How to Create a Form in Microsoft Word 2003

When creating your forms, it is likely the form field you will use the most is the Text Form Field. You should choose to use this field when you desire your students to fill-in a blank, complete a statement or finish a chart.

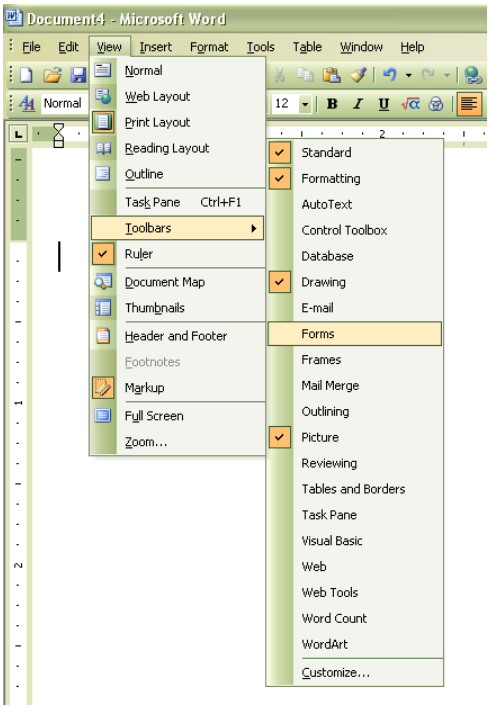
The following are examples of items written with form fields.

Name: _____

"Now is the time for all good men to _____."

Week	Weight in Pounds

In the given examples, the form fields appear gray. Once a student begins to type in any individual field, the field no longer appears gray and the completed field will print as normal text. Thus, we suggest underlining and bolding your form fields so that your eye is immediately drawn to the answers your students have given. To create any form field, you must first access your Form Field Toolbar. To do so, you must click on "View" found on the toolbar at the top of the page. From the "View" menu, you should select "Toolbars"; and, from the "Toolbars" menu, you should select "Forms". Your selections should look like . . .



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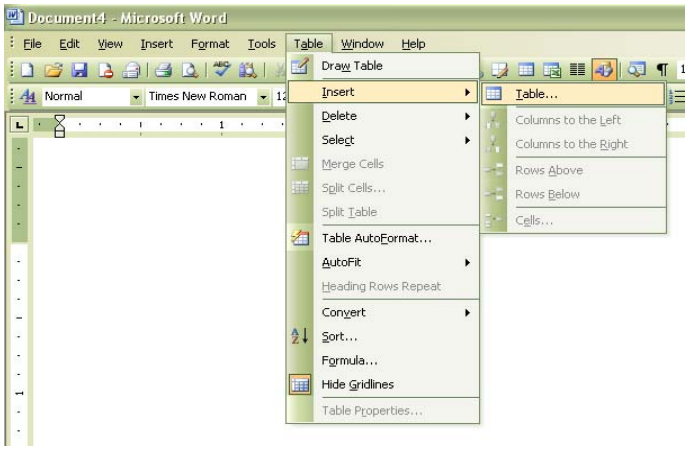
Once you have completed these steps, the following toolbar should appear somewhere on your screen, usually in the upper toolbar.

The button used to insert a Text Form Field is the first button in the toolbar, .

To create a blank for a student to fill-in, simply type the portion of the sentence you wish to give the student then place your cursor where you wish to insert your blank and click the Text Form Field button. A gray box should appear where you inserted your form field. To underline and bold your form field, click on the newly created form field (it should now be highlighted, probably in black) then click the bold button and the underline button in your upper toolbar or Ctrl+B and Ctrl+U. Once you click somewhere off of your form field, it will return to its original gray color.

This same button is used inside tables to create tables for the students to complete. But first, you must create a table. Place your cursor where you want to insert your table. Next, access the table tool by clicking on "Table" located at the top of the page. From the "Table" menu, select "Insert". From the "Insert" menu, select "Table . . .".



A pop-up window will appear asking you to state the number of columns and rows your table requires. Either highlight the given numbers and type over them or use the arrow buttons to change the given numbers to the numbers necessary for your table. The default format for a table is a grid with single, thin lines separating each cell of the table. If you would like a table that uses color or different styles of lines to separate the cells, then click the "AutoFormat" button and choose any of the styles listed; otherwise, click "OK" to create your table.

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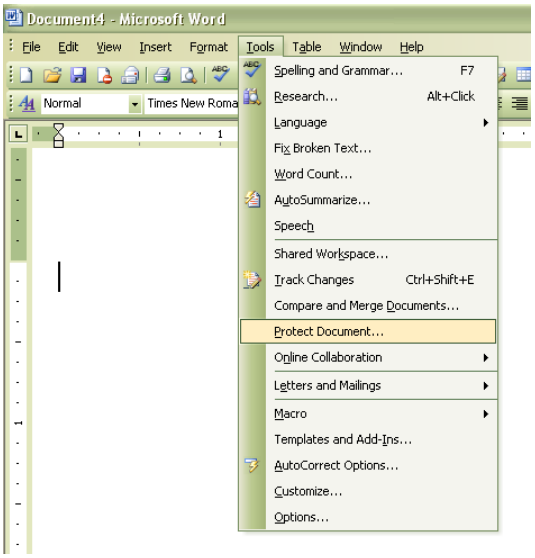
We suggest selecting “AutoFit to contents” when creating your table. Your table might look strange inside your form, but it creates much nicer results when your students insert their data as some students may choose to use longer titles or numbers than others.

Another form field you might wish to use is the Drop-Down Form Field. Again, you type the portion of the sentence or phrase you wish to give to your students then place your cursor where you wish to insert the form field and click the Drop-Down Form Field button, , from the forms toolbar. Again, a gray box will appear. If you double-click on the gray box, the following pop-up box will appear.

In the box entitled “Drop-down item:”, you should type your first drop-down item and then click the “Add” button. Continue doing this until you have completed your drop-down menu. We suggest that the first item always be (SELECT ONE) or something similar. If you do not, then your drop-down form field will look exactly like a text form field and might confuse your students.

In order to ensure students cannot alter your form except in the form fields, you must “protect your document”. There are several ways to do this; however, the best way is to use a password. To do this, click “Tools” in the toolbar at the top of the page then click “Protect Document”.



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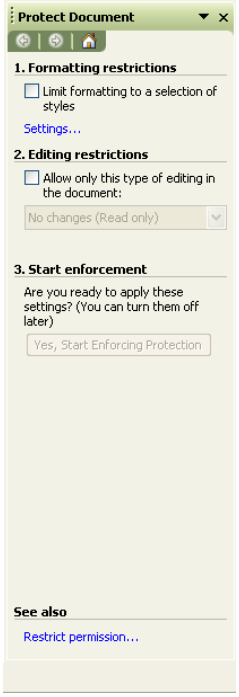
To the right of your document, you should see the following pop-up box.



In general, you do not want to check the first box. Checking the first box will allow students to select certain styles they might want to use inside the formatting. Selecting this box usually results in some students being able to change the form fields into blanks that are not underlined, bolded, or worse.

However, you do want to check the second box. After clicking on the second box, two drop-down menus will become available. In the first drop-down menu, you should select "Filling in forms". Once you make this selection, the second drop-down menu disappears and is replaced with the "Yes, Start Enforcing Protection" button. Clicking on this button causes a pop-up box to appear that asks you to create a password and confirm it.

After typing your password twice, click on the "OK" button and then save your document. It is important that you protect your document just prior to saving it. If you wish to make any changes to your document once it has been protected, you must unprotect the document first. You do this by clicking on "Tools" in the upper toolbar and selecting "Unprotect Document". A pop-up box will appear prompting you to enter your

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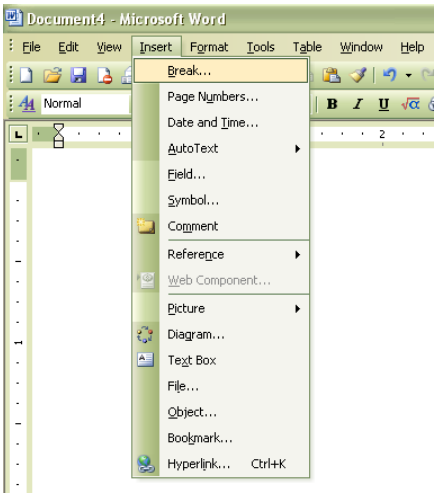
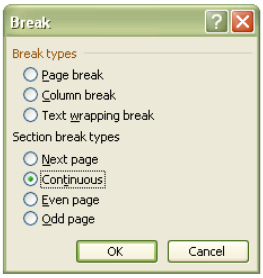
password. Type your password and click on the “OK” button. Your document will now be unprotected and you may make any changes you would like.

Perhaps the hardest part of creating a form is to create a document that allows students to insert objects (calculator screenshots for example) into certain areas and not in others. The areas in which you wish your students to insert objects must remain unprotected. Thus, your form must be partitioned into sections. After the sections have been created, you may select which ones you would like to protect. To partition your form into the desired sections, you must place your cursor where you wish to end your first section and start your second. Next, click “Insert” in the upper toolbar and select “Break”.



A pop-up box will appear prompting you to select the type of break you wish to insert. From the “Section break types” list, you should select “Continuous”.



You should insert a continuous section break before and after every section you wish to remain unprotected. When you do this, you will notice a change in the document protection pop-up box.

Under editing restrictions, just beneath the drop-down box in which you selected “Filling in forms”, you will now see “Select sections . . .” . Click on “Select sections . . .”. A pop-up box will appear with a list of the various sections in the form. The checked sections will be protected while those left unchecked will not be protected. Sometimes there are so many sections in your form that it is difficult to determine which section is which. We have found that showing the paragraph formatting helps in determining the

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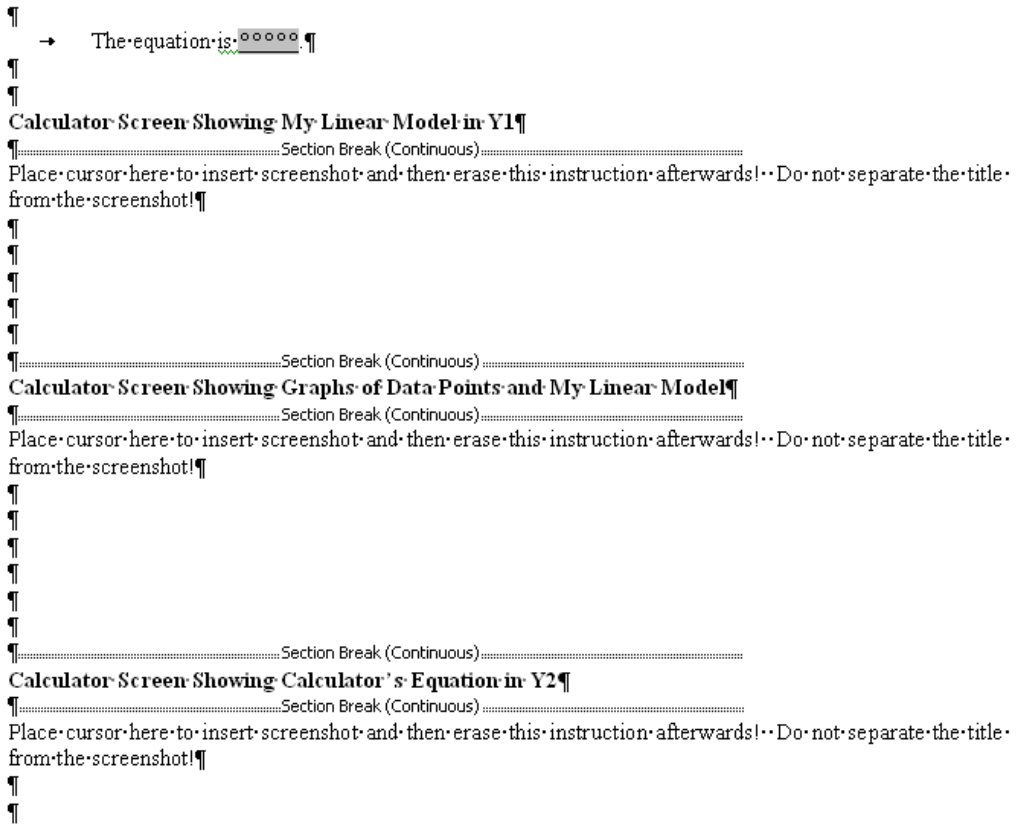
correct sections. You may show or hide formatting by clicking on the button which may be found on the upper toolbar. Below, we have included a screenshot of one page of one of our forms with the formatting shown so that you may see the formatting and section breaks applied.



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