is checked.



This will add the Developer tab and make it possible for us to create forms.



Next, think about what information you want to gather. When you've decided, then create a new blank Word document.

For this example, we'll get the person's name, address, telephone number(s), email address, and the date. This is a minimum of five fields, and may be more, depending on how we want to set up the various information types.

For an absolute basic list, we could use a table to keep the fields neatly organized:

Name	Click here to enter text.
Address	
Telephone Number	
Email	
Date Filled Out	

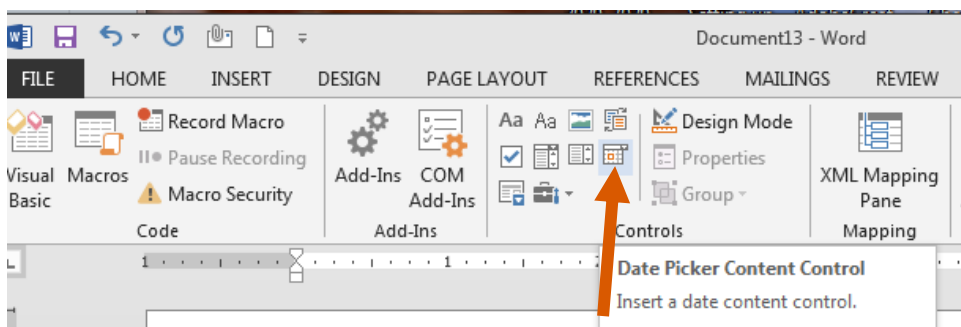
Once you have the basic table laid out, we'll need to insert fillable fields into each of the empty boxes. To do this, go to the new Developer tab that you enabled. **Click on "Design Mode"**. Do this before doing anything else.

Place your cursor in the empty box next to "Name" and from the Controls group, choose a plain text control. You'll see the words "Click here to enter text" appear in the box. This message can be changed, but for now, leave it alone. Click the left-hand tab of the text field, and then click the "Properties" button on the ribbon. Enter an identifying name for the text field you just created – in this case, "Name" or something like it.

Do the same for the next three fields

Name	Click here to enter text.
Address	Click here to enter text.
Telephone Number	Click here to enter telephone number.
Email	Click here to enter text.
Date Filled Out	

For the last one, we'll use a special field called a Date Picker, rather than a text field. Put your cursor in the empty box next to "Date Filled Out" and click on the Date Picker icon in the Content Controls.



Name	Click here to enter text.
Address	Click here to enter text.
Telephone Number	Click here to enter text.
Email	Click here to enter text.
Date Filled Out	Click here to enter a date.

Now click on "Design Mode" again to see your form the way it will appear to the people completing it.

