Microsoft Word 2003: Create a Fill-In Form

Creating Word documents as forms allows you to make only certain parts of a document editable by others. Forms can be such items as text the user types in or drop down menus where the user selects a choice.

Beginning to Create a Form:
1. Turn on the Forms toolbar by going to the View menu then selecting toolbars and checking forms.
2. Type all the information you want to be locked.
3. Place the cursor in the location you want the fill-in field to be.
4. Click the button on the toolbar for the form field type you desire to use.

The ab| button is for inserting text fields. The checkbox button is for checkbox fill-in fields. The list button is for creating a drop down fill-in field list.
Creating a Text Fill-In Field:

1. Click the ab| button on the forms toolbar
   - The ab| button will insert a grey box; that will be the area that can be filled in by the user.

2. Place the cursor in the fill-in form field and click the hand button to work with the properties of that area.
   - The hand button accesses the properties for each type of form field.

3. Set the properties as you desire for the entry. Be sure to leave the fill-in enabled check box checked.

4. The completed text field will appear like the picture below.
Creating a Check Box Fill-In Field:

1. Click the **checkbox button** on the **forms toolbar**

The **checkbox button** will insert a grey checkbox; that will be the area that can be checked by the user.

2. **Place the cursor in the fill-in form field** and **click the hand button** to work with the **properties** of that area.

The **hand button** accesses the properties for each type of form field.

3. **Set the properties** as you desire for the entry. Be sure to **leave the fill-in enabled check box checked**.

The **hand button** will allow you to **edit the text size of the checkbox and the default value**. After editing the options, **click OK**.
Creating a Drop Down Fill-In Field:

1. Click the **list button** on the **forms toolbar**

   The **list button** will insert a grey box; that will be the area that can be selected by the user.

2. **Place the cursor in the fill-in form field** and **click the hand button** to work with the **properties** of that area.

   The **hand button** accesses the **properties for each type of form field**.

3. **Set the properties** as you desire for the entry. Be sure to **leave the fill-in enabled check box checked**.

   You can **change the order the drop down list will appear to the user** by using the **move arrows** after you have added all the items. **Note:** if you want the selection to be **blank as default**, add a blank item by adding a **space**.

   **Add an item by typing** it in the **drop-down item box** and **clicking the add button**.
Locking the Document:

1. In the **Tools menu select Protect Document**

2. **Check the box** under editing restrictions and **change the drop down to ‘filling in forms’** to allow users to only edit the forms areas. **Click the Yes, Start Enforcing Protection button** when you are done.

3. **Enter a password** to protect the document and **click OK**.

4. If you ever need to **unlock the document** in the **Tools menu select Unprotect Document** and enter your password.